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**Report of the Director of Children's Services**

**Executive board**

**Date: 22 March 2006**

**Subject: : Children and Young People's Plan**

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**Electoral wards affected:**

All

**Specific implications for:**

- Ethnic minorities
- Women
- Disabled people
- Narrowing the gap

Eligible for call In

Not eligible for call in  
(details contained in the report)

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**Executive Summary**

1. This report outlines the key issues relating to the development of the first Children and Young People's Plan 2006-2009.
2. The CYPP is a requirement of the Children Act 2004 and must be submitted in May each year as part of the Annual Performance (APA) of Children's Services.
3. The CYPP must be agreed by the Children & Young People's Strategic Partnership, Children Leeds. The implementation of the plan will be managed by the Director of Children's Services.
4. There has been a significant amount of participation in developing local priorities, including children and young people, parents and carers, staff and the Children and Young People's Scrutiny Board.
5. The Vision for Children and Young People is that "we want all children and young people to be happy, healthy, safe, successful and free from the effects of poverty.
6. There are 10 Leeds Outcomes with a basket of around 50 performance measures and additional indicators for vulnerable groups. These will be used to monitor the overall success of the Plan.

7. Key challenges for children and young people's service include:
  - Secondary achievement and progression
  - Reducing bullying
  - Safeguarding – improved safeguards for all children and young people and promoting their welfare
  - Reducing Anti-Social Behaviour and crime
  - Poor outcomes for Looked After Children and children and young people living in disadvantaged neighbourhoods
  - Improving activity rates and reducing obesity.
8. The plan includes an outline of the change for children programme for Leeds which focuses on the development of integrated children's services and implementing the Children's Act 2004.
9. The report seeks Executive Board endorsement of the plan prior to it being submitted to Members of Full Council for approval on 5 April 2006, in order to meet the statutory publication deadline of 26 May 2006. As a consequence of the deadlines we are working with, the plan presented to Members with this report is the latest draft and whilst it is largely complete the report does request Members to authorise the Chief Executive to update the plan, as maybe necessary, prior to its publication in May 2006. Any major variations will of course be reported to Members accordingly.
10. Executive Board are asked to:
  - Endorse the Children and Young People's Plan and recommend its approval to Full Council on 5 April 2006 to allow publication by 26 May 2006;
  - Authorise the Chief Executive to update and complete the Plan with any outstanding information prior to its formal publication on 26 May 2006.

## **1.0 Purpose of this report**

- 1.1 This report outlines the key issues within the first Children and Young People's Plan (CYPP) for Leeds. It is a new statutory plan and replaces a number of existing children's services plans. It is a three year plan, but must be reviewed annually. However, unlike other statutory plans the CYPP must also be approved by the Children and Young People's Strategic Partnership, Children Leeds. The implementation of the CYPP will be led by the Director of Children's Services and Children Leeds who will oversee all performance and accountability framework, and inform the Council's performance management monitoring arrangements.

## **2.0 Background information**

- 2.1 The Children Act 2004 and the National Standards Framework Children, Young People and Maternity Services (NSF) provide the building blocks for the new combined approach to children and young people's services. Every Child Matters sets out how services will work with all children, young people and their families to improve outcomes by joining up services and resources, and better using information and knowledge. There is a particular focus on those children and young people who are most vulnerable or in need.
- 2.2 The Children and Young People's Plan is required by the Children Act 2004. It will be used by the DfES and Ofsted to monitor the progress that Leeds is making towards improving outcomes for children and young people and implementing the

requirements of the Children Act 2004. It is linked to the Annual Performance Assessment of children's services that is submitted at the end of May each year and informs the annual CPA reassessment.

### **3.0 Main issues**

#### **Developing the Children and Young People's Plan**

- 3.1 This is the first Children and Young People's Plan for Leeds. It sets out how we as a city will work together to improve the lives of all children, young people and families in Leeds. In order to develop local priorities there has been a significant amount of involvement and participation from a wide variety of partners, including:
- 4,500 children and young people – through school based questionnaires;
  - 400 children and young people from the Reach Out and Reconnect (ROAR) participation group and the Youth Council;
  - 1,000 staff and partners;
  - Over 100 parents and carers;
  - Children and Young People's Scrutiny board;
  - Joint Consultative Committee.
- 3.2 The Children and Young People's Scrutiny Board commented on the first draft of the Plan (comments are attached in appendix 1). Although, supportive of the plan they made a number of comments that have been included in the revised draft including using the use of the five Every Child Matters outcomes and greater detail on the participation of children and young people.
- 3.2 The plan has been led by the Council and Education Leeds with support from a multi-agency team including, Health, the Leeds Children's Fund, Social Services, voluntary sector and Connexions. As a result there has been a wide range of support for the plan from partners.
- 3.3 The Children Leeds partnership wants to make Leeds a thriving family friendly city and ensure that all children and young people have the skills, confidence and opportunity to achieve their potential. Children and young people are individuals that are part of families and the wider community, therefore the plan focuses on supporting families in their community, to address the barriers associated with poverty that many children, young people and their families face. This is part of the citywide strategy to narrowing the gap between the most affluent and disadvantaged neighbourhoods.
- 3.4 At the heart of the strategy is a commitment to increase the involvement of children, young people and their families in all key decisions. This includes both broader decisions about the design of services, but also about which services best meet their individual needs. The aspiration is to develop stronger partnerships with children, young people and families where the focus is 'doing with' rather than 'doing for or to'.
- 3.5 The Children and Young People's Plan is divided into two sections. The first part of the plan addresses *how we are going to improve outcomes for children and young people* with specific and targeted improvement activity across a range of organisations. The second part of the plan describes our longer term transformation programme outlining *how we will change over the next few years to improve the way we commission and deliver services*.

## **Our Vision for Children and Young People**

- 3.6 The Vision for Children Leeds is that “We want all children and young people in Leeds to be happy, healthy, safe, successful and free from the effects of poverty”.
- 3.7 Over the next few years the strategy will focus on reshaping the way services are delivered to children young people and their families to better respond to their needs. To achieve this children and young people’s services will:
- Focus on individual needs and developing ‘personalised’ services,
  - Strengthen and extend safeguards for children and young people and promote their welfare
  - Provide area based support for families and communities
  - Integrate our services and refocus activity toward early intervention and prevention.
  - Working through schools and children’s centres
- 3.8 There are 183,000 children and young people in Leeds and their needs broadly reflect some of the challenges identified nationally. Leeds has large and complex services that according to Ofsted are largely judged to be good or satisfactory. However, there are several key challenges for children and young people’s services including:
- Secondary achievement and progression
  - Reducing bullying
  - Safeguarding -improved safeguards for all children and young people and promoting their welfare
  - Reducing Anti-Social Behaviour and crime
  - Poor outcomes for Looked After Children and children and young people living in disadvantaged neighbourhood
  - Improving activity rates and reducing obesity.
- 3.9 Using the ECM outcomes framework, children, young people and partners have identified local priorities which we have expressed as the 10 Leeds Outcomes. These form the basis of our strategy to implement change in children and young people’s services. The 10 Leeds Outcomes and key performance measures are expressed in the diagram in appendix 2. This basket of performance measures and targets form the foundations of our performance management framework.
- 3.10 For each target we will measure outcomes at a citywide level but also for the four key main vulnerable groups that we have identified for this plan:
- Looked After Children
  - Children and young people with learning difficulties or disabilities
  - Children and young people from Black and Minority Ethnic communities
  - Children and young people from the most deprived neighbourhoods in Leeds.
- 3.11 We think this is important to ensure that we judge our success on how we improve outcomes across the city fro all children and young people, but also for the most vulnerable.

## **Implementing the Children Act 2004**

- 3.12 The second part of the plan focuses on the development of integrated children’s service’s and the specific actions that will be led by the Director of Children’s

Services and Children Leeds over the next year.

- 3.13 To improve outcomes for children, young people and their families we must transform the way we deliver service to ensure they are personalised to need and where possible are delivered in the community in a universal setting. Our focus is on early intervention and prevention. To achieve this we have developed a transformation programme that focuses on:
- Transforming our universal services through the development of a network of extended schools and children's centres with the core offer available in all neighbourhoods by 2010
  - Developing an integrated strategic commissioning framework and establishing new children's trust arrangements;
  - Supporting greater integration of frontline services by using new processes and technologies to support multi-disciplinary, co-located neighbourhood based teams;
  - Improving safeguarding arrangements through the development of the Local Safeguarding Board, which will focus on protecting children and young people from harm, building resilience and lowering risk, and promoting their welfare
  - Creating more responsive resources through our commissioning arrangements and greater integration of performance management systems;
  - Creating a workforce that has the appropriate skills, competencies, values and behaviours to enable them to work effectively and facilitate long term cultural change.
- 3.14 Key milestone and targets within the plan relating to the implementation of the Children Act 2004 include:
- New Children Leeds trust arrangements in place October 2006;
  - First commissioning plan produced October 2006;
  - Resource plan for children and young people's services March 2007;
  - 30 Children's Centres open and 24% of all schools offering the full core offer for extended schools by September 2007
  - E-enabled Common Assessment Framework and information sharing arrangements project complete in West Leeds by March 2007;
  - Lead professional model agreed and implemented by all partners in West Leeds project March 2007;
  - Children and young people's services workforce audit complete.
- 3.15 Many of the milestones are well in advance of the statutory timescales of 2008 and will meet the DfES expected timescales for progress during 2006, prior to the Joint Area Review in 2007.

## **4.0 Next Steps**

- 4.1 Subject to the approval of Full Council and the endorsement of the Children Leeds partnership, the Children and Young People's Plan will be published on 26 May 2006 and submitted to Ofsted as part of the Annual Performance Assessment.

## **5.0 Modifications of the Policy Framework**

- 5.1 The Local Authorities (Functions and Responsibilities) (England) Regulations 2000, provide that any modification to any plan or strategy which comprises the Council's Budget and Policy Framework must be approved or adopted by Full Council unless at the time of approving the plan or strategy, the Council has delegated freedom to

the Executive to make any necessary “in-year” modifications.

- 5.2 The guidance suggests that the Council should, at the same time as approving or adopting the relevant plan or strategy; agree which elements of the Executive will have the freedom to amend. However, non-urgent decisions which are contrary to the plans or strategies agreed by Full Council must be taken by the Full Council.
- 5.3 If the Executive makes any such modifications to any plan or strategy which comprises the Council’s Budget and Policy Framework, then these modifications should be reported to Full Council at the next available Council meeting.

## **6.0 Recommendations**

6.1 Executive Board are asked to:

- Endorse the Children and Young People’s Plan and recommend its approval to Full Council on 5 April 2006 to allow publication by 26 May 2006;
- Authorise the Chief Executive to update and complete the Plan with any outstanding information prior to its formal publication on 26 May 2006.

## Appendix 1

### Scrutiny Board (Children and Young People)

15<sup>th</sup> December 2005

#### Comments on the draft Children and Young People's Plan

The Board welcomed the opportunity to contribute to consultation on the draft of the first comprehensive Children and Young People's Plan for Leeds.

Members acknowledged the challenge involved in trying to bring together a document which would provide a framework for Children's Services in the city, set aspirational goals and at the same time be meaningful to front-line staff and the public.

The Scrutiny Board (Children and Young People) made the following comments in relation to the consultation:

- The Board were concerned about the use of 4 outcomes for Leeds in the draft plan, as opposed to the 5 Every Child Matters outcomes which were being used nationally. Whilst Members liked the use of the single words "happy, healthy, safe and successful," they felt that having a different number of outcomes from the national framework would cause confusion for the public and staff, as well as complicating matters in terms of future inspections and any funding bids.
- Members suggested that a possible solution would be to add a fifth 'Leeds' outcome, to realign with the national outcomes yet retain the local flavour. This could perhaps emphasise the involvement element more strongly, demonstrating that children and young people were not merely passive recipients of services.

#### **Recommendation: That five single word 'Leeds' outcomes are used in the Children and Young People's Plan.**

- The Board did however, strongly support the desire to give a Leeds perspective to the Plan, and in particular Members applauded the local emphasis on enjoyment, self-esteem and family and community values.
- In relation to the national outcome of 'making a positive contribution,' the Board welcomed the local emphasis on two-way respect and shared values to build thriving communities, as opposed to the largely negative focus on anti-social behaviour in the current national framework.
- In relation to enjoyment, the Board were concerned about the stress felt by some children and young people in the face of the national emphasis on school achievement, and welcomed the determination of the partners in the Leeds Plan to seek to change attitudes.
- The Board discussed the importance of play, and whilst welcoming inclusion of play as a local priority, and the acknowledgement by the Children and Young People's Strategy that play in Leeds needed to have a much higher profile (despite its lower profile in the national framework), Members felt that this needed to be reflected more explicitly in the final version of the Plan.
- The Board suggested that there should be an explicit reference in the Plan to integration with adult services in terms of cross-cutting issues, for example support to adults as

parents and carers. It was considered essential that adult services saw themselves as partners in delivering children's services.

- Members also believed that there should be more overt reference to celebrating the diversity of the city in the values section of the Plan, and at the same time acknowledgement that services need to be responsive to that diversity rather than adopting a 'one size fits all' approach.
- It was also suggested that the importance of housing could be given a higher profile in the final Plan.
- Members queried the accuracy of the data on oral health, which appeared to conflict with evidence presented to the Scrutiny Board (Health and Wellbeing). They suggested that this be verified.
- Members were pleased to note that the final version of the Plan would include target dates for achieving specific milestones.
- The Board discussed the consultation with children and young people and parents and carers in developing the draft Plan. They also welcomed the intention to produce a version or versions of the final Plan that would be more generally accessible and widely available to children and young people and their parents and carers.

## Appendix 2: Key Aims and Targets

<b>Be Healthy</b>	<b>Stay Safe</b>	<b>Enjoy and Achieve</b>	<b>Make a Positive Contribution</b>	<b>Achieve Economic Well being</b>
<p><b>Children and young people have a healthy start and healthy lifestyles</b></p>	<p><b>Children and young people are safe, secure and cared for</b></p>	<p><b>Children and young people enjoy life and learn through play, sports and arts</b></p>	<p><b>Children and young people are valued by their communities</b></p>	<p><b>Children and young people have the skills, knowledge and confidence for work and adult life</b></p>
<ol style="list-style-type: none"> <li>1. Halt the increase in the proportion of 5-11 year olds that are obese by 2010</li> <li>2. Reduce infant mortality</li> <li>3. Raise the proportion of mothers breastfeeding</li> <li>4. Reduce the proportion of mothers that smoke in pregnancy</li> <li>5. Raise infant immunisation rates to 95% by 2007</li> <li>6. Raise the proportion of schools that achieve the National Healthy Schools Standard</li> <li>7. Increase the proportion of 5-16 year olds that engage in 2 or more hours of high quality PE per week to 90% by 2009</li> <li>8. Reduce the average alcohol consumption of young people. [NEW]</li> <li>9. Reduce the proportion of young people that are regular smokers. [NEW]</li> <li>10. Reduce the use of 'Class A' drugs by young people. [NEW]</li> <li>11. Reduce the diagnostic rate of new STIs among 16-19 year olds</li> <li>12. Reduce the under 19 conception rate</li> <li>13. Reduce the average number of decayed, missing or filled teeth for 5 year olds in Leeds</li> <li>14. Looked After Children PAF Health Indicators judged to be 'good'</li> </ol>	<ol style="list-style-type: none"> <li>1. Increase the proportion of schools scored 2 or better for 'Learners adopt safe practices' [NEW]</li> <li>2. Reduce admissions to hospital for accidental injury [NEW]</li> <li>3. Reduce re-registrations on Child Protection Register to 12.5 by 2009</li> <li>4. Increase the proportion of Reviews of Child Protection Cases that are carried out in statutory timescales to 99% by 2009</li> <li>5. Raise the % of core assessments for children carried out within 35 days to 75% by 2009</li> <li>6. Increase the stability of placements for Looked After Children to 13 by 2009</li> <li>7. Increase the % of under 16s looked after for &gt;4 years living in the same placement for &gt; 2years or placed for adoption to 67.5 by 2009</li> <li>8. Raise the rate of adoptions of Looked After Children to 8.1 by 2009</li> </ol>	<ol style="list-style-type: none"> <li>1. Increase the proportion of children and young people that are satisfied with the opportunities for play and recreation in Leeds. [NEW]</li> <li>2. Increase the take up of sporting opportunities by children and young people. [NEW]</li> <li>3. Increase the take up of cultural opportunities by children and young people. [NEW]</li> <li>4. Increase the proportion of children and young people that report they are satisfied with access to leisure facilities. [NEW]</li> </ol>	<ol style="list-style-type: none"> <li>1. Increase the proportion of children and young people that report that they have a satisfactory say in their communities [NEW]</li> <li>2. Increase the proportion of children and young people that reported that they are satisfied with the way they had a say in local children's services [NEW]</li> </ol>	<ol style="list-style-type: none"> <li>1. Reduce the percentage of year 11 leavers that are NEET status</li> <li>2. Reduce the percentage of 18 years olds that are NEET</li> <li>3. Reduce the proportion of 16-18 year olds in the 'unknown' category</li> <li>4. Increase the proportion of 16 year olds with Level 1 qualifications</li> <li>5. Increase the proportion of 18 year olds with Level 2 qualifications</li> <li>6. Increase the proportion of 18 year olds with Level 3 qualification</li> <li>7. Improve the proportion of schools scored 2 or better by OfSTED for the judgement 'how well learners develop skills for economic well-being' [NEW]</li> </ol>

<b>Be Healthy</b>	<b>Stay Safe</b>	<b>Enjoy and Achieve</b>	<b>Make a Positive Contribution</b>	<b>Achieve Economic Well being</b>
<p><b>Children and young people are mentally and emotionally healthy</b></p>	<p><b>Children and young people are safe in their communities</b></p>	<p><b>Children and young people achieve their personal learning goals</b></p>	<p><b>Children and young people value their communities</b></p>	<p><b>Children and young people live in thriving families in thriving communities</b></p>
<p>To be confirmed – subject to negotiation with the PCT's</p>	<ol style="list-style-type: none"> <li>9. Reduce the proportion of children and young people that report that they have been affected by bullying, harassment or discrimination at school or in the community. [NEW]</li> <li>10. All Leeds providers receive positive ratings in the OfSTED judgements relating to learner safety [NEW]</li> <li>11. Reduce the proportion of children and young people that report that they have been affected by bullying, harassment or discrimination at school or in the community due to their ethnicity. [NEW]</li> <li>12. Reduce admissions to hospital for accidental injury [NEW]</li> <li>13. Reduce the proportion of children and young people that have a fear of crime. [NEW]</li> </ol>	<ol style="list-style-type: none"> <li>5. Ensure no school in Leeds is placed in an OfSTED category of concern [NEW]</li> <li>6. Increase the proportion of schools scored 2 or better by OfSTED for overall effectiveness [NEW]</li> <li>7. Increase the proportion of schools scored 2 or better by OfSTED for the overall effectiveness of leadership and management [NEW]</li> <li>8. Increase the proportion of 5 year olds achieving 6+ in core elements of the FSP [NEW]</li> <li>9. Increase the proportion of 11 years olds achieving Level 4+ in KS2 in (a) English and (b) maths in line with value added estimates</li> <li>10. Increase the proportion of 14 year olds achieving Level 5+ in KS3 in (a) English, (b) maths (c) Science and (d) ICT in line with value added estimates</li> <li>11. Increase the proportion of 16 years olds achieving (a) 5+ A*-C or equivalent, (b) as above including English and maths and (c) 1+ grades A*-G in line with value added estimates</li> <li>12. Increase attendance in secondary schools to 92.3% by 2008</li> </ol>	<ol style="list-style-type: none"> <li>3. Reduce the proportion of children and young people that report they have bullied in the last 12 months [NEW]</li> <li>4. Increase the proportion of children and young people that are engaged in community or environmental volunteering [NEW]</li> <li>5. Reduce the rate of fixed terms exclusions from schools to 25 per 1000 by 2009</li> <li>6. Reduce the number of permanent exclusions from schools to 25 by 2009</li> <li>7. Reduce the number of first time offenders that are under 18 years of age to 5% by 2009</li> </ol>	<ol style="list-style-type: none"> <li>8. Increase the proportion of children and young people that report that they are satisfied with their neighbourhood [NEW]</li> <li>9. Reduce the proportion of children and young people living in workless households [NEW]</li> <li>10. Reduce the proportion of dependent children who live in a home that does not meet the set standard of decency [NEW]</li> </ol>

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**Report of the Chief Executive**

**Executive Board**

**Date: 22<sup>nd</sup> March 2006**

**Subject:** Ensuring a patient-led NHS: Consultation on new strategic health authority arrangements in Yorkshire and the Humber and new primary care trust arrangements in West Yorkshire.

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**Electoral Wards Affected:**

ALL

**Specific Implications For:**

Ethnic minorities

Women

Disabled people

Narrowing the Gap

Eligible for Call In

Not Eligible for Call In  
(Details contained in the report)

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**EXECUTIVE SUMMARY**

1. The West Yorkshire Strategic Health Authority (SHA) has instigated a stakeholder consultation on proposals.
  - a) to merge all the Yorkshire and Humber side Strategic Health Authorities into one;
  - b) to merge PCTs to be coterminous with local government boundaries, thus creating a single PCT for Leeds
2. This exercise is being carried forward nationally under the banner of Commissioning a Patient-led NHS. The purpose is to strengthen PCTs; to create a firmer basis for joint working both strategically and in localities; and to bring in more local practice-based commissioning. The Department of Health also expects substantial savings to be made.
3. This paper supports the overall merger proposals but comments on a number of issues which the Council will wish to see addressed in the final disposition. A recommended response is attached at Annex 1.
4. The Executive Board and the Council's Scrutiny Board (Health and Wellbeing) are able to respond as separate stakeholders. The response from the Scrutiny Board will be circulated as Annex 2 at the Executive Board meeting today. The SHA proposal is attached at Annex 3 to Members' copies of the agenda only and can be obtained upon request from the clerk named on the front of this agenda sheet.

## **1.0 Purpose Of This Report**

- 1.1 The Council's Executive Board has the opportunity to comment as a stakeholder on the proposals and suggest issues which it wishes the SHA and the new PCT to take into consideration. The Scrutiny Board (Health and Wellbeing) considered the issues at meetings on 1<sup>st</sup> and 13<sup>th</sup> March 2006 and has made recommendations as a separate stakeholder. (The formal response has yet to be agreed by Members of that Board and will be circulated at the Executive Board meeting as Annex 2 to this report on 22 March 2006). The final date for responses is 22<sup>nd</sup> March 2006.

## **2.0 Background Information**

- 2.1 Over the last year the government has refined its commitment to *Creating a Patient-led NHS* with much greater importance attached to the role of commissioning. This involves the strengthening of Primary Care Trusts, and the realignment of Strategic Health Authorities. Local consultations took place during the late summer to identify what types of local configuration were preferred. After considerable discussion the proposal is that Leeds (in common with other West Yorkshire local authority areas) should contain a single PCT and that the new Strategic Health Authority should be coterminous with the Yorkshire and Humberside Government Office.

The consultation document is attached at Annex 3 (for Members). After the general introduction, there are generalised descriptions of the roles of the Strategic Health Authority (page 13) and the PCT (page 15). Specific issues for the proposed Leeds PCT are described on pages 38-41.

The consultation specifically asks for suggestions about how to preserve the locality working so far developed by the existing Primary Care Trusts.

A Transition Group, chaired by the Chief Executive of Leeds West PCT, Chris Reid, is overseeing the proposed merger and handover process. The Council is represented on this Group by the Deputy Director of Social Services, John England.

- 2.2 Formal implementation of the proposals is expected by October 2006.
- 2.3 On 30<sup>th</sup> January the Government also issued a White Paper *Our Health, Our Care, Our Say – a new direction for community services*. This sets out new policies for health care outside hospital and for social care. There are specific expectations of joint working – including public health and joint commissioning – between local authorities and the NHS.

## **3.0 Main Issues**

### **3.1 Strategic Health Authority**

A single Strategic Health Authority is proposed for Yorkshire and Humberside, coterminous with the Government Office and regional structure. In general this seems to make sense, reducing costs and strengthening the strategic role. It will also eliminate the current confusion position for public health where there are regional and SHA structures.

- 3.1.1 However certain sub-regional issues remain significant for health and the new SHA will need to be clear about relationships with West Yorkshire where collective liaison is needed.

- 3.1.2 The SHA is also presented as a communication vehicle for the Department of Health (8.1 last bullet point). This communication needs to take messages to the Department of Health from the Region and its subunits as well as communicating government messages.
- 3.2 Primary Care Trust
- 3.2.1 *Implications of a single PCT;*  
There can be no doubt that a single PCT for Leeds will make planning, decision-making, and joint commissioning a much simpler and more consistent process. The five Leeds PCTs' original intention to work collectively has come under a lot of pressure as the PCTs have had to respond both to the implications of national targets and to their developing awareness of local needs and delivery systems. Even in clinical matters PCTs have sometimes developed different policies and some city-wide activities have been delayed while the agreement of all PCTs has been sought. Sometimes projects have had to go ahead with the approval of 3 or 4 PCTs only. It has also been time consuming for provider organizations to negotiate with 5 PCTs although this division may sometimes have worked to providers' advantage because commissioning was correspondingly weaker. A single PCT will also be able to plan for coherently across internal boundaries, e.g. for the city centre or for communities of interest such as asylum seekers.
- 3.2.2 Conversely the 5 PCTs have been able to develop much better local arrangements with patients and public, and with local agencies. The Strategic Health Authority's document picks up on this issue and although the public awareness of PCTs remains limited it has been noticeable during consultation that patients' organizations especially are fearful of having links taken away from them. Certainly attendance at consultation meetings has been broader than attendance when the Health Authorities were abolished.
- 3.2.3 *Implications of budget savings;*  
The proposal anticipates a 15% saving but there must be considerable doubt either whether this will be achieved. The expected level of savings in Leeds would be about £1.8m recurrently, but this does not take transition costs into account, so there will be less saving initially. The national directive is that savings will go towards palliative care and cancer services.
- 3.2.4 *Governance and representation*  
PCTs have been encouraged to seek non-executive directors who will assist their relationship with local communities. Board Members appointed on this basis have included locally elected Councillors. Concern has been expressed that recruitment of non-executive directors to a merged PCT will be on the basis of particular technical competencies (e.g. finance) rather than local involvement. The 5 PCTs generally had more than one non executive director who satisfied this criterion. However the merged PCT will not be able to do this nearly as effectively because of its city-wide operation. Any PCT Board whose Members are appointed for their technical abilities alone, rather than close connections with local people, risks being too remote. Patient and public involvement issues are considered in paragraph 4.4.
- 3.2.5 The reduced number of non-executive directors will make it more difficult for the new PCT to be represented at Board Level on partnerships and in other activities. Former Health Authorities were able to appoint Associate Directors to undertake various formal tasks such as representation on tribunals. The Department of Health and the new PCT should consider developing a system of Associates to enable Boards to connect more widely with their constituency and responsibilities.

- 3.2.6 The Primary Care Trust Executive Committees (Membership) Directions 2003 state that the PCT Professional and Executive Committees (PEC) should include “one or 2 persons who are employed by a relevant local social services authority, appointed by the chairman and non-officer members of the Trust following nomination by that authority.” Up until now Social Services Area Managers have fulfilled this role in each PCT. The scope of the enlarged PCT, changes within the Council’s own Social Services Department, and the new expectation of joint working mean that, the Council will need to negotiate different officer representation both centrally and at District level.
- 3.2.7 *Role of District Partnerships and relations with Area Management*,  
PCTs have played an important role in supporting District Partnerships and contributing to District Plans. They have also developed a wide variety of neighbourhood connections. A new single PCT should be structured so as to retain these connections and maximize local responsiveness and current plans are to ensure that PCT representatives are empowered to make appropriate decisions.
- 3.2.8 *Implications for Commissioning / Development of Practice Based Commissioning*  
There is no doubt that a single PCT will aid the development of joint commissioning for health and social care and also for public health. The new PCT should as a matter of urgency seek to continue and expand the work so far carried out with the local authority and other partners to further joint commissioning of services both for adults and for children.
- 3.2.9 The Government is introducing “practice-based commissioning” to involve GPs and other primary care professionals in redesigning services that best meet patients needs and deliver what local people want. Such commissioning is generally likely to be carried out by groups or consortia of practices and may also be called locality commissioning. Involvement of patients and public is seen as a key to success. PCTs will support the development of practice-based commissioning by developing shared agreements which will detail how all national and local planning framework targets that relate to the budgets they hold will be delivered by the delegation of the budget to the practice or locality. The agreement will also show how a PCT right to intervene will be exercised if delivery of a key target is threatened. For Leeds this means that a commitment to the Making Leeds Better programme must be retained. This right will be important if practice-based commissioning begins to produce distortions in provisions of service – relating both to the funds at the disposal of the consortia and to the way in which they are allocated. The Council will need to address how best to connect with practice-based commissioning where appropriate, especially as it develops its own commissioning structures.
- 3.2.10 *Public Health and Health Inequalities*  
Since the formation of the PCTs there have been five Director of Public Health posts in Leeds, each with considerable corporate responsibility which has reduced their availability for public health. Currently there are three full time Directors of Public Health and one part-time. All are currently part of the Council’s officer level Corporate Board for Health and Wellbeing. Under the new arrangement there will be a single Director of Public Health and the February 2006 White Paper, *Our Health, Our Care, Our Say*, sets out expectations that this will be a significant area of joint working with the Council and, where appropriate a Joint Appointment. The Director of Public Health is expected to work closely with the Director of Adult Services, particularly in the process of needs assessment. A further report will be brought to Executive Board following discussions with the current Directors of Public Health and the issuing of guidelines by the Department of Health for the Director of Adult Services.

### 3.2.11 *Local Issues and the voluntary. Community and faith sectors*

There may be particular activities – including support for more local organisations – which might be more easily overlooked in a large PCT. This will be mitigated if the PCT retains some kind of District structure but it would be useful if the current PCTs identified work in this area which requires continuity.

## **4.0 Implications For Council Policy And Governance**

- 4.1 The creation of a single PCT will certainly assist decision-making at a city-wide level. However there could be a loss of impact at the District Partnership level where the Leeds PCTs have generally been very active. The current PCT Boards are contributing actively to development of a structure within the new PCT which reflects the 5 Leeds districts – something which has also been emphasised during the consultation process. As indicated in paragraph 3.2.6 above, the new PCT will need to include formal links with LCC at District / Area level as well as city-wide.
- 4.2 Governance arrangements will, if anything, be simplified but it is important to ensure proper continuity of PCT representation in any formal partnerships with financial or other accountabilities (e.g. Learning Disabilities Partnership; Making Leeds Better). It will also be crucial that the new PCT continues at least the current level of support to District Partnerships.
- 4.3 The *Making Leeds Better* partnership, with its broad level of engagement, wide scope and detailed involvement mechanisms, offers one model of how joint working at strategic level will take place in the future. The Council is involved at all levels – and across several Departments.
- 4.4 In the longer term more significant governance issues will develop from the new White Paper, *Our Health, Our Care, Our Say – a new direction for community services*. This paper sets out various recommendations for developing integrated teams, services and care packages; joint appointments; joint intelligence; joint commissioning; and joint strategic approaches;. Some of these already exist in Leeds but opportunities for service modernisation and improvement, as well as possible savings, will need to be investigated during the changes which are currently being introduced for health care, for social care and for related services.
- 4.5 *Our Health, Our Care, Our Say* considers the role of patient and public involvement. PCT mergers will reduce the number of people involved as non-executive directors and patient forum members and the future of the forums remains in doubt. They have not yet shown that they can operate as effectively city-wide as the previous Leeds Community Health Council although some functions are now assigned to the Local Authority Scrutiny Board. The White Paper contains no definite model but promises alternative proposals. It does float the possibility that elected local authority Members will be expected to act as advocates for their communities, possibly through a new ‘community call for action’ where issues of concern to a community have not been resolved through other channels.(7.16)

## **5.0 Legal And Resource Implications**

- 5.1 There are no formal legal implications for the Council from the proposed mergers.
- 5.2 As both the NHS and the Council look closely at their spending, LCC officers have been negotiating towards positions of Shared Risk.

- 5.3 The changes to SHA and PCT structure were initially expected to produce savings of around 15% in management costs. There has been some uncertainty about which costs actually fell within this definition (e.g. public health). Staff transferring to the new PCT will have employment guarantees until June 2007 (March 2007 for the SHA).
- 5.4 Since the beginning of March there has been considerable national and local publicity about ongoing deficits in the NHS and the obligation to produce balanced budgets. No Leeds Trusts appear in the Department of Health's list of Trusts most at risk but any local consequences of this requirement have still to be determined. If the budget of the new PCT is affected, the PCT should be requested to ensure that it takes all its proposed objectives into account when allocating revenue, and does not put partnership approaches at risk.
- 5.5 The new commissioning model should soon be much more firmly based, with the development of practice-based consortia and the introduction of patient choice. Apart from potential risks of instability within the health system, it will be crucial to ensure that LCC interests are adequately represented in whatever commissioning processes emerge and at all relevant levels in order to ensure service improvement and that any risks, including financial risks, are appropriately shared.
- 5.6 Some of these arrangements may eventually come within the terms of the Local Area Agreement Framework.
- 5.7 There are likely to be implications for the health scrutiny process and it will be important to ensure that expectations engendered by the Department of Health do not exceed the resources which are available for health scrutiny. The White Paper says that this issue will be considered in the more general context of encouraging a collective voice for local people.

## **6.0 Conclusions**

- 6.1 The proposed mergers will simplify and strengthen local health structures but the local authority will need to be vigilant, pro-active and flexible in order to ensure that the best local solutions are developed together.

## **7.0 Recommendations**

- 7.1 Members are requested to endorse the proposals for a single PCT for Leeds and a single Strategic Health Authority for Yorkshire and the Humber
- 7.2 Members are also requested to approve the draft response to the West Yorkshire Strategic Health Authority at Annex 1 which is based on the comments above.

**Patient Led NHS West Yorkshire SHA Comment Form****Proposal for new Strategic Health Authority and Primary Care Trust arrangements for Yorkshire and Humberside****Response from Leeds City Council****Which proposal(s) do you think would be the best for the local NHS?**

Leeds City Council supports the proposals for:

- 1) a single Strategic Health Authority for Yorkshire and the Humber and
- 2) for a single PCT for Leeds

**Why do you think this?****1) Strategic Health Authority**

The Council agrees that the new Strategic Health Authority will be in a better position to provide clear and effective regional leadership and links to Government Office and regional agencies.

**2) Primary Care Trust**

The Council welcomes a return to a single city-wide PCT as it will improve joint planning, commissioning, decision-making and effective representation on city-wide bodies. We will also expect greater consistency where it is appropriate. We believe that some economies may be effected but we would not wish to see this happen at the cost of effective planning at local District level.

**What suggestions would you make to improve the proposals further?****1) Strategic Health Authority**

The new SHA should be prepared to represent the region into central government as well as delivering government policy and communication within the region.

**2) Primary Care Trust***Retaining local links*

As the proposals acknowledge, there is a risk that larger PCTs will lose local links which have been created and valued. The PCT will have to be structured to continue effective working at District and Area level within Leeds, whilst taking advantage of the economies and effectiveness of working city-wide. The new PCT should maintain at least the current level of support to District Partnerships and current PCTs should also identify local work which requires continuity.

*Savings*

It is important that the estimated level of savings does not lead to a deterioration of function – especially if District level work and the requirement to develop practice based commissioning are considered. However we welcome the assurance that any eventual savings will remain in Leeds and be channelled into the frontline services.

### *Governance*

PCTs have been encouraged to seek non-executive directors who will assist their relationship with local communities. Board Members appointed on this basis have included locally elected Councillors. Concern has been expressed that recruitment of non-executive directors to a merged PCT will be on the basis of particular technical competencies (e.g. finance) rather than local involvement. The 5 PCTs generally had more than one non executive director who satisfied this criterion. However the merged PCT will not be able to do this nearly as effectively because of its city-wide operation. Any PCT Board whose Members are appointed for their technical abilities alone, rather than close connections with local people, risks being too remote,

There will also be a loss to Leeds of high level representation, for example on the various LSP partnership bodies – a task which has often been undertaken by PCT non-executive directors. The PCT should perhaps consider a scheme of Associate Directors to help maintain involvement at this level.

PCT Board or Executive Committee representatives on District Partnerships should be empowered to collaborate and make relevant decisions.

### *Commissioning*

The Council looks forward to being consulted and involved at the earliest possible stage on the development of a framework for joint commissioning which will enable us to find the most effective ways of acting together whilst taking our different scopes of activity into account.

### *Patient and Public Involvement*

Despite the best efforts of all involved, we are not convinced that the Patient Forum mechanism has been effective. There is a risk that the creation of a single PCT will make patient representation still more difficult. Priority should be given to ensuring proper schemes to develop patient and public involvement, working with the Council's Health and Wellbeing Scrutiny Board as appropriate.

### *Public Health*

We look forward to the arrival of a single Director of Public Health for Leeds and to continued discussions with NHS specialists in public health about the development of joint approaches as outlined in *Our Health Our Care Our Say*.

## **What are the implications for you of the proposal for one PCT being implemented?**

The Council has up to now been represented at officer level through Social Services membership of the Professional and Executive Committee (PEC). This has been carried out by Social Services Area Managers. Assuming that the PEC structure will continue, the Council will need to negotiate different officer representation both centrally and at District level. Such representation will need to address both health and social care, and broader areas of joint interest. We note that PECs can contain up to 2 SSD representatives.

## **Any other comments about the proposal(s)?**

It is important that the current level of changes does not lead to unanticipated transfers of service expectations to the local authority for which there is no adequate resource. Risks should be shared on an appropriate basis.

The new PCT may be affected by the current NHS drive to reduce deficits. The new PCT will not have experience of existing partnership and voluntary sector links which may become undervalued if there is financial pressure. The new PCT should ensure that it takes all its proposed objectives (listed in pp 39/40) into account when allocating revenue.

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## Ensuring a patient-led NHS

A consultation document on new strategic health authority arrangements in Yorkshire and the Humber and new primary care trust arrangements in West Yorkshire.

[www.wysha.nhs.uk](http://www.wysha.nhs.uk)

This document is about proposals to reorganise some of the NHS organisations in West Yorkshire to make sure they can provide NHS services that better meet your needs. If you would like this document in another language or format please contact our information line on 0845 1203152.

Ce document présente des propositions de réorganisation de certains organismes dépendant de la NHS. Cette réorganisation permettra d'assurer qu'ils vous offriront des services NHS répondant mieux à vos besoins. Si vous désirez recevoir ce document dans une autre langue ou un autre format, veuillez contacter notre centre d'information au 0845 1203152.

Bu belge yöremizde olan ve ihtiyaçlarınızı daha iyi karşılamaya yönelik olarak NHS hizmetlerini verebilecek olan bazı NHS kuruluşlarının tanınması ile ilgili önerilerdir. Bu belgeyi başka bir formatta isterseniz lütfen bizimle 0845 1203152 hattından irtibata geçin.

Niniejszy dokument dotyczy propozycji przekształcenia niektórych organizacji należących do NHS w naszej okolicy, tak, aby były one w stanie zapewnić usługi medyczne, które bardziej odpowiadałyby potrzebom naszych pacjentów. Jeżeli chcieliby Państwo otrzymać niniejszy dokument w innym języku lub formacie, prosimy zadzwonić na linię informacyjną pod numerem 0845 1203152.

Ky dokument ka te bejë me propozimet në lidhje me reorganizimin e disa organizatave në kuadrin e NHS (shërbimi shëndetësor kombëtar) në zonën tona në mënyrë që ato të sigurojnë shërbimet e NHS të cilat plotësojnë sa më mire nevojat tuaja. Nëse dëshironi këtë dokument në një tjetër gjuhë apo format, ju lutemi na kontaktoni linjën tonë të informacionit në numrin 0845 1203 152.

આ દસ્તાવેજ અમારા વિસ્તારમાં થોડીક - અમુક NHS સંસ્થાઓની પુનઃરચના (રીઓર્ગનાઇઝેશન) કરવાના પ્રસ્તાવ વિષે છે જેથી કરીને ખાતરી શકાય કે તમારી જરૂરિયાતો સારી રીતે સંતોષવા તેઓ NHS સેવાઓ પૂરી પાડી શકે. જો તમને આ દસ્તાવેજ બીજા ભાષા અથવા રચનામાં જોઈતો હોય તો, કૃપા કરી અમારી ઇન્ફર્મેશન (માહિતી અપનારી) ટાઈન 0845 1203152 ઉપર સંપર્ક સાધો.

Данный документ содержит предложения о реорганизации некоторых структур системы государственного здравоохранения Великобритании NHS, работающих в вашем районе, для обеспечения их более эффективной работы. Если Вы хотите получить этот документ на другом языке или в другом формате, пожалуйста, звоните по нашему справочному номеру 0845 1203152.

এস.এইচ.এস (NHS) এর বিভিন্ন সরকারী সংস্থার একত্রে কিছু পরিষেবা (সেবা বিকল্প) যাতে আমাদের পরিষেবা আরও ভালভাবে খিঁচনের উপযুক্ত করে এস.এইচ.এস এর বিভিন্ন পরিষেবা আরও ভাল, তা নিশ্চিত করে সেবার জন্য একত্রেই সুবিধামত করে সেবার কিছু পরিষেবা অন্য হয়েছে এবং এই প্রকল্পগুলিই এই প্রকল্পের ফলে করা হয়েছে। এই অর্থনৈতিক অন্য সেবা অন্য পরিষেবা আরও, যেটা। ইত্যদে অন্য পরিষেবা আরও করে আমাদের সংস্করণে (সেবা বিকল্প) 0845 1203152।



# Contents

Section		Page Number
1	Foreword	5
2	Preface – We want to know what you think	6
3	Summary of the proposals	7
4	Your NHS	8
5	Achieving a patient-led NHS	9
6	What do we mean when we talk about commissioning?	11
7	What does this mean for strategic health authorities?	12
8	The strategic health authority role in more detail	13
9	What does this mean for primary care trusts?	14
10	The primary care trust role in more detail	15
11	Protecting staff	16
12	Next steps	17
13	Proposal for the strategic health authorities in Yorkshire and the Humber	18 - 21
14	Proposals for the primary care trusts in West Yorkshire	22 - 26
	14a Bradford	27 - 30
	14b Calderdale	31 - 33
	14c Kirklees	34 - 37
	14d Leeds	38 - 41
	14e Wakefield	42 - 45
15	How you can feed back your thoughts, comments and suggestions	46
16	Glossary of terms used in the document	47 - 48
17	Feedback form: Tell us what you think about the proposals	49 - 50
18	Sources of information	51

## Section 1: Foreword

In July 2005, the Department of Health published a challenging programme to improve the commissioning of services. But it is a challenge we must all meet if we are to put in place the truly patient-led, high quality healthcare service we know the NHS can be.

Spending in the NHS is rising rapidly - from £33 billion in 1997/98 to over £90 billion in 2007/08. This increased investment, together with the hard work of NHS staff and the reforms we have introduced, is transforming our hospitals by reducing waiting times and lists, improved accident and emergency services and more up-to-date buildings.

Although these are improvements of which we should be rightly proud, we know there is more that needs to be done. In essence we need to ensure the NHS provides a service fit for the 21st century.

To deliver a patient-led NHS we need a strong commissioning function that can lead transformation in the NHS. The NHS has recognised it cannot do this alone and therefore needs the support of local authorities and the voluntary and independent sectors.

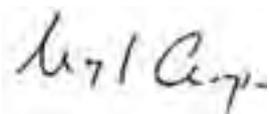
Alongside public health development, commissioning must place a real emphasis on safety and quality. Alongside patient choice, commissioning must ensure that services are truly responsive to patients. Commissioners need to drive these changes.

In brief, we need stronger primary care trusts to design, plan and develop better services for patients, to work more closely with local Government, and to support good general practice. The primary care trust will be the custodian of the taxpayer's money, working to ensure that the NHS gets the best value for the public purse.

We need to enable GPs to play a full role in developing better services for patients. This is why the roll out of practice-based commissioning is so important.

This new approach to commissioning is about giving the levers to make services more responsive to patients to those best placed to use them. It is about enabling resources to be freed up to reinvest in new services.

Since July, Strategic Health Authorities have been discussing with their local communities how to reconfigure both themselves and Primary Care Trusts. This document explains the suggested changes to your communities. I encourage you to have your say in this process to help build organisations that are fit to deliver this exciting vision for patients.



Sir Nigel Crisp KCB

Chief Executive, Department of Health and NHS

## Section 2: Preface – We want to know what you think

The purpose of this document is for us to find out what you think about the proposals put forward about how to improve health services in West Yorkshire by reconfiguring strategic health authorities and primary care trusts.

We are constantly trying to improve the health services we provide and make them more able to meet the needs of you and your families. These proposals, which are set out in sections 13 and 14, will help us to do that and make sure that the NHS in West Yorkshire is in the best possible position to be able to deliver what you have told us you want.

In order to make this work, we need you to tell us what you think. We have set out our proposals and the way in which we developed them. Now we need your thoughts and feedback on the proposals with any suggestions you may have for how we can improve them even further.

This document is aimed at a wide range of people including patients, the public, staff, partner organisations who work with the NHS, Overview and Scrutiny Committees, local MPs, patient groups and many many more. We would encourage everyone with any comments about the proposals to share them with us through the feedback mechanisms outlined on page 46.

You can do this during the next 14 weeks when we will be holding a local consultation. This consultation will run from Wednesday 14 December 2005 to Wednesday 22 March 2006. This will include a number of events, meetings and other opportunities for you to tell us what you think. There are reply slips in this document which you can complete and return to the freepost address or alternatively you can visit our website [www.wysha.nhs.uk](http://www.wysha.nhs.uk) to find out more and give us your comments. On page 46 there is a list of different ways you can give us your comments and get involved. Details about dates, venues and times are included in later chapters and we will also be publicising events in the local media.

Once we have gathered all your comments and feedback we will review them and consider all the comments made against the proposals. As we said above, our aim is to make sure that the NHS in West Yorkshire is in the best possible position to provide you with the local health services you need.

Following completion of the strategic health authority consultation, the strategic health authority will report on the results of the consultation to the Secretary of State. Following completion of the primary care trust consultation, the strategic health authority will report on the results of the consultation and make recommendations for change to the Secretary of State. Following these submissions the Secretary of State will make decisions on any orders which should be made to dissolve existing strategic health authorities and primary care trusts and establish new ones and provide for transfers of staff and property.

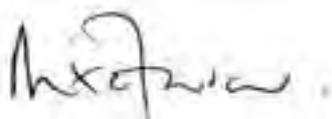
Thank you for taking the time to read through the document and please do let us know what you think. If you need any help or support in making your comments, please do not hesitate to contact our information line on 0845 1203152.

We look forward to hearing from you.

Kind regards



**Linda Pollard JP OBE**  
Chairman



**Mike Farrar CBE**  
Chief Executive

## Section 3: Summary of the proposals

### What are these proposals about?

- 3.1 The proposals set out in this document are looking at how best we should structure two types of NHS organisations in West Yorkshire - the strategic health authority and primary care trusts.
- 3.2 Over the last five years there have been a large number of improvements in the NHS and the way in which we provide health services. We have many more doctors and nurses providing services, people can now access services and treatment more quickly than before and many treatments which were traditionally provided in hospitals can now be done in clinics or surgeries much closer to the patient's own home.
- 3.3 Most people's contact with the NHS is made at primary care level. This means with health professionals such as a local GP or practice nurse. Over the next few years, we need to make sure that we are in the best possible position to be able to provide primary care services that meet the needs of those people using them. To do this we need to look at how our primary care trusts are organised and as a result, how we organise our strategic health authority too. We want to make sure that we can provide a patient-led NHS.

### How have they been developed?

- 3.4 Following some informal discussions with a range of interested people such as chief executives of primary care trusts, chief executives of local authorities, local Members of Parliament, NHS staff and chairs of Overview and Scrutiny Committees, we have developed the proposals set out in this document. These have been approved by the Department of Health and now we are keen to get your thoughts before any decisions are made. Below is a summary of what the proposals say.

### What do the proposals say?

- 3.5 **Strategic health authorities** - The proposal says that rather than having three strategic health authorities covering Yorkshire and the Humber (as we do now) we could have one. This would bring a number of benefits including significant financial savings which we will reinvest into NHS services and a more streamlined structure which would help us to work better at a regional level with other organisations such as the Regional Government Office and the Regional Development Agency, Yorkshire Forward. This would mean we could do more co-ordinated work to make sure that we reduce inequalities in healthcare across the Yorkshire and the Humber region for local people. For more detail about the proposal please see pages 18 - 21.
- 3.6 **Primary care trusts** – The proposal says that rather than having 15 primary care trusts covering West Yorkshire (as we do now) we could have five larger primary care trusts. These would cover the communities of Bradford, Calderdale, Kirklees, Leeds and Wakefield. This proposal would bring a number of benefits for local people including more joined up services between health and social care services in your local area leading to a reduction in inequalities of health services available to people living in different areas of West Yorkshire and significant financial savings which we will reinvest into NHS services. It will also bring improved purchasing of NHS health services as expertise, experience and learning are shared across larger organisations. For more detail about the proposals please see pages 22 - 45.

### How you can tell us what you think?

- 3.7 This is your opportunity to let us know what you think of the proposals and whether you have any suggestions about how we can improve them further. Details about how to feed back your comments are on page 46.

## Section 4: Your NHS

- 4.1 Important new changes in the way your local NHS is structured and managed are planned. Your views will be crucial.
- 4.2 The proposals at the heart of this consultation will mean new geographical boundaries for strategic health authorities (SHAs) and primary care trusts (PCTs) across England. The solutions proposed in this document will be unique to your area and will reflect the needs, preferences and health priorities of your local communities.
- 4.3 Why is this so important? While most of us are passionate about the sort of services we receive in the NHS – the quality, speed and convenience of care – how many of us want to get tied up with organisational hierarchies and the mechanics of the service? We, as patients, want to receive the care we need, at the time we need it and in a setting that is convenient to us.
- 4.4 The answer is simple. The changes proposed here will be the defining factor in whether the NHS can sustain the huge improvements it has already achieved and go on to realise its fundamental aim: to deliver a better, more responsive health service that gives people the control and choice they have a right to expect as patients and taxpayers.

## Section 5: Achieving a patient-led NHS

- 5.1 Becoming a truly patient-led service is the next big challenge for the NHS. But what does it really mean for patients and how will we make it happen?
- 5.2 As a starting point the Government has captured and shared this vision in its cornerstone document, 'Creating a Patient-led NHS'. It describes what patient-led services actually look like from a patient's point of view. Everyone involved in a patient-led service makes sure they:
- respect people for their knowledge and understanding of their own clinical condition and how it impacts on their life;
  - support them in using this knowledge to manage their long-term illnesses better;
  - provide people with the information and choices that allow them to feel in control and fit their care around their lives;
  - treat people with dignity and respect, recognising them as human beings and as individuals, not just people to be processed;
  - ensure people always feel valued by the health and care service and are treated with respect, dignity and compassion;
  - understand that the best judge of an individual's experience is the individual;
  - ensure that the way clinical care is booked, communicated and delivered is as trouble free as possible for the patient and minimises the disruption to their life; and
  - explain what happens if things go wrong and why, and agree the way forward.
- 5.3 These are the sort of benefits we can all understand and that we want for ourselves and our families. They are the tangible end result of policies already in place to introduce:
- patient and client choice – not just in hospitals but in primary and social care too;
  - better, more integrated support and care for people with long-term illnesses;
  - a wider range of services in convenient community settings;
  - faster, more responsive emergency and out-of-hours services; and
  - more support to help people improve and protect their own health.
- 5.4 But for the local organisations working hard to put all these improvements in place, the system itself can often get in the way – including barriers between different professional groups and organisational boundaries.

- 5.5 This is why we are consulting on these major changes to how your local NHS is structured. Making a patient-led NHS a reality right across the NHS and other agencies will take more than a shared aspiration: it will need change. New standards of care; new skills, freedoms and incentives for staff; new systems for planning, securing and paying for services; and new organisations.
- 5.6 The NHS is not coming to this challenge from a standing start. There have been enormous changes in the NHS since the publication of the NHS Plan in 2000 and huge progress towards providing better, faster and more convenient healthcare.
- 5.7 In the ten years from 1997, levels of investment in the NHS in staff and services will have almost tripled, from £33 billion to more than £90 billion. The NHS has recognised it cannot do this alone. It will also need the support of local authorities and the voluntary and independent sectors, who within 2004/05 accounted for £17.5 billion of this expenditure, employing over 1.4 million people. Along with the hard work and commitment of the 1.3 million NHS staff, this investment has genuinely transformed the quality of care people are receiving every day in health and social care:
- waiting times for hospital treatment have dropped significantly;
  - fewer people are dying from killers such as cancer and heart disease;
  - accident and emergency services are faster and better; and
  - people now have real choice about when and where they receive their hospital treatment.
- 5.8 But this is only part of the journey. As much as 90% of all our contact with the NHS happens not in hospitals but in primary care and community settings – that’s in GP surgeries, community clinics, walk-in centres and even our own homes. And it’s this reality that is driving a huge challenge for the NHS: to change our health service from one that does things ‘to’ and ‘for’ people, to one that works ‘with’ people – involving patients and carers, listening and responding to what they say.
- 5.9 Choice and diversity of services are as important for patients in primary care, as they are for those needing hospital treatment. And one of the best ways to give patients more choice and say about their local services is to give the healthcare professionals closest to them – GPs and their practice teams – a front-line role in securing the best possible services on their behalf. This is called ‘practice-based commissioning’.
- 5.10 It will mean that GPs have more say in deciding how health services are designed and delivered – ensuring they reflect the choices their patients and communities are making. It will encourage fresh thinking and trigger new ideas for the way services are run.
- 5.11 We need stronger primary care trusts to design, plan and develop better services for patients, to work more closely with local Government, and to more effectively support good general practice. In short, primary care trusts need to strengthen their commissioning function.

## Section 6: What do we mean when we talk about commissioning?

- 6.1 At its simplest 'commissioning' is the term used to describe the processes by which the NHS spends its money. It is the processes by which the NHS plans and pays for services while assuring their quality, fairness and value for money.
- 6.2 Strong, imaginative commissioning is essential for creating a patient-led NHS. Commissioning will stimulate the development of a wider range of services in response to the preferences, lifestyles and needs of the local population. At the same time commissioning will help ensure that NHS resources are spent on the areas of most need.
- 6.3 In the past commissioning has largely been conducted through high level planning and block (fixed cost) contracts between purchasers and providers of care. This has given financial certainty in the system, but few incentives to understand and respond to the needs and preferences of patients.
- 6.4 This is now changing. A new financial system, payment by results, means that hospitals are paid a standard fee for the patients they treat. Money will truly follow patients. Patient choice will see patients deciding on where they want to be treated, determine the referrals to individual hospitals, and eventually how many patients each hospital treats.
- 6.5 Since April 2005 GPs have been able to become more involved with commissioning through an approach known as 'practice-based commissioning'. The aim is to have universal coverage of practice-based commissioning by the end of 2006.
- 6.6 These changes provide an opportunity and a need to change the way we approach commissioning and the organisational arrangements to support commissioning.

### The wider picture

- 6.7 Under practice-based commissioning GPs and practice staff will have access to a commissioning budget and will lead developments to produce more responsive local services.
- 6.8 Practices will pay the national tariff for most hospital services, but crucially only for those services their patients use. Practice-based commissioning will allow GPs and primary care professionals to develop and fund innovative community services as an alternative to hospital for some patients. GPs will have a much greater say in the services to be provided to their patients.
- 6.9 Primary care trusts will support and manage the operation of practice-based commissioning. They will, on behalf of their practices, provide practice budgets, clinical and financial information to help GPs and negotiate contracts for the services required.
- 6.10 Primary care trusts will play a crucial role in working with their practices to design, plan and develop better services for patients. They will conduct needs assessments of their local communities and work closely with local authorities so that the wider health and care needs of local communities are addressed. There are lessons concerning commissioning that can be learnt from local authorities.
- 6.11 The primary care trusts will be the custodian of the taxpayer's money, working to ensure the NHS maximises the benefits of its resources and secures high quality responsive services.
- 6.12 The focus for strategic health authorities will be on building the new system of commissioning and then maintaining a strategic overview of the NHS in their area.
- 6.13 Strategic health authorities will continue to provide leadership and performance management to the NHS. They will be responsible for ensuring that key national objectives are delivered and that services are high quality, safe and fair. Taking forward this agenda will need good leadership, within both the NHS as well as other local services.
- 6.14 Over time, as we move towards all NHS Trusts achieving foundation status, performance management will increasingly be focused on the commissioners of services.

## Section 7: What does this mean for strategic health authorities?

- 7.1 Developing diverse community services which give patients more choice, earlier diagnosis, and better support if they have long-term illnesses, will certainly mean major organisational changes for strategic health authorities and primary care trusts.
- 7.2 Strategic health authorities will continue to provide an important range of functions, but will be better equipped for these through their:
- Numbers: There is likely to be a smaller number of more streamlined strategic health authorities. This is because they will be responsible for a reduced number of larger primary care trusts, and a smaller number of NHS trusts as more gain foundation status, (foundation trusts are not accountable to strategic health authorities);
  - Boundaries: Their boundaries will largely match those of Government Offices for the Regions, helping strategic health authorities to work more closely and strategically with public sector partners to streamline services; and
  - Role: The focus for strategic health authorities will be on building the new system of commissioning and then maintaining a strategic overview of the NHS and its performance in their area. They will be responsible for ensuring that the organisations commissioning and providing local services are doing so in a way which meets the key national objectives of a healthier nation and care services which are high quality, safe and fair and responsive to changing circumstances.

## Section 8: The strategic health authority role in more detail

- 8.1 As we continue to develop the health reform policies there may be additional roles and functions identified for strategic health authorities. An initial view of the new strategic health authority role is as follows:
- Maintain a strategic overview of the NHS and its needs in their area;
  - Improve and protect the health of the population they serve by having a robust public health delivery system including emergency planning;
  - Provide leadership and performance management for effective delivery of government policy for health and health protection through NHS commissioned services;
  - Provide leadership for engagement of health interests in the development of strategic partnerships across the public sector (working with Government Offices of the Regions, Regional Assemblies, Skills Councils and Regional Development Agencies) to secure delivery of government policy;
  - Build strong commissioning processes, organisations and systems;
  - Ensure NHS trusts are in a position to apply for foundation trust status by 2008/09;
  - Work with regulators and external inspectorates to develop the local health community, including ensuring choice and plurality of provision and managing the consequences of clinical performance failure and patient safety breaches;
  - Promote better health and ensure that the NHS contribution to the wider economy is recognised and utilised at regional level;
  - Lead the NHS on emergency and resilience planning and management;
  - Work closely with the Department of Health to inform and support policy development and implementation and handle routine Parliamentary, Ministerial and the Department of Health business;
  - Improvement of research and development strategic development and delivery in each health economy in conjunction with the Healthcare Commission and UK Clinical Research Network; and
  - Provide an effective communications link with the Department of Health, facilitating clear and consistent messages.
- 8.2 The system of management of the health system will continue to develop and change as we fully implement payment by results and patient choice, and move towards greater plurality of provision through NHS foundation trusts and greater independent sector involvement.
- 8.3 The Department of Health has a significant programme of policy development work on the future regulation and management of the health system overall. Further guidance in 2006 will set out the implications of this work for strategic health authorities, primary care trusts and other NHS bodies.

## Section 9: What does this mean for primary care trusts?

- 9.1 Many of the improvements seen in the NHS in recent years can be attributed to the hard work and skills of primary care trusts. But as the landscape of a patient-led NHS continues to change, bringing with it the new challenges of greater choice, more diverse services and improved health, so too will primary care trusts need to adapt and develop.
- 9.2 Practice-based commissioning will be central to all this and primary care trusts will need to play a lead role in supporting GPs and practices as they step into their new commissioning functions, and in managing new relationships with a wider range of providers. While primary care trusts will be key to making the new system a success, the new processes should actually support them.
- 9.3 There is no national blueprint for the number or shape of primary care trusts - different regions will invariably need different solutions. In some areas, for instance, the formation of larger primary care trusts may be seen as the key to really effective local commissioning and service planning. For others, smaller primary care trusts may fit local needs better.
- 9.4 In many cases the geographical areas of the new primary care trusts are likely to broadly match those of local authorities. This will encourage better co-ordination between health, social care and other local services and boost the population-related spending power of primary care trusts.

## Section 10: The primary care trust role in more detail

10.1 The core roles and functions of primary care trusts are set out below. As we continue to develop the health reform policies there may be additional roles and functions identified for primary care trusts. An initial view of the new primary care trust role is as follows:

- Improve and protect the health of the population they serve by assessing need and having a robust public health delivery system including emergency planning;
- Secure, through effective commissioning, a range of safe and effective primary, community, secondary and specialised services (some specialised services will be commissioned nationally, others by groups of primary care trusts<sup>1</sup>) which offer high quality, choice, and value for money;
- Reduce health inequalities and ensure that the role of individuals is recognised and utilised at local level;
- Develop and sustain strong relationships with GPs and their practices and implement a system of practice-based commissioning;
- Work closely with local authority partners and other commissioners to ensure integrated commissioning of health and social care, including emergency planning;
- Ensure that nurses, midwives and allied health professionals play a key role in improving the health of local populations;
- Stimulate the development of a range of nursing, midwifery and allied health professional providers;
- Provide appropriate clinical leadership in a system of diverse providers;
- Develop robust communication and involvement systems to manage relationships and engage with their local residents and communities; and
- Ensure that a range of services are provided for their communities in ways that most appropriately meet their local needs.

10.2 The overall management of the health system will continue to develop as we fully implement payment by results and patient choice and move towards greater plurality of provision through NHS foundation trusts and greater independent sector involvement.

10.3 The Department of Health has a significant programme of policy development work on the future regulation and management of the health system overall. Further guidance in 2006 will set out the implications of this work for strategic health authorities, primary care trusts and other NHS bodies.

<sup>1</sup>There is currently a review of specialised commissioning underway. This is due to report in spring 2006.

## Section 11: Protecting staff

- 11.1 The proposals set out in this document mean important changes for staff working in the current strategic health authorities and primary care trusts. In what is likely to be an unsettling time, it will be vital to ensure that staff are fully consulted on the local proposals and have the opportunity to use their experience and creativity in shaping new services.
- 11.2 The new structure must also be implemented fairly and transparently in a way which protects the position of staff who transfer to other organisations, and gives them new opportunities to utilise their skills and experience.
- 11.3 The Department of Health has recently published a human resources framework to outline the relevant appointment processes for the new strategic health authorities and primary care trusts, and to support staff through these changes.

## Section 12: Next Steps

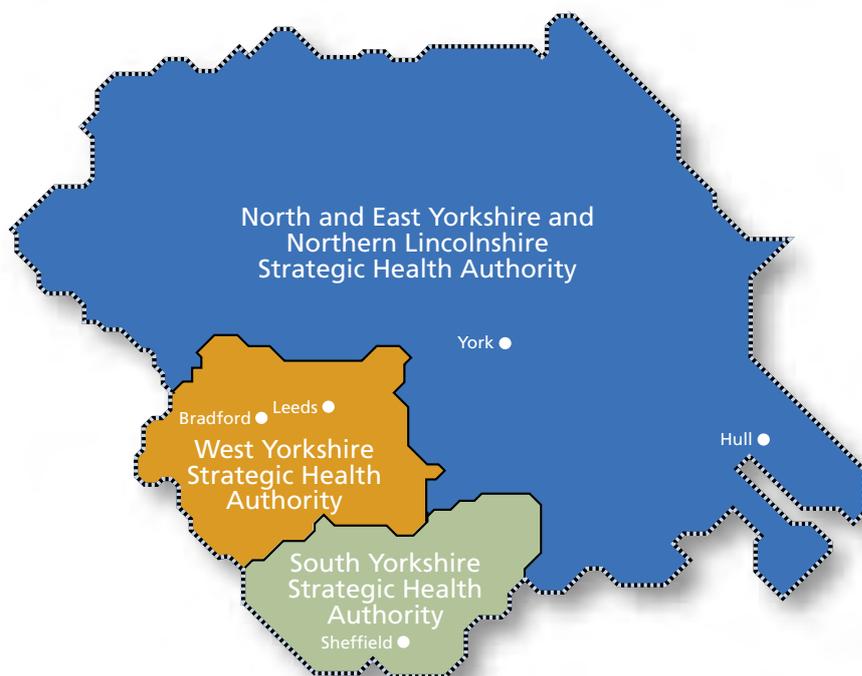
- 12.1 This document is one of a series of separate consultation exercises on the proposed boundaries for each local strategic health authority and primary care trusts.
- 12.2 The proposals, which follow, outline plans which could create a new Yorkshire and the Humber Strategic Health Authority from the present three in the region. They describe the important implications of these changes for staff, local people, the NHS and its partner organisations such as the voluntary sector. Each strategic health authority will be consulting on the proposals.
- 12.3 The proposals also outline plans which could create a number of new primary care trusts from the present 15 in West Yorkshire Strategic Health Authority. They describe the implications of these changes for staff, local people, the NHS and its partner organisations.
- 12.4 A national consultation is also taking place on a proposed reconfiguration of ambulance trusts. North and East Yorkshire and Northern Lincolnshire Strategic Health Authority is co-ordinating the consultation in this area (Yorkshire and the Humber) on behalf of the Secretary of State and therefore if you would like to know more about the proposals please contact **Jeremy Clough, North and East Yorkshire and Northern Lincolnshire SHA, St John's House, Innovation Way, York Science Park, Heslington, York YO10 5NY Tel: (01904) 724500 Fax: (01904) 427096** to request a copy of the consultation document or alternatively it can be found on the Department of Health website ([www.dh.gov.uk](http://www.dh.gov.uk)).
- 12.5 No final decisions have yet been taken and this is your opportunity to genuinely influence the future shape of your local NHS services. At the end of the strategic health authority consultation, the strategic health authority will report the results of the consultation to the Secretary of State for Health, who will then decide if the proposals can go ahead. At the end of the primary care trust consultation, the strategic health authority will report the results of the consultation and advise the Secretary of State for Health whether she should make the proposed orders to dissolve or establish a primary care trust.
- 12.6 A full explanation of how to comment and by when on any of the proposals contained in this document is set out on page 46 including arrangements for people with impaired vision, hearing or other special needs.

## Section 13: Proposals for the strategic health authorities in Yorkshire and the Humber

### About the strategic health authorities in Yorkshire and the Humber

- 13.1 The strategic health authorities have a strategic role. They manage the NHS locally and are a key link between the Department of Health and the NHS. They are currently responsible for:
- Developing plans for improving health services in their local area;
  - Making sure local health services are of a high quality and are performing well;
  - Increasing the capacity of local health services - so they can provide more services; and
  - Making sure national priorities - for example, programmes for improving cancer services - are integrated into local health service plans.
- 13.2 Currently, in Yorkshire and the Humber, we have three strategic health authorities. These are:
- North and East Yorkshire and Northern Lincolnshire Strategic Health Authority;
  - South Yorkshire Strategic Health Authority; and
  - West Yorkshire Strategic Health Authority.

### Current configuration of the strategic health authorities in Yorkshire and the Humber



### Current details of population and NHS organisations in each strategic health authority area

#### North and East Yorkshire and Northern Lincolnshire SHA

**Population: 1.7m**

17 NHS organisations including:

- 1 Ambulance Trust
- 1 Mental Health Trust
- 1 Foundation Trust
- 4 Acute Hospital Trusts
- 10 Primary Care Trusts of which five provide mental health services

#### South Yorkshire SHA

**Population: 1.32m**

17 NHS organisations including:

- 1 Ambulance Trust
- 1 Care Trust
- 1 Children's Acute Trust
- 1 Mental Health Trust
- 4 Foundation Trusts
- 9 Primary Care Trusts

#### West Yorkshire SHA

**Population: 2.1m**

24 NHS organisations including:

- 1 Ambulance Trust
- 1 Care Trust
- 1 Foundation Trust
- 2 Mental Health Trusts
- 4 Acute Hospital Trusts
- 15 Primary Care Trusts

### Why do we need to change?

- 13.3 When looking at how we make sure the strategic health authorities are in the best possible position to support and develop the local NHS in the future we need to make sure that:
- the boundaries of the new organisation are the same as those of the Government Office for Yorkshire and the Humber;
  - the boundaries of primary care trusts are the same as those of the local authorities;
  - we reduce management costs to reinvest into frontline health services; and
  - the new organisation is able to carry out its new role and responsibilities.
- 13.4 The local NHS needs to make sure it continues to provide a patient-led health service and continues to meet the needs of local people. To do this it needs to change how it works. Some of these changes include introducing practice-based commissioning; supporting and working with all NHS trusts to enable them to become NHS foundation trusts; offering Choice to patients about where and when to have treatment and care and supporting primary care trusts to improve further the commissioning of services. For information about each of these changes please see the glossary of terms on pages 47 - 48.

**How did we develop this proposal?**

- 13.5 We were keen to base the proposal on the input and comments we received from a number of key stakeholders during a period of informal consultation and engagement. This work built on existing relationships and partnerships which are already strong.
- 13.6 A series of engagement events and discussions took place between August and October 2005 asking for comments and input into the future structure of the strategic health authorities in Yorkshire and the Humber to enable us to embrace the changes in healthcare expected over the next few years.
- 13.7 The groups engaged included a wide range of local stakeholders such as Members of Parliament, local NHS chief executives, local authority chief executives, chairs of Overview and Scrutiny Committees and staff of the three strategic health authorities.
- 13.8 Most people we talked to felt that one strategic health authority across Yorkshire and the Humber was the best way forward to make sure the NHS was in the best possible position to make sure it provides a patient-led NHS.

**What are we proposing?**

- 13.9 The proposal is that the three strategic health authorities in Yorkshire and the Humber should come together to form one strategic health authority for the region.
- 13.10 Following the informal consultation and engagement work the three strategic health authorities carried out with key stakeholders there was overwhelming support for this proposal.

**How these changes for one strategic health authority will benefit people in Yorkshire and the Humber?**

- 13.11 One strategic health authority covering Yorkshire and the Humber would be co-terminous with the Government Office of Yorkshire and the Humber and the Regional Development Agency, Yorkshire Forward. It would cover a population of 13.11 million and, if all proposals for changes to primary care trusts and ambulance services were agreed and taken forward, 35 or 36 NHS organisations. The role and responsibilities of the new organisation are outlined on page 13.
- 13.12 One organisation would see a number of improvements and benefits for the region. These include:
  - More money being invested into frontline NHS services, such as cancer and palliative care, as we make management cost savings in the region of £6.8 million;

Area (SHA and WDC)	Potential Savings (£m)
South Yorkshire	2.2 million
West Yorkshire	2.5 million
North and East Yorkshire and Northern Lincolnshire	2.1 million

- There will be a more streamlined structure in the NHS which means it will be easier for people to work in partnership and provide a more seamless NHS and social care service and work across larger geographic areas to benefit more people;
- By bringing organisations together we will benefit from specialist skills and knowledge and be able to share this across more NHS organisations to benefit local patients; and
- The strategic health authority will be able to work much more closely with the Regional Government Office and the Regional Development Agency, Yorkshire Forward, to make sure that health issues are given a high profile and receive the attention and support they need from everyone.

- 13.13 We have considered whether the current configuration of three separate strategic health authorities or one larger strategic health authority covering the North East of England could successfully deliver the functions required by 'Commissioning a Patient-led NHS'. It is our view that only the proposed new single strategic health authority for Yorkshire and the Humber would meet the national criteria and achieve the 15% management cost savings. Therefore no other option is being proposed.

**The single proposal is for one strategic health authority to cover the Yorkshire and the Humber region.**

**What challenges need to be overcome and how?**

- 13.14 When carrying out our informal consultation we listened to people's comments and thoughts. Although there was overwhelming support for one organisation to cover Yorkshire and the Humber, people did highlight some challenges that we needed to be aware of and consider if making changes.

- 13.15 **A concern raised by people when developing this proposal included:**

- Losing some of the local knowledge that we have built up in each area which benefits patients when we make decisions about local health services

- 13.16 We recognise that it is important to maintain the local knowledge we have built up over the last three years and would make sure that our implementation plans took this into consideration.

**Tell us what you think**

- 13.17 This chapter sets out the proposal for how the strategic health authorities in Yorkshire and the Humber could be structured to help support the local NHS and deliver a patient-led NHS.
- 13.18 We want to know what you think of the proposal.

**Question:**

What do you think of the proposal?

Please turn to page 49 and complete the feedback form with your comments, or see page 46 for other ways to let us know what you think.

## Section 14: Proposals for the primary care trusts in West Yorkshire

### About primary care trusts

- 14.1 Primary care trusts work with local authorities and other agencies that provide health and social care locally to make sure that you and other people living in your community get the NHS healthcare you need.
- 14.2 Primary care trusts are in the best position to understand the needs of their community, and can make sure that the organisations providing health and social care services are working effectively.

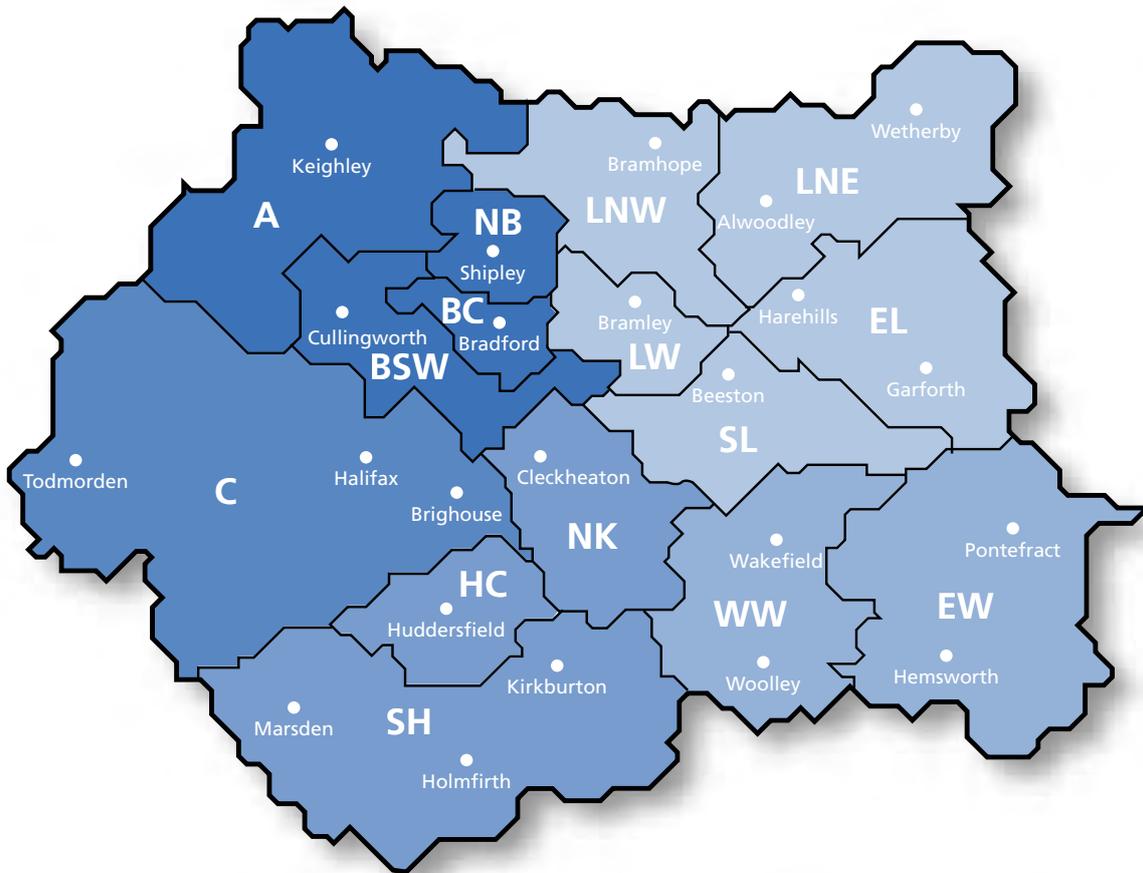
### Why they need to change to improve local health services?

- 14.3 There have been some big changes and improvements in the NHS over the last five years with more doctors and nurses than ever before providing NHS services, waiting times reducing dramatically and better and quicker services available for diseases such as cancer and heart disease. This is only part of the picture. 90% of people's contact with the NHS happens outside of hospitals with health professionals such as GPs, at surgeries, at community centres, walk-in centres and in their own homes.
- 14.4 We need to focus the way we provide community and primary healthcare services to make sure that they really meet the needs of local people. We need to make sure that we work with patients and respond to what they say they need. We need to make our NHS a patient-led NHS.
- 14.5 To do this we need to look at how we are organised to make sure that we are in the best possible position to respond to the changes we need to make over the next few years. One of these changes is practice-based commissioning. This is about giving more control to those health professionals working with you – like the GPs and their teams- to decide on the best possible services to meet your needs and to involve them and you more in making those key decisions about the type of treatment you need. Nationally we need to make sure that all primary care trusts are delivering practice-based commissioning by December 2006 and in West Yorkshire, the local NHS has agreed that it will deliver it from April 2006 in a shadow form. To help us do this and improve the services we provide we need to look at how the primary care trusts are organised and make sure they have the resources and skills to support practice-based commissioning and ensure it delivers the benefits for patients.

### The picture in West Yorkshire

- 14.6 There are currently 15 primary care trusts in West Yorkshire. Four of these have formed into pairs to share a chief executive and senior management team (Airedale & North Bradford Primary Care Trust and South Huddersfield & Huddersfield Central Primary Care Trust).

14.7 The map below and table on the next page show West Yorkshire’s existing primary care trusts, the population served by each and the appropriate local authority.



Primary Care Trusts					
<b>A</b>	- Airedale	<b>SH</b>	- South Huddersfield	<b>SL</b>	- South Leeds
<b>BSW</b>	- Bradford South & West	<b>HC</b>	- Huddersfield Central	<b>EL</b>	- East Leeds
<b>BC</b>	- Bradford City	<b>LNW</b>	- Leeds North West	<b>NK</b>	- North Kirklees
<b>NB</b>	- North Bradford	<b>LNE</b>	- Leeds North East	<b>WW</b>	- Wakefield West
<b>C</b>	- Calderdale	<b>LW</b>	- Leeds West	<b>EW</b>	- Eastern Wakefield

### Existing Primary Care Trusts (PCTs) in West Yorkshire

Primary Care Trust	Local Authorities	GP Relevant population (2004)* '000s
Airedale PCT	Bradford Metropolitan	117
North Bradford PCT	Bradford Metropolitan	89
Bradford City PCT	Bradford Metropolitan	130
Bradford South and West PCT	Bradford Metropolitan	142
Calderdale PCT	Calderdale Metropolitan	194
South Huddersfield PCT	Kirklees Metropolitan	87
Huddersfield Central PCT	Kirklees Metropolitan	126
North Kirklees PCT	Kirklees Metropolitan	169
Leeds North West PCT	Leeds Metropolitan	182
Leeds North East PCT	Leeds Metropolitan	146
East Leeds PCT	Leeds Metropolitan	140
South Leeds PCT	Leeds Metropolitan	146
Leeds West PCT	Leeds Metropolitan	108
Wakefield West PCT	Wakefield Metropolitan	153
Eastern Wakefield PCT	Wakefield Metropolitan	189

\*GP relevant population data taken from the 2004 National Statistics

#### How the proposals were developed

- 14.8 The following pages set out proposals for health communities across West Yorkshire on how best we can structure primary care trusts so that they are in the best position to deliver local NHS health services to meet your needs and deliver the changes happening in healthcare.
- 14.9 These proposals have been developed following a wide range of informal consultation and engagement. This includes:
- In August 2005, West Yorkshire Strategic Health Authority asked an external consultant to carry out a review of the role and functions of the primary care trusts across West Yorkshire. This review took into account the eight criteria set out in the Department of Health's document 'Commissioning a Patient-led NHS' and made recommendations about how best to organise the primary care trusts in West Yorkshire;
  - A series of meetings and discussions were set up to ask key stakeholders what was required to ensure that the NHS was in the best position possible to deliver the changes in healthcare over the next few years. In total around 70 people took part in this informal consultation stage. In addition, West Yorkshire primary care trusts took local views on the proposals into account including Professional Executive Committee chairs, Professional Executive Committee clinicians and other staff; and
  - Other informal pieces of work were also carried out by local NHS organisations to support this process and inform the discussions with the external consultant. These included looking at the pros and cons around organisational and geographical boundaries, structures and speciality and care group lines.
- 14.10 The result of the informal consultation and engagement found overwhelming support for five primary care trusts for West Yorkshire.

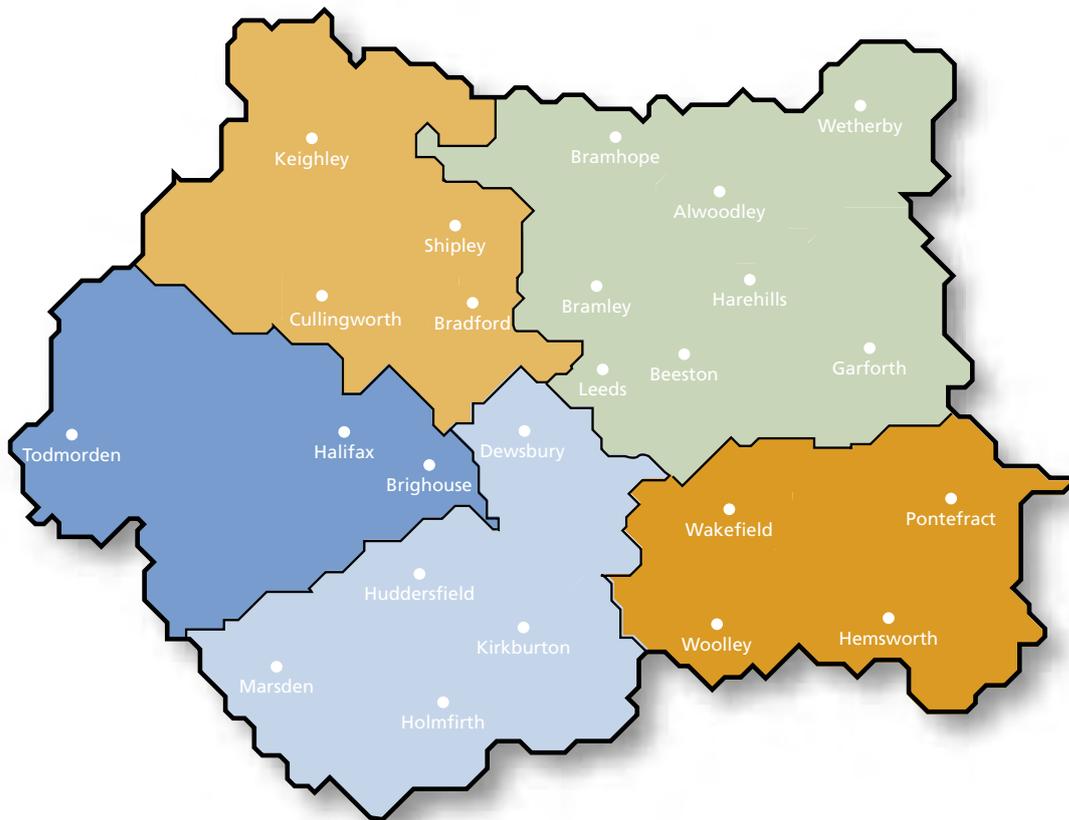
**What do the proposals say?**

14.11 The following pages set out in more detail what is being proposed in each of the health communities in West Yorkshire.

14.12 These health communities are:

- Bradford;
- Calderdale;
- Kirklees;
- Leeds; and
- Wakefield.

14.13 The proposal suggests that instead of having 15 primary care trusts in West Yorkshire we could have five – one in each of the health communities listed above. The map below shows the proposed configuration of primary care trusts in West Yorkshire.



**Primary Care Trusts**

Leeds Primary Care Trust	Kirklees Primary Care Trust
Bradford Primary Care Trust	Wakefield Primary Care Trust
Calderdale Primary Care Trust	

**What benefits will this new configuration bring to local services?**

14.14 There are a number of benefits these changes are required to bring to local services and how these will be achieved are set out in more detail in the following pages. These benefits include:

- Secure high quality and safe services;
- Improved health and reduced inequalities;
- Improved engagement of GPs and roll out of practice-based commissioning;
- Improved public involvement;
- Improved commissioning and effective use of resources;
- Better management of financial balance and risk;
- Improved co-ordination with social services through similar boundaries; and
- A 15% reduction in management and administrative costs (approximately £10.7 million across West Yorkshire) to reinvest into local services.

14.15 Across West Yorkshire, changes to how primary care trusts are organised could also enable local people and staff to benefit from:

- Better joint working arrangements with local authorities which will lead to health improvement, a reduction in health inequalities and joined up services for service users and carers;
- Improved commissioning of local health services as a result of the pooling of experience, expertise, skills and information to improve the process and share any risk;
- Improved locality working to support practice-based commissioning and to improve public involvement in the development of local health services;
- More joint working around specialist services and the management of clinical networks to share expertise and learning to benefit more people; and
- Improved education and training for primary care healthcare professionals through the more effective management of work placements and a wider range of experience.

**We want to know what you think**

14.16 Over the next few pages we have set out in more detail how the proposed changes in each health community across West Yorkshire could benefit local people and help to improve local NHS services further.

14.17 We are keen to know what you think so please use the feedback information on page 46 to let us know so that we can consider your comments before making a recommendation about the best way forward for the NHS in West Yorkshire.

## Section 14a: Bradford

### About the Bradford Health Community

In Bradford there are four primary care trusts. These are:

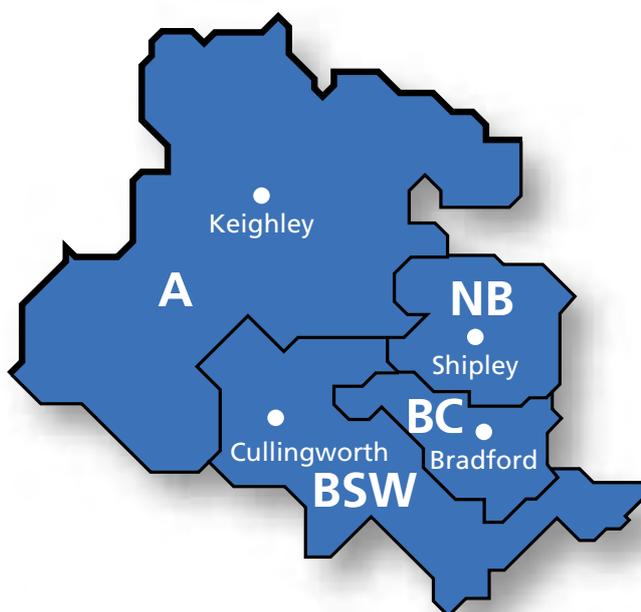
- Airedale;
- Bradford City;
- North Bradford; and
- Bradford South and West.

Currently Airedale and North Bradford primary care trusts have joined together to share chief executive and senior management arrangements.

### The current configuration in Bradford is:

Primary Care Trust	Local Authority	GP Relevant population (2004)* '000s
Airedale (A)	Bradford Metropolitan	117
North Bradford (NB)	Bradford Metropolitan	89
Bradford City (BC)	Bradford Metropolitan	130
Bradford South and West (BSW)	Bradford Metropolitan	142

\*GP relevant population data taken from the 2004 National statistics



### What is being proposed?

Following the informal consultation process which is outlined on page 24 the strategic health authority made the following proposal for how best the Bradford health community could reorganise to make sure it was in the best possible position to deliver a patient-led NHS which meets the needs of local people.

### This is:

- To create one primary care trust for Bradford.

The feedback from those people we talked to about the proposals was that we should have one primary care trust in Bradford as this would ensure the best delivery of health services for the local people.

### How the proposed changes to create one primary care trust for Bradford will improve local NHS services:

- **Secure high quality and safe services**  
The creation of one primary care trust in Bradford will mean improved clinical effectiveness and the better delivery of an improved quality framework as set out by the Healthcare Commission. The new primary care trust will build on existing work and drive forward the modernisation of local health services that are safe, high quality and delivered as close to home as possible.
- **Improve health and reduce inequalities**  
One primary care trust in Bradford will be able to work better with the local authority and Local Strategic Partnerships to deliver more co-ordinated services for improved local health. Partnership working will be more co-ordinated and easier making services much more appropriate and able to meet the needs of local people. Local work will be more co-ordinated and reduce the risk of duplication whilst maximising opportunities for sharing good practice.
- **Improve the engagement of GPs and roll out of practice-based commissioning with demonstrable practice support**  
One primary care trust in Bradford will enable us to build on existing strong levels of involvement with GPs and encourage the sharing of good practice across the health community. We will be able to ensure a consistent approach to the roll out of practice-based commissioning to further improve local services and greater opportunities for joint working where appropriate. A single primary care trust should also provide more capacity to provide commissioning support to local practices.
- **Improve public involvement**  
One primary care trust in Bradford with the same boundaries as the local authority will mean we can build on the strong work we have already in place locally such as Patient Parliaments, the NHS Consumer Council and peer mentoring for coronary heart disease in the South Asian community. Some of the other areas that would benefit from one primary care trust across Bradford include a consistent approach to patient information, patient involvement in practice-based commissioning and volunteering and public involvement in the NHS.
- **Improve commissioning and the effective use of resources**  
One primary care trust in Bradford will improve the decision-making process and commissioning and contracting arrangements with all providers. Other benefits will include practice-based and locality-based commissioning, expertise around commercially legally binding contracts and expertise in checking coding, counting and pricing of patient care.

- **Manage financial balance and risk**

The Bradford primary care trusts have a proven track record of delivering high quality patient care within the resources available. Financial risk has been successfully managed through close working relationships across the city and a shared commitment to ensuring that money is managed and used effectively. One primary care trust in Bradford will improve this even further and bring more commitment and co-ordination. The varying skills and experience of the four financial teams will come together to support the new organisation.

- **Improve co-ordination with social services through similar boundaries**

There is a history of successful partnership working between the local authority and the existing Bradford primary care trusts. One primary care trust for Bradford would allow us to maximise the opportunities of working as one organisation on a whole-system basis and promote equality of service provision within localities, sharing good practice across the health community.

- **A 15% reduction in management and administrative costs**

One primary care trust in Bradford will bring further benefits around economies of scale. This means that significant savings will be delivered by reducing the number of executive and non-executive posts as well as through consistency in approach on a range of areas such as contract management, practice-based commissioning, joint specialist functions, reduced inter-primary care trust transactions and development of a locality structure.

We have considered whether the current configuration of four separate primary care trusts or two larger primary care trusts covering the Bradford health community could successfully deliver the functions required by 'Commissioning a Patient-led NHS'. It is our view that only the proposed new single primary care trust for Bradford would meet the national criteria and achieve the 15% management and administrative cost savings. Therefore no other option is being proposed.

**The single proposal is for one primary care trust to cover the Bradford health community.**

### **What challenges need to be overcome and how?**

When carrying out our informal consultation we listened to people's comments and thoughts. Although there was overwhelming support for one organisation to cover Bradford, people did highlight some challenges that we needed to be aware of and consider if making changes.

### **A concern raised by people when developing this proposal included:**

- Losing some of the local knowledge that we have built up in each area which benefits patients when we make decisions about local health services

We recognise that it is important to maintain the local knowledge we have built up over the last three years and would make sure that our implementation plans took this into consideration.

**Tell us what you think**

This chapter sets out the proposal for how the primary care trusts in Bradford could be structured to help support the local NHS and deliver a patient-led NHS.

We want to know what you think of the proposal.

**Question:**

What do you think about the proposal?

**Please turn to page 49 and complete the feedback form with your comments, or see page 46 for other ways to let us know what you think.**

Alternatively, we will be holding two local events where you can come along and hear about the proposal and tell us what you think. These events will be on:

**Tuesday 24 January 2006**

11am Bradford Central Library (room 1), Princes Way, Bradford

**Thursday 2 February 2006**

7pm Bingley Arts Centre, Main Street, Bingley

## Section 14b: Calderdale

### About the Calderdale Health Community

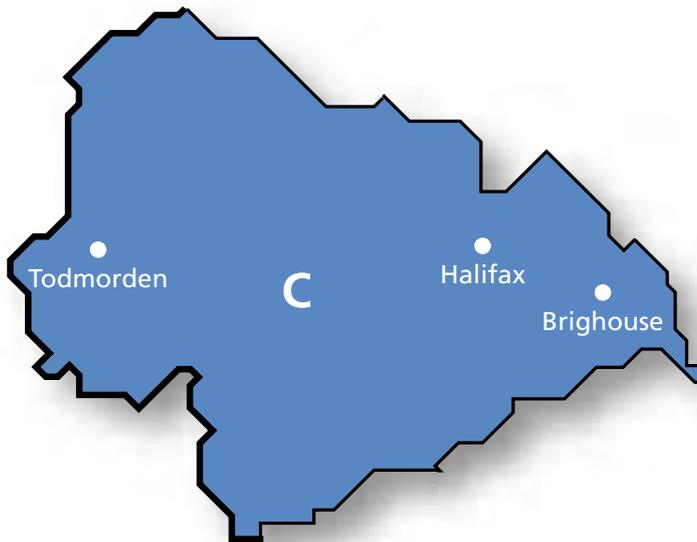
In Calderdale there is currently one primary care trust.

- Calderdale

The current configuration in Calderdale is:

Primary Care Trust	Local Authority	GP Relevant population (2004)* '000s
Calderdale (C)	Calderdale Metropolitan	194

*\*GP relevant population data taken from the 2004 National statistics*



### What is being proposed?

Following the informal consultation process which is outlined on page 24 the strategic health authority made the following proposal for how best the Calderdale health community should be organised to make sure it was in the best possible position to deliver a patient-led NHS which meets the needs of local people.

### This is:

- To remain as one primary care trust for Calderdale.

The feedback from those people we talked to about the proposals was that we should continue with one primary care trust in Calderdale as this would ensure the best delivery of health services for the local people.

### How the proposal to retain one primary care trust for Calderdale will continue to improve local NHS services:

- **Secure high quality and safe services**  
Calderdale Primary Care Trust is the only primary care trust in West Yorkshire to have met each of the key targets in every year since its formation in 2002. It has a three star rating and has recently passed the latest round of assessment by the NHS Litigation Authority.
- **Improve health and reduce inequalities**  
Calderdale Primary Care Trust has developed a range of innovative approaches with the Calderdale Local Strategic Partnership. Examples of success include: the development of one of the best substance misuse services in the country evidenced by the dramatic fall in crimes like theft and burglary in Calderdale; and good practice in promoting healthy workplaces across Calderdale. The primary care trust will work in partnership on the Local Area Agreement.
- **Improve the engagement of GPs and roll out of practice-based commissioning with demonstrable practice support**  
The primary care trust has a distinguished track record in developing approaches across all 29 practices in Calderdale with demonstrable support from practices. Examples of this include: the development of a Common Clinical Information System for all of primary care in Calderdale in advance of the national strategy; and the development of an out of hours cooperative, which went on to become the provider for the whole of West Yorkshire.
- **Improve public involvement**  
The primary care trust is part of a Calderdale-wide approach to the development of public involvement in public services through the auspices of the Calderdale Local Strategic Partnership. There are other examples of the primary care trust working effectively with the public. Examples of this include: a successful public engagement around the proposals to reconfigure acute services across Calderdale and Huddersfield; and a successful public engagement to develop proposals to reconfigure mental health services across Calderdale, Kirklees and Wakefield.
- **Improve commissioning and the effective use of resources**  
A future Calderdale Primary Care Trust will need to continue to develop its commissioning functions in line with the policy changes for the NHS. It will need to continue to work within existing and new clinical networks but retain the ability to enact change locally as has been demonstrated with its approaches to long-term conditions.
- **Manage financial balance and risk**  
Calderdale Primary Care Trust has achieved all of its financial targets in each of its three years of existence. It has shared financial risk with other commissioners as one of the ways of achieving this and would need to review its financial risk management strategy for 2006/07 onwards with other primary care trusts. It has developed an approach to integrated governance that has been held up as an exemplar by the Audit Commission, which supports the management of financial and other risks.

- **Improve co-ordination with social services through similar boundaries**

Clearly Calderdale Primary Care Trust has already enjoyed a one-to-one relationship with its local authority, Calderdale Metropolitan Borough Council. This has resulted in developments in health and social care for both adults and children and a continuation of this current relationship will allow a continued evolution. An example of this is the creation of a joint equipment store between the primary care trust and the local authority which provides, delivers, installs and maintains both health and social care equipment to patients through one integrated system.

- **A 15% reduction in management and administrative costs**

The primary care trust has developed a culture of tackling inefficiency and waste. Whilst there would not be the opportunity to make the immediate savings through the reduction in the number of boards, longer term savings will be made as national changes to management systems and information management and technology (IM&T) systems allow for a further streamlining of functions.

The forthcoming white paper on out of hospital care will facilitate the development of different approaches to health and social care and this will give further scope for management and administrative savings.

We have considered whether a single primary care trust for Calderdale and Huddersfield health communities could successfully deliver the functions required by 'Commissioning a Patient-led NHS'. It is our view that only the proposed single primary care trust for Calderdale would meet the national criteria and achieve the 15% management and administrative cost savings. Therefore no other option is being proposed.

**The single proposal is for one primary care trust to cover the Calderdale health community.**

### Tell us what you think

This chapter sets out the proposal for how the primary care trust in Calderdale could be structured to help support the local NHS and deliver a patient-led NHS.

We want to know what you think of the proposal.

#### Question:

What do you think about the proposal?

**Please turn to page 49 and complete the feedback form with your comments, or see page 46 for other ways to let us know what you think.**

Alternatively we will be holding a number of walk in events where you can come along and find out more about the proposal and tell us what you think. These events will be held on:

**Monday 6 February 2006**

3pm - 7pm Main Hall, Brighouse Civic Hall

**Wednesday 15 February 2006**

3pm - 7pm Council Chamber, Todmorden Town Hall

**Tuesday 21 February 2006**

3pm - 7pm Mixenden Ash Green Primary School

**Wednesday 22 February 2006**

3pm - 7pm Room 1, Halifax Central Library

## Section 14c: Kirklees

### About the Kirklees Health Community

In Kirklees there are three primary care trusts. These are:

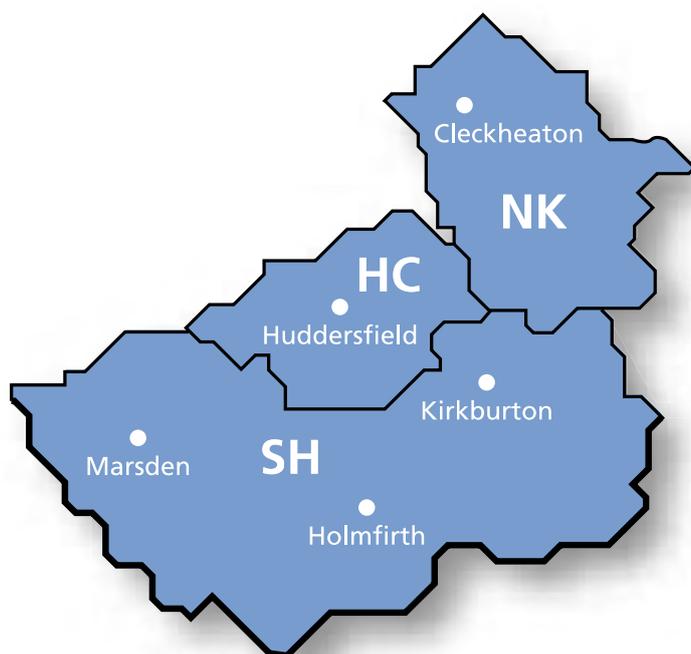
- Huddersfield Central;
- North Kirklees; and
- South Huddersfield.

Currently Huddersfield Central and South Huddersfield primary care trusts have joined together to share chief executive and senior management arrangements.

### The current configuration in Kirklees is:

Primary Care Trust	Local Authority	GP Relevant population (2004)* '000s
Huddersfield Central (HC)	Kirklees Metropolitan	126
North Kirklees (NK)	Kirklees Metropolitan	169
South Huddersfield (SH)	Kirklees Metropolitan	87

\*GP relevant population data taken from the 2004 National statistics



### What is being proposed?

Following the informal consultation process which is outlined on page 24 the strategic health authority made the following proposal for how the Kirklees health community could reorganise to make sure it was in the best possible position to deliver a patient-led NHS which meets the needs of local people.

### This is:

- To create one primary care trust for Kirklees.

The feedback from those people we talked to about the proposals was that we should have one primary care trust in Kirklees as this would ensure the best delivery of health services for the local people.

### How the proposed changes to create one primary care trust for Kirklees will improve local NHS services:

- **Secure high quality and safe services**  
A single organisation with a main focus on commissioning will be able to develop ways to both commission and monitor quality through its performance management framework. There will be consistency of approach across a single primary care trust. Governance arrangements will be strengthened as the Healthcare Commission performance manages new primary care trusts and, in turn, primary care trusts manage the performance of trusts and GP practices. Through the roll out of Choice the new primary care trust will need to show that it can drive improvements in quality and safety for organisations.
- **Improve health and reduce inequalities**  
Kirklees local authority has a well-advanced proposal to establish a joint Public Health and Health Inequalities Commissioning Unit across the three primary care trusts and the local authority. A single primary care trust reinforces the direction of travel and is in line with national policy. The Kirklees local authority is keen to take forward the health inequalities agenda and have it as a core part of its business. A single primary care trust will provide a common voice and approach for the local authority to deal with and the primary care trust will therefore have greater influence within the local authority as the new director of public health will be granted 'Officer' status. The primary care trusts have developed a Compact with the voluntary sector. Having a single primary care trust will make it easier for small organisations; who often find it difficult to access and understand the current organisational arrangements. A new, single primary care trust will enable a more structured and consistent approach in working with both the Local Area Agreement and the Local Public Service Board. A new, single primary care trust would build on existing joint work that continues to take place across the three primary care trusts and the local authority. For example, neighbourhood renewal initiatives, Kirklees Active Leisure and a recently successful bid to fund health trainers for the Kirklees area.
- **Improve the engagement of GPs and roll out of practice-based commissioning with demonstrable practice support**  
There has been an inconsistency across the primary care trusts in their approach to policy initiatives, such as practice-based commissioning. A single primary care trust will eliminate this risk as such policies become crucial to the success of the whole system. We will share and build on our experiences in effective clinical engagement through the Professional Executive Committees, commissioning processes and the use of GPs with a specialist interest to improve services provided to the local community. The roll out of practice-based commissioning is advancing well in many parts of the Kirklees area and a single primary care trust will enable the sharing of this good practice.
- **Improve public involvement**  
All three current primary care trusts work on a locality model and all three base their localities around the local authority's Local Area Committees and the Neighbourhood Policing Teams. The consistent approach to locality working supports the merger of all three primary care trusts into one. Working in localities makes it easier to involve the public at a very local level. Early consultation work on service reconfiguration has shown this to be successful already. Local Area Committees bring with them a democratic focus to public involvement and existing ways to successfully engage with the public that can be built on.

- **Improve commissioning and the effective use of resources**  
There will be more efficient use of resources with a single primary care trust able to bring together expertise to enable consistent support to practice-based commissioning.
- **Manage financial balance and risk**  
A larger primary care trust will be in a better position to manage high cost, low volume work and the ever-increasing cost of specialist services. There will be economies of scale and this will be essential when a management cost cap is applied, as at least one of the primary care trusts would find it difficult to operate within these constraints.
- **Improve co-ordination with social services through similar boundaries**  
Whilst relationships and working arrangements are already very good, the local authority and social services in particular, welcome the opportunity to work with a single organisation. Existing development of a Children's Trust; public health, mental health and learning disability commissioning; plus a range of joint work around the Local Area Agreement, are all supported by a single primary care trust. 'Your Health, Your Care, Your Say' leads to the need for greater health and social care integration. A single primary care trust will enable easier discussion about integration and simpler implementation of anything agreed.
- **A 15% reduction in management and administrative costs**  
The two Huddersfield primary care trusts have already put into place joint management arrangements and savings have already been achieved. There will be an opportunity to reduce management costs further as Huddersfield is joined with North Kirklees Primary Care Trust and there maybe opportunities to further improve the existing shared services such as Human Resources and Information Management and Technology. It is likely that Board and Professional Executive Committee costs will reduce by two thirds. The existing locality arrangements should prevent the need for substantial enhancements to practice management in order to implement practice-based commissioning. There is likely to be some reduction in estate costs.

We have considered whether the current configuration of three separate primary care trusts or two primary care trusts – one to cover Calderdale and Huddersfield health community and one to cover North Kirklees - could successfully deliver the functions required by 'Commissioning a Patient-led NHS'. It is our view that only the proposed new single primary care trust for Kirklees would meet the national criteria and achieve the 15% management and administrative cost savings. Therefore no other option is being proposed.

**The single proposal is for one primary care trust to cover the Kirklees health community.**

### **What challenges need to be overcome and how?**

When carrying out our informal consultation we listened to people's comments and thoughts. Although there was overwhelming support for one organisation to cover Kirklees, people did highlight some challenges that we needed to be aware of and consider if making changes.

### **A concern raised by people when developing this proposal included:**

- Losing some of the local knowledge that we have built up in each area which benefits patients when we make decisions about local health services

We recognise that it is important to maintain the local knowledge we have built up over the last three years and would make sure that our implementation plans took this into consideration.

**Tell us what you think**

This chapter sets out the proposal for how the primary care trusts in Kirklees could be structured to help support the local NHS and deliver a patient-led NHS.

We want to know what you think of the proposal.

**Question:**

What do you think about the proposal?

**Please turn to page 49 and complete the feedback form with your comments, or see page 46 for other ways to let us know what you think.**

Alternatively we will be holding three local events where you can come along and find out more about the proposal and tell us what you think. These events will be on:

**Tuesday 17 January 2006**

6pm - 8pm Huddersfield Town Hall

**Thursday 26 January 2006**

6pm - 8pm Holmfirth Civic Hall

**Tuesday 7 February 2006**

10.30am - 12pm Dewsbury Town Hall

## Section 14d: Leeds

### About the Leeds Health Community

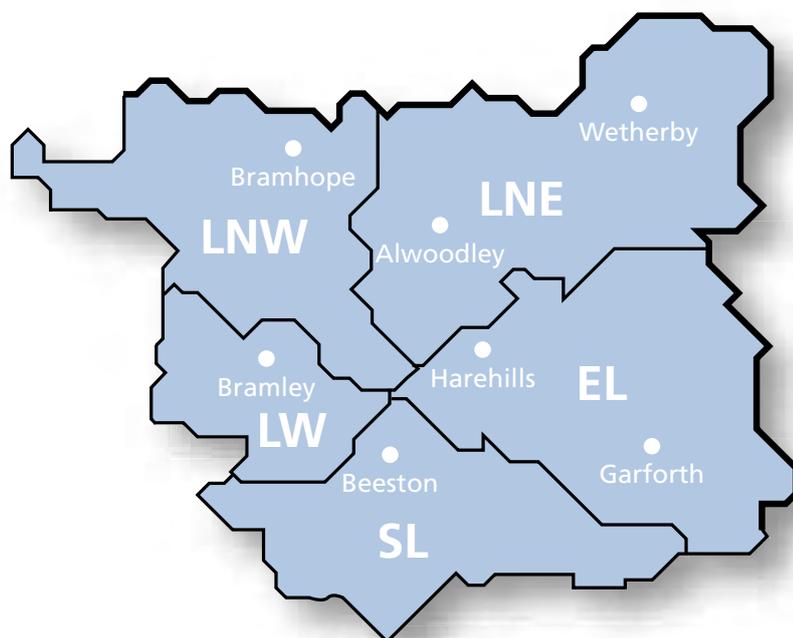
In Leeds there are five primary care trusts. These are:

- Leeds West;
- Leeds North West;
- South Leeds;
- East Leeds; and
- Leeds North East.

The current configuration in Leeds is:

Primary Care Trust	Local Authority	GP Relevant population (2004)* '000s
Leeds West (LW)	Leeds Metropolitan	108
Leeds North West (LNW)	Leeds Metropolitan	182
South Leeds (SL)	Leeds Metropolitan	146
East Leeds (EL)	Leeds Metropolitan	140
Leeds North East (LNE)	Leeds Metropolitan	146

\*GP relevant population data taken from the 2004 National statistics



### What is being proposed?

Following the informal consultation process which is outlined on page 24 the strategic health authority made the following proposal for how the Leeds health community could reorganise to make sure it was in the best possible position to deliver a patient-led NHS which meets the needs of local people.

### This is:

- To create one primary care trust for Leeds.

The feedback from those people we talked to about the proposals was that we could have one primary care trust in Leeds as this would ensure the best delivery of health services for the local people.

### How the proposed changes to create one primary care trust for Leeds will improve local NHS services:

- **Secure high quality and safe services**

The Making Leeds Better programme is the key mechanism for a major part of the service transformation agenda in Leeds. The current primary care trusts, together with trusts and social services, have successfully begun this work and, in addition to a programme director and programme office, have provided key personnel to take the programme forward. However, with a single primary care trust, the process of integrating Making Leeds Better into future service delivery will be more straightforward. It will also enable greater clarity and simplicity in terms of governance and decision-making both for commissioned and provided services.

- **Improve health and reduce inequalities**

A single primary care trust will be co-terminous with the local authority, which is a major player in health improvement, through its community leadership and regeneration responsibilities and in ensuring the provision of a range of local services which impact on people's health. A single primary care trust will be better placed to engage with the local authority and other key partners through the Leeds Initiative (the Local Strategic Partnership for the city). One primary care trust will provide a single focus for the Local Area Agreement. In addition to a whole city focus, Leeds has developed five district partnerships through which the Council, the Police, voluntary sector and primary care trusts are working together at a more local level to deliver integrated services and improve health and quality of life. One primary care trust will be able to balance the need for leadership and resources at city level with an ability to engage meaningfully with the more local district partnerships and the smaller localities within their areas which people identify with as natural communities.

- **Improve the engagement of GPs and roll out of practice-based commissioning with demonstrable practice support**

A single primary care trust will be able to bring together clinical leaders to work closely with and support the development of practice-based commissioning and to contribute to the design and implementation of new care pathways through the Making Leeds Better programme. While having to ensure that it retains local knowledge and local sensitivity, a single primary care trust will also bring together the organisational development and performance management capabilities to provide effective support to the roll out of practice-based commissioning.

- **Improve public involvement**

One primary care trust will enable a more consistent and co-ordinated approach to public involvement in relation to the city centre, which faces significant public health and health service issues but does not sit comfortably with a multi-primary care trust configuration. Within a single primary care trust locality infrastructures would be retained within the areas which people recognise as natural communities, however the added value of a single primary care trust would be the enhanced ability to involve non-geographic communities of interest whose members are spread across Leeds.

- **Improve commissioning and the effective use of resources**  
A single primary care trust will bring together scarce expertise and avoid the duplication inherent in the current multiple-primary care trust model. A single primary care trust will be better placed to provide the commissioning expertise needed to support Making Leeds Better and to deliver change through effective commissioning. It will also enable a consistent approach to be taken across the city to the engagement and involvement of practice-based commissioners.
- **Manage financial balance and risk**  
A single primary care trust with a significantly larger population base will be better placed to absorb the impact of localised pressures such as year-on-year population changes.
- **Improve co-ordination with social services through similar boundaries**  
A single primary care trust for Leeds would be co-terminous with Leeds City Council and therefore, at a corporate level, would enable greater co-ordination not only with social services but with a range of other services commissioned or directly provided by the City Council. One primary care trust will benefit from being able to negotiate more integrated services on a city-wide basis whilst retaining the ability to engage at a more local level through the partnership infrastructure which has been put in place over the lifetime of the current primary care trusts.
- **A 15% reduction in management and administrative costs**  
A reconfiguration from five primary care trusts to a single primary care trust will give the scope for significant cost savings – including a reduction in the number of boards and board members, and the number of headquarters buildings. There is also scope to further integrate back office functions where there is currently a degree of duplication.

We have considered whether the current configuration of five separate primary care trusts or more than one but less than five primary care trusts could successfully deliver the functions required by 'Commissioning a Patient-led NHS'. It is our view that only the proposed new single primary care trust for Leeds would meet the national criteria and achieve the 15% management and administrative cost savings. Therefore no other option is being proposed.

**The single proposal is for one primary care trust to cover the Leeds health community.**

### **What challenges need to be overcome and how?**

When carrying out our informal consultation we listened to people's comments and thoughts. Although there was overwhelming support for one organisation to cover Leeds, people did highlight some challenges that we needed to be aware of and consider if making changes.

A concern raised by people when developing this proposal was that we might lose some of the local knowledge that we have built up in each area which benefits patients when we make decisions about local health services.

We recognise that it is important to maintain the local knowledge we have built up over the last three years and would make sure that our implementation plans took this into consideration, ensuring management structures are sensitive to localities.

### Tell us what you think

This chapter sets out the proposal for how the primary care trusts in Leeds could be structured to help support the local NHS and deliver a patient-led NHS.

We want to know what you think of the proposal.

#### Question:

What do you think about the proposal?

Please turn to page 49 and complete the feedback form with your comments, or see page 46 for other ways to let us know what you think.

Alternatively we will be holding two local events where you can come along and find out more about the proposal and tell us what you think. These events will be on:

#### Monday 6 February 2006

6pm Albert Room, Leeds Town Hall, The Headrow, Leeds, LS1 3AD

#### Friday 17 February 2006

1pm Albert Room, Leeds Town Hall, The Headrow, Leeds, LS1 3AD

## Section 14e: Wakefield

### About the Wakefield Health Community

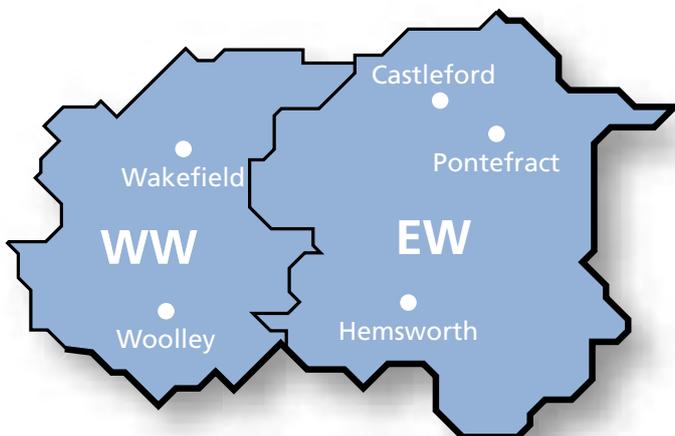
In Wakefield there are two primary care trusts. These are:

- Eastern Wakefield; and
- Wakefield West

The current configuration in Wakefield is:

Primary Care Trust	Local Authority	GP Relevant population (2004)* '000s
Eastern Wakefield (EW)	Wakefield Metropolitan	189
Wakefield West (WW)	Wakefield Metropolitan	153

*\*GP relevant population data taken from the 2004 National statistics*



### What is being proposed?

Following the informal consultation process which is outlined on page 24 the strategic health authority made the following proposal for how the Wakefield health community could reorganise to make sure it was in the best possible position to deliver a patient-led NHS which meets the needs of local people.

### This is:

- To create one primary care trust for Wakefield.

The feedback from those people we talked to about the proposals was that we should have one primary care trust in Wakefield as this would ensure the best delivery of health services for the local people.

### How the proposed changes to create one primary care trust for Wakefield will improve local NHS services:

- **Secure high quality and safe services**

The creation of a single primary care trust for Wakefield would improve services for patients by combining resources and expertise. It would also strengthen commissioning arrangements, making the new organisation better placed to secure the highest quality services for patients. A number of district-wide services have already been developed jointly to improve care for patients, such as community-based services to support people with heart conditions and retinal screening for people with diabetes. Working as a single primary care trust would enable further services to be developed to meet the needs of local people and provide care as close to people's homes as possible.

- **Improve health and reduce inequalities**

An important role of primary care trusts is to reduce the health inequalities that exist between different communities and to improve the health of the entire population. There are a number of factors that influence our health such as housing, employment opportunities and the safety of the communities we live in. The primary care trusts work in partnership with local organisations, particularly the local authority, Wakefield Metropolitan District Council to develop plans that will improve our health and a single primary care trust will simplify partnership working and improve equality of healthcare across the district.

The existing primary care trusts already work together successfully to provide a number of health improvement services, such as the stop-smoking service. This allows a more specialised approach, with experts in areas such as working with expectant mothers and stop-smoking support at work. Combining the public health teams will enable this approach to be adopted across all services and expand the work that is being done in our most deprived communities.

- **Improve the engagement of GPs and roll out of practice-based commissioning with demonstrable practice support**

A single primary care trust will be able to work with GP practices to adopt a consistent approach to developing new GP commissioning arrangements across the district. This will ensure the fair and equal delivery of services which are tailored to the needs of individual communities. GPs and front-line health staff will also be more involved in planning new local services for their patients.

The primary care trusts have already worked successfully with local GPs to develop a number of new services in the community such as the musculo-skeletal and dermatology services. These have helped reduce patient waiting times and limit the need for hospital treatment and we hope to build on this with the creation of a new primary care trust.

- **Improve public involvement**

We want to make sure that the local community is at the heart of all planning and development of health services in Wakefield. We have already worked with patients on a range of initiatives, such as the Expert Patient Programme which uses volunteers to support people with long-term conditions. Creating a single primary care trust will make it easier for community networks and district-wide voluntary groups to work with health services. It will also help reduce duplication and provide a clearer structure which is easier for people to understand. One of the main objectives of the new primary care trust will be to create more opportunities for the public to be involved in commissioning decisions.

- **Improve commissioning and the effective use of resources**

A single primary care trust would strengthen commissioning capability by concentrating expertise, resulting in improved services for patients. It would help to improve working with NHS hospital trusts which would be dealing with one rather than two organisations and to streamline processes for the district. This approach was used to great effect when the existing primary care trusts worked to jointly commission additional services from hospital providers to reduce waiting times for patients.

- **Manage financial balance and risk**

Both primary care trusts in Wakefield have a strong track record of maintaining financial balance since 2001. Creating a single primary care trust will allow resources to be pooled and used more effectively.

- **Improve co-ordination with social services through similar boundaries**

Creating a new primary care trust that shares its boundaries with the local authority, Wakefield Metropolitan District Council will help health and social care to work together more effectively and make services simpler and more convenient for patients. Examples of where this approach has already worked well include making the Integrated Community Equipment Service, which brings together all forms of equipment to help people remain in their own homes, into a one-stop shop making it much easier for people to get the equipment they need, when they need it; and the Jigsaw Team, a service for children with life-limiting conditions which brings together all aspects of their care from health to education to family support in one service.

Working as a single primary care trust will enable a closer working relationship with the local authority so that services are more joined-up. We will also be able to develop more joint services that respond to the needs of our communities.

- **A 15% reduction in management and administrative costs**

A single primary care trust will bring new opportunities to work more efficiently. It will reduce duplication across the district with the creation of one Board, one Professional Executive Committee and one management structure. Bringing teams together will mean services can be delivered more efficiently.

We have considered whether the current configuration of two separate primary care trusts could successfully deliver the functions required by 'Commissioning a Patient-led NHS'. It is our view that only the proposed new single primary care trust for Wakefield would meet the national criteria and achieve the 15% management and administrative cost savings. Therefore no other option is being proposed.

**The single proposal is for one primary care trust to cover the Wakefield health community.**

### **What challenges need to be overcome and how?**

When carrying out our informal consultation we listened to people's comments and thoughts. Although there was overwhelming support for one organisation to cover Wakefield, people did highlight some challenges that we needed to be aware of and consider if making changes.

**A concern raised by people when developing this proposal included:**

- Losing some of the local knowledge that we have built up in each area which benefits patients when we make decisions about local health services

We recognise that it is important to maintain the local knowledge we have built up over the last three years and would make sure that our implementation plans took this into consideration.

**Tell us what you think**

This chapter sets out the proposal for how the primary care trusts in Wakefield could be structured to help support the local NHS and deliver a patient-led NHS.

We want to know what you think of the proposal.

**Question:**

What do you think about the proposal?

**Please turn to page 49 and complete the feedback form with your comments, or see page 46 for other ways to let us know what you think.**

Alternatively we will be holding two local events where you can come along and find out more about the proposal and tell us what you think. These events will be on:

**Monday 23 January 2006**

6.15pm St Swithun's Community Centre, Eastmoor, Wakefield

**Thursday 26 January 2006**

1.30pm St Mary's Community Centre, The Circle, Chequerfield, Pontefract.

## Section 15: How you can feed back your thoughts, comments and suggestions

- 15.1 The purpose of this document is for us to gather your thoughts, comments and suggestions about the proposals put forward.
- 15.2 There are a number of ways you can do this. These include:

### a Completing the feedback form included in this document

On page 49 there is a form which you can complete to tell us what you think about any of the proposals included in this document. Once you have completed it please return it to:

**FREEPOST**  
**RLYT-XETL-CEGZ**  
**West Yorkshire Strategic Health Authority**  
**Blenheim House**  
**Duncombe Street**  
**Leeds**  
**LS1 4PL**

### b Visiting our website at [www.wysha.nhs.uk](http://www.wysha.nhs.uk)

If you log on to our website there is a range of information about this consultation and an opportunity to feed back your comments on our on-line form. The website includes background information and other documents which you may find interesting and useful.

### c Calling our information line - 0845 1203152

If you would like help completing a feedback form and would like to speak to someone please call our consultation information line on 0845 1203152 and someone will record your comments on a feedback form. The information line can also help to direct you to further pieces of information or answer any queries that you may have about the consultation process.

## Section 16: Glossary of terms used in the document

We have tried to make sure that this document is written in a clear and plain English way. If we have used any technical terms or jargon we have tried to explain them below to make sure that you can fully understand the proposals.

### Acute Trusts

Hospitals are managed by acute trusts, which make sure that hospitals in their area provide high quality healthcare and spend their money efficiently. They also decide on plans for how the hospital will develop and improve the services they provide.

Some acute trusts are regional centres for more specialised health services such as treating people with cancer, severe burns or spinal injuries. Others work with universities and help to train medical students to become doctors. These are known as teaching hospitals.

### Care Trust

An NHS organisation that works with local authorities to provide health and social-care services.

### Foundation Trust

NHS foundation trusts are a new type of NHS organisation that have been given more freedom by the Government. These trusts are run by local managers. Staff and patients can join a board of governors to vote on how they want the hospital to be run. NHS foundation trusts can make their own decisions about how to spend money and run services, but they are still part of the NHS and must provide the same quality of healthcare as other acute trusts.

### Local Area Agreements (LAAs)

Local Area Agreements are made between central and local government to implement national policies in a particular local authority area. These focus on three main areas – children and young people, safer and stronger communities and healthier communities and older people. Local Authorities act on behalf of their local strategic partners in the discussions which take place with their regional Government Office.

### Local Strategic Partnership (LSP)

A local strategic partnership (LSP) involves representatives from public, private, community and voluntary sector organisations and exists in the more deprived areas of the country. These have been established by the Government to match local authority boundaries and support regeneration, improve public services and tackle issues of the most concern to local people.

### Mental Health Trusts

Mental health trusts provide health and social-care services for people with more serious mental health problems. Mental health services can be provided through a GP, for example, people suffering from bereavement, depression, stress or anxiety can get help from their doctor. The services provided by primary care professionals, such as family doctors or practice nurses, include counselling and other psychological therapies, community and family support, or general health screening.

If people need more involved support, they can be referred for specialist care. More specialist care is normally provided by mental health trusts or the social services departments of local authorities. Services range from psychological therapy, through to very specialist medical and training services for people with severe mental health problems. About two in every 1,000 people need specialist care for conditions such as severe anxiety problems or psychotic illness, such as schizophrenia.

### Payment by results

The 'payment by results' project is part of the Department of Health's NHS Plan and will improve how the NHS works and how it controls its finances.

The project means that primary care trusts (PCTs) will buy services from hospital trusts for each patient. This will be done using a national scale of how much an operation or treatment costs. This scale is adjusted in line with the cost of living in the PCT area (for example, the cost of living is higher in London than in the North of England).

The 'payment by results' project is linked to the 'Choice programme' in allowing patients to choose where they receive their treatment. As the PCT pays for the service on a patient's behalf, the patient can choose where and how they want to receive it.

### Professional Executive Committee (PEC)

PEC committees exist in primary care trusts to provide necessary clinical input to help the organisation's board with its decision-making. The PEC is made up of clinical professionals such as doctors, nurses and therapists who meet regularly to decide on issues such as budgets and how to implement national policies to improve services for patients.

### Practice-Based Commissioning

'Commissioning' is the term used to describe the processes by which the NHS plans and pays for services and ensures these are fair for all, of a high quality and good value for money.

Under practice-based commissioning GPs and their practice staff will have access to individual practice budgets, paying for their patients' operations and treatments according to the national tariff set out as part of payment by results. It will also allow GPs and primary care staff to develop and fund services in their local communities as an alternative to hospital treatment for some patients.

PCTs will support this process and on behalf of their practices they will provide practice budgets, clinical and financial information to help GPs and negotiate contracts with hospitals and other providers for the services required.

### Primary Care Trust (PCT)

Primary care is the term used to describe health services that are the first point of contact for a patient, such as family doctors, dentists, opticians and pharmacists.

A primary care trust is the local organisation responsible for managing these services in its area. It is also responsible for making sure that the right amount of all types of healthcare services is available for its local population, such as hospital and mental health services.

### Strategic Health Authority

Strategic health authorities are the headquarters of the NHS. They are the link between the Department of Health and local health-service organisations.

#### Strategic health authorities are responsible for:

- developing plans for improving health services in the local area and increasing the capacity of these services, so that they can provide better and faster healthcare for patients;
- making sure local health services are of a high quality; and making sure national target areas are part of local health-service plans.

## Section 17: Feedback Form

Please complete this form and return it to the freepost address at the end of this form. Alternatively, you can complete the form on-line at our website – [www.wysha.nhs.uk](http://www.wysha.nhs.uk) or call 0845 1203152 with your comments. Thank you.

Would you like to give us your feedback on:

Strategic Health Authority proposal

Primary Care Trust (PCT) proposals

Which PCT area(s)?

Both

Which proposal(s) do you think would be the best for the local NHS?

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Why do you think this?

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What suggestions would you make to improve the proposal(s) further?

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## Section 18: Sources of information

18.1 We have tried to give you an overview of the information around the proposals being discussed in this document. If you would like to read more about 'Commissioning a Patient-led NHS' and other areas supporting it please see the other sources of information listed on our website at:

[www.wysha.nhs.uk](http://www.wysha.nhs.uk)

Alternatively you can visit the Department of Health website at:

[www.dh.gov.uk](http://www.dh.gov.uk)

West Yorkshire Strategic Health Authority  
Blenheim House  
West One  
Duncombe Street  
Leeds  
LS1 4PL

Information line: 0845 120 3152  
Email: [sha.enquiries@westyorks.nhs.uk](mailto:sha.enquiries@westyorks.nhs.uk)  
Website: [www.wysha.nhs.uk](http://www.wysha.nhs.uk)

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**Report of the Director of Adult Social Services**

**Executive Board**

**Date: 22 March 2006**

**Subject: Our Health, Our care, Our Say: a new direction for community services**

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**Electoral Wards Affected:**

**Specific Implications For:**

- Ethnic minorities
- Women
- Disabled people
- Narrowing the Gap

Eligible for Call In

Not Eligible for Call In  
(Details contained in the report)

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**EXECUTIVE SUMMARY**

**Executive Summary**

This Department of Health White Paper sets out the Government's vision for high quality support, meeting people's aspirations for independence and greater control over their lives, making services flexible and responsive to individual need. It sets out the context of the White Paper and the new direction envisaged for the health and social care system. It describes four main goals and the means by which the Government expects to achieve these.

**1.0 Purpose of this Report**

- 1.1 To inform Members of the content of the White Paper, 'Our Health, Our care, Our Say', published by the Department of Health in January 2006.

**2.0 Main issues**

- 2.1 The White Paper draws on the vision of the consultation Green Paper, 'Independence, Wellbeing and Choice', which was published in March 2005 and reported to Executive Board in September that year, when Leeds's response to the consultation was submitted.
- 2.2 The White Paper aims to achieve four main goals:

- Better prevention services with earlier intervention
- Give people more choice and a louder voice
- More work to tackle inequalities and improve access to community services
- More support for people with long-term needs

2.3 The document is set out in eight chapters that describe in detail how the improvements are to be achieved. They rely on a variety of measures, including practice based commissioning, shifting resources into prevention, undertaking more care outside hospitals and in the home, better joining up of services at local level and encouraging innovation.

2.4 Chapter 1 – Ambition for community based care.

This chapter outlines the challenges faced in health and social care, such as demographic change, the need to realign systems and to work with people to support healthier lifestyles. It describes a new strategic direction to put more services in local communities and closer to people's homes, to support independence, wellbeing and choice and giving people a say in planning their services. The intention is to focus support on people with higher levels of need and put under way a sustained re-alignment of the health and social care system.

2.3 Chapter 2 – Enabling health, independence and wellbeing

This chapter begins with a commitment to developing an NHS 'life check', with preventing ill-health being a key element. It commits to better support for mental health and emotional wellbeing, to local leadership of wellbeing, improving commissioning and joint working through defining and strengthening the roles of Directors of Public Health and Directors of Adult Social Services (DASS). Primary Care Trusts will be given an enhanced commissioning role and there is to be greater co-terminosity between health and local government bodies.

Following the creation of the role of the DASS by the Children Act 2004, guidance has been developed to support local authorities to implement this role and this was published alongside the Green Paper, 'Independence, Wellbeing and Choice'. There was strong endorsement in the consultation process for the proposed focus for the DASS as a co-ordinating role between agencies such as health, housing and transport to promote social inclusion. This will be alongside the DASS's responsibility for the quality of social care services. Some local authorities and PCTs are appointing joint DASS to supported integrated working.

The paper calls for better partnership working in local areas, a new outcomes framework, aligned performance measures, assessments and inspections, together with aligned planning and budget cycles for the NHS and local authorities.

There will be stronger local commissioning with a shift towards prevention and early support.

2.4 Chapter 3 – Better access to general practice

This chapter on primary care services includes helping people register with a GP of their choice; increasing health provision in disadvantaged areas and attracting new providers to these areas; reviewing funding for NHS walk-in centres; and measures to address the twin problems of ill health and worklessness.

2.5 Chapter 4 – better access to community services

People will be given more choice and control over their health and care, including the extension of individual budgets and direct payments. There will be an extended use of pharmacy services and a new urgent care strategy aimed at reducing hospital admissions. There will be better access to services to tackle health, social care,

employment and financial needs, including social security benefits. Also envisaged are improved community services for teenagers, expectant mothers, people with mental health needs and people who have difficulty in gaining access to services, such as older people, offenders and end-of-life care.

## 2.6 Chapter 5 – Support for people with longer-term needs

This chapter discusses empowering people with long-term needs to care for themselves, with better access to information and care plans. There will be investment in training for staff who care for people with ongoing needs. There will be new supports for informal carers, including a helpline, short-term respite and training. Health and social care services will collaborate to create multi-disciplinary networks to support people with the most complex needs.

## 2.7 Chapter 6 – Care closer to home

This chapter describes how more specialist care will be delivered in community settings and the need for spending in health services eventually being directed more toward preventive, primary community and social care services. A new generation of community hospitals will provide a wider range of health and social care in the community setting. There will be accurate and timely information for members of the public on specialist services available in a community setting.

## 2.8 Chapter 7 – Ensuring the reforms put people in control

This chapter describes the structures to be put in place for governance and empowerment. It includes provision for a stronger local voice to bring about changes when needed; a framework for commissioning; practice based commissioning for GPs; ensuring best value through commissioning; and supporting social enterprise.

## 2.9 Chapter 8 – Making sure change happens

The mechanisms for change include better information and the means to support more joined-up services, with health and social care colleagues working together and an evolving workforce to meet the standards of a changing service.

2.10 The White Paper is attached to Members' copies of the agenda only and is available on request from the Clerk named on the front of the agenda.

## **3 Implications for the Council**

3.1 These changes suggest that the Council will need to extend its partnership work and provision in the community. The White Paper does not indicate any additional funds for this but does indicate that improvements in access and support to people with long term conditions will be part of a new set of performance standards to be inspected against.

3.2 There is an opportunity for the Council to use the new requirements on health services to work in partnership with them to address wider issues of health and wellbeing for communities in Leeds.

3.3 The challenge of implementing changes in the current resources framework and the opportunity to broaden the impact of partnership working should be considered through the Council's work on developing adults' services as part of our overall implementation of the requirements of this White Paper.

## **4. Recommendations**

4.1 That Members of Executive Board note the content of the White Paper, 'Our Health, Our Care, Our Say' and receive a further report as the review proceeds on proposals to implement the requirements in Leeds.

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**Report of the Chief Executive**

**Executive Board**

**Date: 22 March 2006**

**Subject: Your City Your Future – Leeds Business Case**

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**Electoral Wards Affected:**

**Specific Implications For:**

- Ethnic minorities
- Women
- Disabled people
- Narrowing the Gap

Eligible for Call In

Not Eligible for Call In

(Details contained in the report)

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**EXECUTIVE SUMMARY**

1. Each of the English Core Cities have been invited to submit a business case to the Rt Hon David Miliband MP as part of the Minister's *Your Cities, Your Future* initiative. The expressed aim of the initiative is to forge a 'new deal' between central government and localities to realize the full potential of our cities and to put them in the first division of cities across Europe.
2. There is no prescribed format to the business case. Individual cities have been asked to identify a small number of critical issues and barriers, at city and city region level, which if tackled could make a real difference to their economic and social performance.
3. The Leeds business case has two sections; the first relates specifically to Leeds as a district and to particular barriers faced in the city. The second section on the Leeds City Region has been considered and endorsed by Leeds City Region Leaders at their meeting last month and relates to how strategic issues at a broader city region perspective may be taken forward.
4. Following final submission of the business case, representatives from Leeds will be invited to present the issues to Minister David Miliband in person, additionally a series of thematic discussions are likely to be hosted by officials across relevant departments ( for example Department for Work and Pensions / Department for Education and Skills) to consider the propositions given in the series of business cases in more detail.

## **1.0 Purpose of this Report**

- 1.1 To recommend that Executive Board endorse the Leeds Business Case. A copy of the Business Case is attached to members copies of the agenda and available from the Clerk named on the front sheet of the agenda.

## **2.0 Background Information**

- 2.1 In July 2005 Rt Hon David Miliband MP, Minister of Communities and Local Government, announced that he was starting a dialogue with major English cities (beginning with the Core Cities) to discuss actions which government and cities might take together to achieve a step change in the economic and social performance of cities. The minister's expressed aim was:

*“ to forge a new deal between central government and localities to realise the full potential of our cities and to put them in the first division of cities across Europe.”*

- 2.2 This 'new deal' might involve local people having more of a say in 'how' things are done locally (decentralisation) or also in terms of 'what' is done locally (devolution).
- 2.1 Following the Minister's visit to the city on September 13 2005, he invited Leeds and its wider city region to submit a business case detailing a small number of bold and ambitious priority issues which could be taken forward for discussion with Government. This was to include matters requiring the removal of structural or organisational barriers; matters requiring legislative change or new fiscal arrangements over the medium or much longer term. The Business cases will inform the Government response to the State of the Cities Report (due for publication in March).

## **3.0 Main Issues**

- 3.1 Each of the Core Cities produced an outline business case which was forwarded to Government Office and the Office of the Deputy Prime Minister with a series of headline propositions, to a Christmas 2005 deadline.
- 3.2 Informal feedback suggested that there was an interest in exploring a number of the issues raised by Leeds as part of a series of round table / cross departmental discussions with interested Core Cities, particularly on issues of transport, skills and greater financial autonomy.
- 3.3 A second iteration of the business case was requested by Government Office to a deadline of 24 February. This version of the document is attached ( annexe 1).
- 3.4 Part 1 of the document, the Leeds specific element of the business case, has been informed by discussions around the Local Area Agreement (LAA) which has been prepared to a similar timetable. The four themed business case proposals are outside the scope of the LAA framework. Part 2 of the business case covers issues presented by the Leeds City Region partnership including proposals to achieve greater alignment between strategy and delivery in the interests of overall economic competitiveness.
- 3.5 The four key themes in part 1 cover priority issues relating to the need for greater financial autonomy; improving skills and employment; tackling transport and building sustainable mixed communities.

3.6 The Minister will be inviting each of the Core Cities to present their business cases to him in person. Officials from a range of government departments will be considering the thematic priorities contained in each of the business cases and will then facilitate discussions with interested cities on how those issues may be taken forward.

3.7 The seven other Core Cities have submitted a range of proposals particular to their circumstances. There is much common ground in terms of content across the eight submissions relating to priority issues such as skills and employment, transport and the devolution of funding. Some cities; notably Birmingham and Manchester are submitting particularly robust proposals for their city region including altered governance arrangements (for example city region area agreements, city region executive and programme boards).

#### **4.0 Implications for Council Policy and Governance**

4.1 The remit of the business cases is to be ambitious for the city which ensures that the document includes priorities which will have an impact on policy and governance should they be taken forward by Government in any subsequent agreement ( they are only proposals for discussion at this stage). The four key themes make particular suggestions for simplifying, devolving or altering existing structural arrangements, with particular implications for Government departments and for working in different ways across Leeds and developing more ambitious targets in return for increased freedoms and flexibilities.

4.2 The City Region element of the business case only includes propositions which have the full support of the city region partnership and reflect their discussions over recent months on the practical means of achieving greater alignment between strategy and delivery at a city region level. Again if fully developed, these would have implications for existing regional and sub-regional policy and governance arrangements.

#### **5.0 Resource Implications**

5.1 The proposals in the Business Case include issues with a long term resource implications, most especially for the devolution of financial resources from national government in the interests of the overall economic competitiveness of the city and its city region.

#### **6.0 Narrowing the Gap Implications**

6.1 The emphasis of the *Your City, Your Future* initiative is on considering a 'going up a league' agenda for English cities to "unlock fully the competitive advantages of our cities", however there is also a desire to link this to social inequality and community cohesion and these elements are stressed particularly in part 1 of the Leeds business case and in each of the four themed proposals which have a strong link to the aims of narrowing the gap.

#### **7.0 Recommendations**

7.1 Members are recommended to endorse the content of the Leeds Business Case.

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**Report of the Director of Development**

**Executive Board**

**Date: 22<sup>nd</sup> March 2006**

**Subject: West Yorkshire Casualty Reduction Partnership  
Safety Cameras Scheme Update and Future Support**

**Electoral Wards Affected:**

All

**Specific Implications For:**

Ethnic minorities

Women

Disabled people

Narrowing the Gap

Eligible for Call In

Not Eligible for Call In

(Details contained in the report)

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**EXECUTIVE SUMMARY**

This report seeks to provide further information regarding the operation of the West Yorkshire Casualty Reduction Partnership in connection with the operation of Safety Cameras. A report was presented to Executive Board in April 2005 outlining the programme for 2005/6; unfortunately this programme was not approved by Central Government and now a new programme for 2006/7 will have to be submitted in March 2006. In addition, in December 2006 the Government announced changes to the funding and operation of the national safety camera programme to take effect from 1<sup>st</sup> April 2007.

The main points of the proposed changes to the Casualty Reduction Partnership and safety cameras scheme are:

- The fact that the 2005/6 Operational Case was not passed by Central Government is confirmed and the justification for safety cameras at any sites that were to be proposed for implementation during 2005/6 will now have to be re-submitted.
- The Partnership will be required to submit an Operational Case to the Department for Transport for the operation of safety cameras at priority road injury sites across West Yorkshire for 2006/7.

- This submission for new safety cameras will have to ensure that they are completely installed by 31<sup>st</sup> March 2007.
- Any submission for new safety cameras to be installed during 2006/7 will have to meet the new criteria.
- For 2006/7 all the running costs of the Partnership are met by the Department for Transport as they were in previous years.
- From April 2007 onwards funding for the operation of safety cameras will be allocated through the Local Transport Plan as part of the block allocation which includes road safety in line with the priorities set down in Casualty Reduction Strategy included within the West Yorkshire Local Transport Plan.

## **1.0 Purpose Of This Report**

- 1.1 This report updates and seeks approval to the Council's continuing participation in the West Yorkshire West Yorkshire Casualty Reduction Partnership. .

## **2.0 Background Information**

- 2.1 The use of safety cameras has become an established mechanism for the improvement of road safety. It is a key tool in addressing road casualties which have not proved amenable to action by other means such as road safety engineering techniques including for example traffic calming. Cameras are therefore especially valuable on major roads where such techniques are generally not appropriate, but where road casualties and their severity are a particular issue. The introduction of the National Safety Camera Programme has provided a valuable opportunity for local partnerships to be created to address these problems without recourse to local funding.
- 2.2 The West Yorkshire Casualty Partnership was formally established in April 2002 to oversee the operation of road safety cameras throughout West Yorkshire under the Government's cost recovery scheme. The Executive Board approved the Council's participation in the Partnership at its meeting on the 31 October 2001 and gave authority for proposals to be submitted to the former Department for Transport, Local Government and the Regions (DTLR) on the Council's behalf. Initial approval to incur expenditure on the project was granted on the 5 August 2002 and further approvals were granted in June and December 2004 and April 2005.
- 2.3 In December 2005 the Government announced its new requirements for the funding of Safety Camera Programmes. There would be no formal programme for 2005/6. For 2006/7 all partnerships would need to provide an Operational Case which outlines the specific proposals and sites details for the use of fixed and mobile speed and traffic signal cameras. From 2007/8 onwards the funding for Safety cameras would come directly from the LTP Road Safety funding. For 2006-07 all members of a partnership are required to sign a Memorandum of Understanding.
- 2.4 Thus for Leeds the sites that were submitted for approval in March 2005 will have to be re-examined to determine whether they still meet the new criteria and whether safety cameras are still the most appropriate remedial action.
- 2.5 As described in §2.2 above the first Operational Case was submitted to the DfT in 2002, this identified a schedule of sites for implementation over the first two to three years of the partnership. Subsequently an updated case was provided to the DfT in 2003 which confirmed these locations. The last approved present case, which covers 2004-05 was approved by the DfT in June 2004 and will complete the

provision of all the originally identified sites. Appendix 1 contains details of all the safety camera sites in Leeds implemented or proposed under the terms of the present and previous cases.

- 2.6 Appendix 1 also includes a list of those sites which were submitted in the 2005/6 Operational case; in the event none of these were approved although permission was granted to use mobile cameras at these locations on a temporary restricted basis.
- 2.7 The site selection process is based on the detailed guidance provided by the DfT. Identification of the sites proposed for 2006-07 has been based on the rules contained within the latest "Handbook and Guidance for the National Safety Camera Programme for England and Wales for 2006/07". Within West Yorkshire all of the lengths of road which have had speed cameras installed have met the Government's criteria.
- 2.8 Since its inception the Casualty Reduction Partnership has overseen on behalf of the partner authorities, agencies and organisations the installation of 105 safety camera sites on 24 individual road lengths and junction sites in Leeds. Across West Yorkshire 130 safety camera lengths were installed by August 2005. The project has been carefully monitored since inception. This has indicated that for Leeds over 100 injury accidents per year are being prevented compared with the previous situation. The West Yorkshire Partnership has been recognised by the Government as one of the most successful partnerships in the country.
- 2.9 An independent study commissioned by the Government (The National Safety Camera Programme, Four-year evaluation report) reported that "where cameras had been installed in West Yorkshire, personal injury accidents had fallen by 73%". In addition average vehicle speeds had reduced by 23%. Details of the number of injury accidents at each of the sites are shown on the Partnership web-site ([www.safetycameraswestyorkshire.co.uk](http://www.safetycameraswestyorkshire.co.uk)). It can therefore be seen that the introduction of safety cameras has made a very significant contribution to the efforts of the West Yorkshire local authorities to meet the national targets for road casualty reduction.
- 2.10 Progress against all road safety targets is being monitored as part of the Local Transport Plan Annual Progress Report (APR) process and forms part of the overall scoring process used to determine both the annual APR score and the local authorities' Comprehensive Performance Assessment Rating (CPA). Leeds is on track to meet and potentially exceed the national targets for casualty reduction (especially amongst children). The available evidence indicates that the use of safety cameras is already making a sizeable contribution to this achievement and will be instrumental in securing future progress towards meeting the targets.
- 2.11 As part of the partnership arrangements, public opinion and feedback has been constantly monitored by the Public Relations Manager. This has shown, in keeping with similar projects nation-wide, very high levels of public support for the use of safety cameras as a measure for the improvement of road safety and the reduction of road injuries. Typically public support has remained around the 80% mark throughout the life of the project. In part this is considered to be due to the very careful and targeted use of cameras only at sites and on lengths of road where road injury problems have been clearly identified and evidenced as meeting the DfT's criteria.

### **3 Main Issues**

- 3.1 The annual Operational Case identifies all the sites at which fixed and mobile cameras are either operational or proposed in West Yorkshire (including the Leeds district and the motorways) together with their associated costs and partner obligations. It is a pre-requisite to securing DfT approval that all the sites meet their exacting requirements for site selection under the terms of the National Safety Camera Programme.
- 3.2 The annual review of the Partnership has taken place and a revised Operational Case for the year 2006-07 has now been submitted to the DfT. Appendix 2 lists the additional camera sites proposed for introduction in Leeds during this period with their injury accident record.
- 3.3 All Members of Council were briefed on the Safety Camera Partnership following approval of the scheme by the Executive Board in 2001. Updates on the scheme have since been provided through the forum of Lead Member briefings.
- 3.4 Due to the uncertainty in knowing exactly what the DfT requirements were going to be in the case of the 2006/7 Operational case, Members in those wards affected by the draft proposals for the introduction of possible new sites identified in the revised Operational Case for 2006-07 have not yet been consulted. At present a decision is awaited from the Government on the Operational Case, once this is provided Members will be fully consulted with respect to the proposals. It has to be emphasised that the Government approval of the Operational Case only means that those lengths of road can have safety cameras installed on them. Site installation will only proceed once the full consultation process has been completed and local members and residents views have been fully taken into account.
- 3.5 Local residents in the immediate vicinity of proposed safety camera housing sites will be fully consulted as a matter of course prior to the installation of the equipment.
- 3.6 The Partnership's operational camera sites are publicised through the project website ([www.safetycameraswestyorkshire.co.uk](http://www.safetycameraswestyorkshire.co.uk)) and publications.
- 3.7 A draft programme to deliver the proposed sites together with their associated requirements for signs and markings has been prepared as part of the Operational Case for 2006-07. Kirklees Council in its capacity as the Partnership's Technical Manager will manage all aspects of procurement and installation of the cameras, signs and markings on behalf of the five district councils. As noted in §4.2 above, implementation will be subject to receiving confirmation of the Operational Case from the Government and detailed consultation with Ward Members.

### **4.0 Implications For Council Policy And Governance**

- 4.1 The scheme contributes to the road casualty reduction objectives of the West Yorkshire Local Transport Plan and the speed management area for improvement in the Council Plan 2004-05 and is making a significant contribution to the delivery of national and local road safety targets.
- 4.2 Whilst the report has no specific implications for ethnic minorities, women or disabled people the introduction of safety cameras provide wider benefits to all

types of road users through the more effective management of excess traffic speeds within existing speed restricted areas and at location where road injury rates are a particular cause for concern.

## **5.0 Legal And Resource Implications**

- 5.1 The estimated Leeds City Council capital costs to be incurred for completing the Operational Case for 2006-07 are £220,000. All these costs are eligible for recovery.
- 5.2 Revenue costs incurred in delivering the Operational Case are also eligible for recovery from the DfT given the achievement of forecast performance. In 2006-07 the estimated costs for Leeds City Council are £67,200.
- 5.3 All the Partnership's costs are fully funded through the recovery of costs from the Department for Transport as set out in the Partnership Agreement and Operational Case under the terms of the Cost Recovery Scheme.
- 5.4 From April 2007 the funding of the Casualty Reduction Partnership will be changed in line with the Governments revised proposals. The proposed changes are as follows:
- The netting off arrangements whereby the cost of enforcement operations can be reclaimed from fine revenues will be ended.
  - Revised funding arrangements will incorporate the funding of safety cameras into the Local Transport Plan process.

Thus the new submission of the West Yorkshire Local Transport Plan will incorporate these changes into its Road safety section.

- 5.5 A further report outlining the proposals for managing the process in 2007-08 will be prepared once the final details are known.

## **6.0 Conclusions**

- 6.1 The inclusion of safety cameras as a further tool to reduce accidents and casualties in Leeds has been successful so far.
- 6.2 A further 8 lengths of road meet the latest Government rules for installing speed cameras. These lengths have been included in the West Yorkshire Operational Case for 2006/7.
- 6.3 Once the Government have approved the Operational Case, full consultation will commence to determine if and where the speed cameras should be installed.
- 6.4 For 2007/8 and in subsequent years the installation of Safety cameras will form an integral part of the Local transport Plan.

## **7.0 Recommendations**

- 7.1 Members are requested:

- i) to endorse the City Council's continued membership of the West Yorkshire Casualty Reduction Partnership;
- iii) subject to approval of the Operation Case for 2006-07 by the Department for Transport and subsequent consultation with Ward Members to give authority to proceed with the implementation of the proposals and the signing of the Partnership's Memorandum of Understanding

## **8.0 Background Information**

8.1 The following documents provide background information for this report:

- i) West Yorkshire Casualty Reduction Partnership: Safety Cameras, report to Executive Board, 31 October 2001.
- ii) West Yorkshire Casualty Reduction Project Agreement, 31 March 2002.
- iii) West Yorkshire Casualty Reduction Partnership: Safety Cameras, report to the Director of Highways and Transportation, 5 August 2002.
- iv) West Yorkshire Casualty Reduction Partnership: Safety Cameras, report to the Director of Development, Director of Corporate Services, 7 June 2004.
- v) Handbook of Rules and Guidance for the National Safety Camera Programme for England and Wales, Department for Transport, November 2004.
- vi) West Yorkshire Casualty Reduction Partnership: Safety Cameras, report to the Director of Development, Director of Corporate Services, December 2004.
- vii) West Yorkshire Casualty Reduction Partnership: Safety Cameras, report to the Director of Development, Director of Corporate Services, April 2005.

## APPENDIX 1

### WEST YORKSHIRE CASUALTY REDUCTION PARTNERSHIP EXISTING CAMERA OPERATION SITES IN LEEDS DISTRICT

All sites are fixed speed cameras unless otherwise stated

#### Sites which are operational

A64 York Road (Appleton Way to Cross Gates Road)  
A58 Easterly Road (Easterly Grove to Boggart Hill Drive)  
A61 Scott Hall Road (Scott Hall Avenue to Stonegate Road)  
A647 Stanningley By-Pass (Henconner Lane to Dawson's Corner)  
A653 Dewsbury Road (Old Lane to Tempest Road)  
A64 (M) New York Road (Clay Pit Lane to Regent Street) To be removed as does not meet criteria (limited visibility)  
Middleton Ring Road (Helston Garth to Sharp Lane)  
B6154 Tong Road/Pudsey Road  
A6120 Ring Road Farsley (Bradford Road to Rodley Lane)  
A65 Rawdon Road (A6120 to A658)  
B6157 Leeds and Bradford Road (Old Road to Swinnow Lane)  
A657 Town Street (Ring Road to Leeds and Bradford Road)  
A657 (A658 to Ring Road)  
B6154 Waterloo Road (Owlcotes Road to Richardshaw Lane)  
A643 Bruntcliffe Road (A650 to Ring Road Beeston)  
A660 Otley Road (Shaw Lane to Spen Lane)  
A61 Wakefield Road (Wood Lane to M1)  
A65 New Road Side/Abbey Road (Ring Road to De Lacy Mount)  
Wetherby Road, Walton (Spring Road to county boundary)  
Broad Lane, Sandford  
A65 Otley Road, Guiseley  
A660 Otley Road (Victoria Road to St Michael's Road))  
Meadow Lane junction with Great Wilson Street – RED LIGHT  
A64 York Road junction with Harehills Lane – RED LIGHT  
A61 Sheepscar Intersection – RED LIGHT  
Chapelton Road junction with Barrack Road – RED LIGHT  
Clay Pit Lane junction with Chapelton Road – RED LIGHT  
East Parade junction with Headrow – RED LIGHT  
Harehills Lane junction with Harehills Avenue – RED LIGHT  
Clay Pit Lane junction with Woodhouse Lane – RED LIGHT

#### Safety camera sites recommended for 2005/6

A61 Alwoodley (Fir Tree Lane to Alwoodley Lane)  
A65 Kirkstall (Gilbert Mount to Redcote Lane)  
A64 York Road, Seacroft (Ring Rd to 70m NE of Morwick Farm)  
Willow Rd/Cardigan Rd, Burley (A65 to Victoria Road)  
Cardigan Road, Burley (A65 to Victoria Road)  
Cookridge La/Otley Old Rd, Lawnswood (Holtdale App to Spen Lane)





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**Report of the Director of Development**

**Executive board**

**Date: 22 March 2006**

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

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**Electoral wards affected:**

ALL

**Specific implications for:**

Ethnic minorities

Women

Disabled people

Narrowing the gap

Eligible for call In

Not eligible for call in  
(details contained in the report)

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**Executive Summary**

1. Following reforms to the planning system, the City Council is required to prepare a Local Development Framework – Local Development Scheme. The purpose of this is to provide a detailed three year rolling project plan, for how the City Council as a Planning Authority intends to take forward the LDF.
2. Attached as Appendix 1. to this covering report, is an updated and revised Local Development Scheme, for which Executive Board's endorsement (following Development Plan Panels consideration) is sought.
3. The key revisions to the Local Development Scheme, entail adjustments to the preparation and production timetable for individual Local Development Documents. These changes reflect further guidance from the Government Office for Yorkshire & the Humber (GOYH) regarding consultation on 'initial options', as well as wider project management considerations.
4. The Updated and Revised Scheme, does not propose any further major programme injections given the current stages of progress regarding current commitments and the level of existing resources. There will be a further opportunity to consider progress in relation to identified targets and milestones as part of the December 2006 Local Development Framework Annual Monitoring Report.

## **1.0 Purpose of this report**

- 1.1 The purpose of this report, following consideration by Development Plan Panel, is to seek Executive Board approval to endorse the revised Leeds Local Development Framework – Local Development Scheme for submission to the Secretary of State.

## **2.0 Background information**

- 2.1 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 Executive Board members may recall that the City Council's first Local Development Scheme was considered by the 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).

## **3.0 Main issues**

- 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. Members will recall that a report detailing the proposed response to the Inspectors Report and Modifications was considered by Executive Board on 17 February 2006.
- 3.2 The Local Development Framework Annual Monitoring Report (AMR) was considered 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. These can be summarised as follows 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 (in April) has been prepared and has been included on this Executive Board agenda 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/May 2006,
  - in the development of the evidence base for the LDF, a major technical study was commissioned and completed in March, 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 understood 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 identified 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 members copies of the agenda (or available upon request from the Committee clerk identified on the report) as Appendix 1 to this report, 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 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 Implications for council policy and governance**

- 4.1 The preparation of the Local Development Framework as part of the statutory Planning system, is consistent with council policy and governance arrangements.

#### **5 Legal and resource implications**

- 5.1 Legal and resource implications are set out in paras. 3.6 – 3.9 above.

#### **6 Conclusions**

- 6.1 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.

#### **7 Recommendations**

- 7.1 The Executive Board is recommended to:

- (a) approve the updated and revised Local Development Scheme as attached at Appendix 1, for submission to the Secretary of State pursuant to Section 15 of the Planning and Compulsory Purchase Act 2004.
- (b) resolve that the revised Local Development Scheme shall be brought into effect as from 1 May 2006, subject to one of the requirements set out below having been met. Namely that either:
  - during a period of 4 weeks starting on the day the Council submits the scheme to the Secretary of State the Council receives from the Secretary of State notice that he does not intend to give a direction to amend the scheme, or
  - the Council has received such a direction and has either complied with it or received notice that it has been withdrawn, or

- the Council has received notice that the Secretary of State requires more time to consider the scheme and either has subsequently received notice that the Secretary of State does not intend to give a direction or a direction has been complied with or withdrawn, or
  - the 4 week period has ended and the Council has not received either:
    - (i) a notice that the Secretary of State does not intend to give a direction
    - (ii) a direction
    - (iii) notice that the Secretary of State requires more time to consider the scheme.
- (c) authorise the Director of Development to make any necessary changes to the revised Local Development Scheme prior to it coming into effect in order to comply with a direction from the Secretary of State pursuant to Section 15(4) should one be received.



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**Report of the Director of Development**

**Executive board**

**Date: 22 March 2006**

**Subject: Local Development Framework – Statement of Community Involvement (SCI)  
Submission To Secretary of State for Independent Examination (Regulation 28).**

**Electoral wards affected:**  
**ALL**

**Specific implications for:**

Ethnic minorities

Women

Disabled people

Narrowing the gap

Eligible for call In

Not eligible for call in  
(details contained in the report)

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**Executive Summary**

1. Integral to the Local Development Framework and an early priority in the Local Development Scheme, the City Council is required to prepare a Statement of Community Involvement. The SCI sets out how the Council will engage communities and stakeholders in the planning process (the preparation of Development Plan Documents and in relation to major planning applications).
2. The Planning and Compulsory Purchase Act 2004 requires the Council to undertake both early, informal consultation and formal consultation on the SCI. Members were previously informed of the early consultation at the October meeting of Development Plans Panel and this report outlines the formal consultation which took place November – December 2005.
3. Approximately 100 representations were made on the revised draft SCI during the formal consultation period and as a result of these comments Development Plan Panel have now considered comments received and have made recommendations for Executive Board to recommend to Full Council approval of the revised SCI for consideration by the Secretary of State, referred to as 'submission stage' (Regulation 28, Local Development Regulations, 2004). This stage entails a further six week period of consultations where representations can be made.

4. A copy of the Draft SCI for formal consultation is included as Appendix A to this report. Included as Appendix B to this report is a copy of the pre-submission consultation statement.

## **1.0 Purpose of this report**

- 1.1 For members of Executive Board to consider the revised SCI (Appendix A) (attached to members copies of the agenda or available from the Committee Clerk identified on the front of the agenda) with a view to recommending to Full Council approval for submission to the Secretary of State.
- 1.2 Approval of Development Plan Documents and the Statement of Community Involvement for submission to the Secretary of State for Independent Examination, is a function which lies with Full Council.

## **2.0 Background information**

- 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 between 7 November - 16 December 2005. Details of who we consulted are included within Appendix B (attached to members copies of the agenda or available from the Committee Clerk identified on the front of the agenda) and a general summary of consultation activity is covered in section 3 below.

## **3.0 Main issues:**

### **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 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. The exhibitions were held across each 'wedge' of the city and included an exhibition in an inner and outer venue in each 'wedge'. This resulted in a good

geographical spread within the scope of the time and resources available. A variety of times were chosen, mainly lunchtime or early evening and wherever possible these times tied in with other events, 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 written representations and at the exhibitions and 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.

#### **Next steps:**

3.4 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.

- 3.5 The regulation 28 submission stage lasts for six weeks, starting in April 2006.
- 3.6 Dependant on comments received during the 6 week submission stage, there will be a formal examination to consider representations (anticipated July/August 2006) and adoption, monitoring and review (anticipated November/December 2006).

#### **Formal Submission Stage:**

- 3.7 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.
- 3.8 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.

#### **4.0 Implications for council policy and governance**

- 4.1 The Statement of Community Involvement is consistent with council policy and governance arrangements for community engagement.

#### **5.0 Legal and resource implications**

- 5.1 The preparation of the Statement of Community Involvement is compliant with the Local Development Framework Regulations. The delivery of the SCI does raise resource implications. The new system of Development Plans introduced by the Planning & Compulsory Act (2004), demands extensive consultation on planning matters but within specific timescales. This does create an inherent tension between seeking to be as inclusive as possible but within time constraints. Resourcing for SCI consultation is being met from within the Development Department budget but opportunities for 'piggy backing' on engagement/consultation activity corporately and with other City Council Departments were appropriate and subject to timetables, for greater efficiencies and economies of scale.

#### **6.0 Conclusions**

- 6.1 The purpose of this report is for members of Executive Board to consider the revised SCI (Appendix A) with a view to recommending to Full Council that it approves the draft SCI for submission to the Secretary of State in April 2006.

## **7.0 Recommendations**

7.1 The Executive Board is recommended to:

- i) note the outcome of the formal consultation already undertaken,
- ii) recommend to Council that it approves 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 Yorks Hill	11 - 3 pm.
Weds 23 Nov	Morley - Morley Leisure Centre, Queensway	1 - 4 pm.
Fri 25 Nov	Leeds (Chapeltown) Chapeltown 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)”.

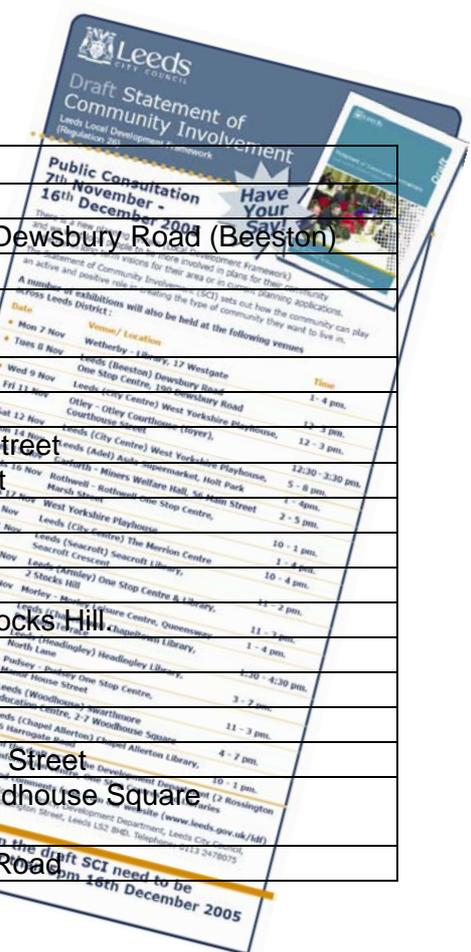
## 2.0 Consultation Exhibitions on the Draft SCI

- 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

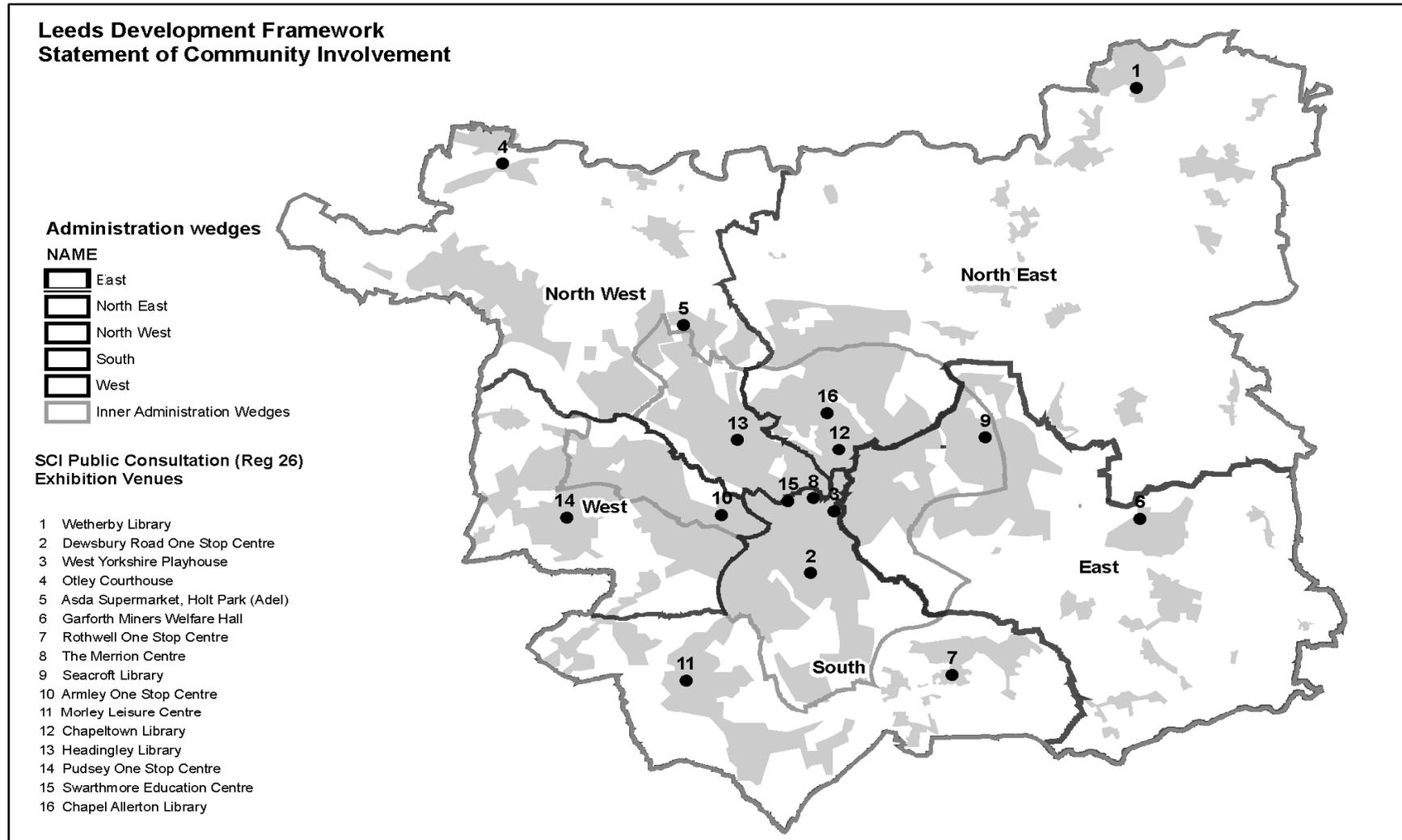
were too small to house this aerial panel and therefore missed the “advertising” advantage that this panel offered.

## **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.

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>				
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.
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.	This is a positive comment which is welcomed	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.
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.

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>				
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.
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.

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>				
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.
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.	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. 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.	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 1: Suggestions for how the SCI may be improved to make it easier to understand.</b>				
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.
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!	Agree with comment, the SCI will be checked for all errors and inconsistencies and the Glossary reviewed. The reference to core policies has been deleted as this is misleading. It is the core strategy which is relevant and is defined in the glossary.	The SCI will be checked for all errors and inconsistencies and the Glossary reviewed

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
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>	<p>Agree that no definition of stakeholders provided in Reg 26 draft. Amend Glossary to include a definition of " stakeholders", which includes key stakeholders.</p>	<p>Amend Glossary to include a definition of " stakeholders".</p>
0092	Home Builders Federation	<p>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.</p>	<p>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.</p>	<p>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.</p>
0093	Mr & Mrs J Shoota	<p>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.</p>	<p>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</p>	<p>No specific change proposed. However Section 5 will be redrafted to provide greater clarity in the consultation process for planning applications.</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>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.

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>				
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.	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.. The summary leaflet will also help to make the document more accessible.	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.

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
0062	Leeds Civic Trust	Yes.	Comment noted	No change to SCI document requested.
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.
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.

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.

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>				
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.	This is a positive comment which is welcomed.	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.

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

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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.

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 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.
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".

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

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<b>Question 4: Comments on proposals to involve more people in the planning process.</b>				
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.	The emphasis of the new planning system as shown in the SCI is to engage with as wide a range of people as possible. The SCI sets out the methods of engagement for planning documents and applications, Which should be undertaken from an early stage.	The revised SCI sets out the range of methods for engagement of planning documents and applications.
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

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

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<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.

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 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.

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

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<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 proactive 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>This is a positive comment which is welcomed.</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.

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 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.

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

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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.	This is a positive suggestion. This type of consultation is already undertaken and will continue to be carried out as appropriate.	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.

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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.	It is accepted that consultation should be as wide as possible. . George Wimpey has been added to the database of consultees, but will not necessarily be consulted on all SPDs. The progress on SPDs will be updated on the Council's website, which individuals and organisations can access and can comment on SPDs at consultation stage.	No change proposed to SCI  Put George Wimpey on the database of consultees

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

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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.

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

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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.

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>				
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.

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

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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.	As part of the emerging SCI, consultation was targeted and this proved useful and informed the formulation of the document. This method will be used in the future as well as other methods, as appropriate.	The revised SCI recognises the different methods of consultation
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.

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>				
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.

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<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.	Improved methods of neighbour notification is being addressed as part of the Planning Services review. Details of what is currently undertaken is set out in Section 5 of the revised SCI and appendix 7.	Details of what is currently undertaken is set out in Section 5 of the revised SCI and appendix 7.
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.	The revised SCI sets out a range of techniques which can be used to consult on planning applications	The revised SCI sets out a range of techniques which can be used to consult on 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
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..."
<b>Question 6: Suggestions on how to engage with those who are often excluded from the planning process.</b>				
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

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
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
<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.

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

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<b>Question 6: Suggestions on how to engage with those who are often excluded from the planning process.</b>				
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

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

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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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<b>Question 6: Suggestions on how to engage with those who are often excluded from the planning process.</b>				
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.
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.

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.

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<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

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	<p>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.</p> <p>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."</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>	<p>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>
0031	Mr Geoff Yapp	<p>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.</p>	<p>Procedures for community involvement will become more formalised as the SCI progresses towards adoption. The reference to the news release is unclear.</p>	<p>Revise Section 5 by giving clearer guidance on consultation methods and procedures for planning applications</p>
0032	Harehills & Burmantofts Residents Network	<p>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.</p>	<p>The methods of consultation will be appropriate to the document or planning application being consulted upon. The revised SCI sets of the range of methods which can be used.</p>	<p>The SCI has been revised to include consultation methods for planning applications</p>
0033	Miss Pauline Johnson	<p>Planning details should be placed in the nearest local library. Ours is Beeston Library, St. Anthony's Drive, Leeds 11.</p>	<p>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.</p>	<p>No change proposed</p>

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<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

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

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<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.	Morley library continues to receive planning applications affecting the Morley area. Additionally, access to planning applications and decisions is available on the Council's website. This is being currently being considered as part of the Planning Services review.	A new appendix has been added to the revised SCI to provide a list of libraries receiving planning applications (including Morley library)
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.

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>				
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.

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. The revised SCI states that in addition to the groups listed in Appendix 3, the Council will engage and consult with any other groups, stakeholders or individuals who may be interested in a particular issue or if they have expressed a desire to be involved.	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.	Parish Councils are statutory consultees for planning documents and applications. However it is acknowledged that the Council needs to be more proactive in engaging with the wider community. The revised SCI sets out the range of consultation methods.	The revised SCI sets out consultation methods for both planning documents and 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 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.
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.

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>				
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.
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.

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

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<b>Question 8: Comments on the Community and Stakeholder groups consulted</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 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.	The importance of this definition is agreed and will be provided in the glossary.	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

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>				
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.

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>Question 8: Comments on the Community and Stakeholder groups consulted</b>				
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: Gypsies and travelling community. We would like to see the Local Access Forums included in the list of consultation groups in Appendix 2.	The Gypsy Council is included in the list of consultees 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 the Gypsy Council.
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.

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>Question 8: Comments on the Community and Stakeholder groups consulted</b>				
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.
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

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>Question 8: Comments on the Community and Stakeholder groups consulted</b>				
0087	The Emerson Group	<p>Appendix 2 - Needs to include Business Based Groups.</p> <p>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!</p>	<p>Appendix 2 identifies existing consultation and involvement structures in Leeds, some of which will cover business based groups.</p> <p>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.</p>	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'.	Amend Appendix 3 to include reference to Government Office and other Government Departments	Amend Appendix 3 to include reference to Government Office and other Government Departments.

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>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>

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
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.	This was a useful opportunity to present to members of the community considered to be hard to reach.	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>

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<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. 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. Again development should be implemented in line with approved plans and conditions. Any breach of these conditions will be dealt with by enforcement officers.11. LCC has a statutory duty to consult on planning</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>

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>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>applications, including in the local press for major applications. Due to resource constraints it is not possible to have a 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 refers to how we will involve those often excluded from the planning process.5. This is a positive suggestion and the SCI includes newspapers as a method of consultation.6. LCC will try to do exhibitions at a range of times and locations, and respond to requests.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. 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>

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<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. We will actively consider the best ways of distributing information. 2. Agree - the SCI was publicised via this source. We will actively consider the best ways of distributing information. (See p. 24 of SCI).3. This is listed as one method of consultation at Appendix 1 of the SCI.4. These positive comments are welcomed.5. Chart was amended at the exhibition as detailed6. LCC welcomes the positive response to the sticker chart.7. Comment noted.8. The Council are currently investigating possibilities for a concert hall/arena.9. Comment acknowledged. UDP 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 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>

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>				
0070	Asda Holt Park	<p>1. Limited specific comments on the SCI but, thought the SCI was a good idea in general.</p> <p>2. Provision for the elderly needs to be given more attention.</p> <p>3. Holt Park new district centre - what about a community hall/centre? Will the coffee shop be accommodated?</p> <p>4. The Leisure Centre Manager wanted to be involved in plans for Holt Park.</p> <p>5. General comments made on transport issues.</p>	<p>1. LCC welcomes the positive response.</p> <p>2 - 5. These comments all relate to the redevelopment of Holt Park District Centre rather than being specific to the SCI. These issues will be taken on board as part of the preparation of the Holt Park plans. The public consultation process for these plans will be undertaken in accordance with the SCI.</p>	<p>1. No change to SCI proposed.</p> <p>2 - 5. 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>				
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. 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. All wedges have been covered, with exhibitions being held in each inner and outer wedge area, to give a spread across Leeds. Officers have responded to</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>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; Swillington.14. 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 made.16. LCC has a statutory duty to notify neighbours even if the applicant has failed to notify neighbours.17. It is acknowledged that there have been a large number of flats developed in Leeds over recent years and that there is demand for more family housing.18. 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. This comment does not relate directly to the SCI, however it is a constructive comment relating to the Council's 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 &amp; 24.</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>These comments are useful and will inform future LDF work but do not relate specifically to the SCI 25. This is a positive comment which is welcomed.26. Planning Services officer informed.27. The council is investigating carrying out a strategic flood risk assessment.28. Former Barley Hill Infant &amp; Nursery School. Development Brief prepared. Current bids in from Housing developers to redevelop the site.29. Comment noted.</p>	
0072	Rothwell One Stop Centre	<p>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.</p>	<p>1. No comment.2-5. These are useful comments which will inform future LDF work, but do not relate specifically to the SCI.6. Officer's responded to questions about and provided an explanation of the UDP and LDF process at the event.</p>	<p>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.</p>

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

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0073	West Yorkshire Playhouse	<p>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).</p>	<p>1.It is a large document but there is a great deal of information that the Council is required to include. A summary version is available.2. LCC 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. It is accepted that the SCI may be difficult to comment on as members of the public are generally more interested in plans relating to specific areas or proposals. Nevertheless, it is important that people are provided with the opportunity to make suggestions about the SCI.</p>	<p>1. No change proposed2. 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.</p>

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<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. The SCI aims to involve all sectors of the community in the planning 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. 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. This comment does not relate specifically to the SCI, however it is an important comment in terms of the wider plans for City Centre which are currently being considered as part of the City Centre Action Area Plan. 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>

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<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. 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 consultation 7. This comment does not relate specifically to the SCI, it relates to a highway scheme however it is acknowledged that the Council should ensure that correspondence is responded to. 8. The EASEL area does include parts of South East Leeds 9. It is accepted that the SCI may be difficult to comment on as members of the public are generally more interested in plans relating to specific areas or proposals. Nevertheless, it is important that people are provided with the opportunity to make suggestions about the SCI.10. The challenge of the planning process is to involve as many people and organisations as possible in the formulation of plans. Consultation methods should be engaging in order to get people's interest . The range of</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 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
			consultation methods used should be tailored to the individual plan.including newsletters and the media. 11. Door to door surveys are one of the consultation methods which can be used. The type and range of methods should be tailored to each individual plan.12. Various methods of consultation are listed in Appendix 1.	
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<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?)	These are useful comments which will inform future LDF work, but do not relate specifically to the SCI	No change to SCI document 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
0077	Morley Leisure Centre	<p>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 day 11. 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 page. 13. Page 33-should refer to Yorkshire and Humber Regional Assembly, not just Assembly.</p>	<p>1. Agreed -The SCI seeks to achieve this 2. Comment noted. . 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 replacement 4.The front cover of the SCI does provide the date of the consultation period. Once adopted, the SCI will have a date of adoption. The design and clarity of the front cover and content of the SCI is currently being considered and will be better presented in it's final form 5.It accepted that these references may be confusing and have been amended by replacing the 'we' and 'us' with the 'Council' 6. A definition of 'stakeholder' has been included in the glossary of the revised SCI 7. As far as possible, abbreviations have been replaced with the full wording 8. The SCI does explain the relationship to the Vision for Leeds. 9. The SCI has been reviewed to ensure greater clarity when referring to Leeds.10. It is agreed that this reference is unclear. It is 80,000 commuters per day 11. A definition has been provide of 'piggybacking' in Section 6 (page 26) of the revised SCI 12. Typing errors and the presentation of the SCI has been reviewed in the revised SCI 13. The Regional Planning Body is 'Yorkshire and Humber Assembly', not Yorkshire and Humber Regional Assembly.</p>	<p>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 replace 'we' and 'us' with the 'Council'.6. 'The definition of 'Stakeholder' added to the glossary in the revised SCI.7. Abbreviations have been removed from the SCI as far as possible.8. Reference to the Vision for Leeds in the text and glossary has been revised for clarity.9. SCI amended to refer to Leeds in consistent way 10. Text amended to read 'commuters per day'.11. Text amended to provide definition of 'piggy backing' where referred to in text.12. Typing errors and the presentation of the SCI has been reviewed in the revised SCI .13. No change proposed.</p>

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. The SCI details how an interpreter can be contacted. LCC 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. 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. 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 at meetings/ exhibitions are recorded.14.</p>	<p>1. No change proposed.2. 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>This is acceptable where unable to complete form in English.15. This is a useful comment which will be considered where relevant .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. This is an important comment.8. This comment does not relate specifically to the SCI, however it is acknowledged that local authorities are publicly accountable 9. This comment does not relate specifically to the SCI. Metro and the City Council are reviewing future plans for public transport following the governments decision on Supertram.10. This is a useful comment which will inform future LDF work, but does not relate specifically to the SCI.11.</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>

Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
			Comments noted and Highways informed.12. This is a useful comment which will inform future LDF work, but does not relate specifically to the SCI13. This comment relates to the East Leeds extension (EASEL), it does not relate to the SCI.	
0080	Pudsey One Stop Centre	No specific comments made relevant to the SCI. Only point made was about what was being done for Pudsey town centre.	This comment relates to the current work on Pudsey Town Centre, rather than the SCI	No change proposed.
Rep No	Name	Rep Comments	LCC Comments	Proposed Changes to SCI
<b>E01: Exhibition Comments</b>				
0081	Swarthmore Centre	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.	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. This is a useful comment and the Swarthmore Centre will be used to hold future consultation events 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. Metro and the City Council are currently considering the strategy for future public transport provision following the Government's decision on Supertram.7. Informed officers involved in preparation of City Centre Area Action Plan.8. Informed officers involved in preparation of City Centre Area Action	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.

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
			Plan.9. Inspector's Report has put this back to 'phase 3' for development, i.e. it will not be developed within the next 5 years.	
0082	Chapel Allerton Library	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.	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. This is a useful comment which will inform future LDF work but does not relate specifically to the SCI.	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.

**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.	This positive response is appreciated	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	This positive response is appreciated	No change to SCI requested.
0042	The Oulton Society	Yes	This positive response is appreciated	No change to SCI requested.
0043	Mr Alastair Watson	Yes	This positive response is appreciated	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	This positive response is appreciated	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" (public consultation?).  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	The revised SCI provides for a range of opportunities for engagement	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.	The new planning system places emphasis on the involvement of the community and stakeholders at an early stage in the preparation of plans and planning applications	The revised SCI sets out opportunities for formal and informal involvement and the range of consultation methods for planning documents and applications
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	This is a positive comment which is welcomed	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>	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.	The Oulton Society will be added to the database	No change proposed to the SCI. Ensure the Oulton Society is added to the database of consultees.
0043	Mr Alastair Watson	Include SEORA (Otley)	SEORA will be added to the database	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.	The Scholes Community Forum will be added to the database	No change to SCI requested. Ensure that the Scholes Community Forum is added to the database of consultees
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)

SECTION	HEADING	PAGE
1.	Introduction	<i>Page 5</i>
2.	<b>Leeds – the implications and opportunities for consultation and engagement</b>	<i>Page 6</i>
3.	<b>Statement of Community Involvement – Outline &amp; Principles</b> What a Statement of Community Involvement is and the principles and service standards on which it is based .	<i>Page 9</i>
4.	<b>The Local Development Framework</b> What a Local Development Framework is and how we will involve you in preparing and revising Local Development Documents.	<i>Page 15</i>
5.	<b>Community Involvement in Planning Applications</b> How we will consult you and what we expect of developers.	<i>Page 20</i>
6.	<b>Resources</b> How we will pay for what we do and assess the effectiveness of consultation and strive for continuous improvement.	<i>Page 31</i>
	<b><i>Appendices</i></b>	<b><i>Pages 33-56</i></b>
	<b>Appendix 1 – Consultation and Participation Methods</b>	<b>Page 33</b>
	<b>Appendix 2 – Consultation Structures and Organisations in Leeds</b>	<b>Page 40</b>
	<b>Appendix 3 – Community and Stakeholder Groups in Leeds</b>	<b>Page 43</b>
	<b>Appendix 4 – The Engagement and Consultation process for Development Plan Documents</b>	<b>Page 48</b>
	<b>Appendix 5 – The Engagement and Consultation process for Supplementary Planning Documents</b>	<b>Page 50</b>
	<b>Appendix 6 – List of LCC Libraries Holding Planning Applications</b>	<b>Page 51</b>
	<b>Appendix 7 – Consultation Methods for Planning Applications</b>	<b>Page 52</b>
	<b>Appendix 8 – Protocol for Public Speaking at Panels</b>	<b>Page 54</b>
	<b>Appendix 9 – Glossary, Legislation and Further Reading</b>	<b>Page 56</b>

## **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 II” 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.**

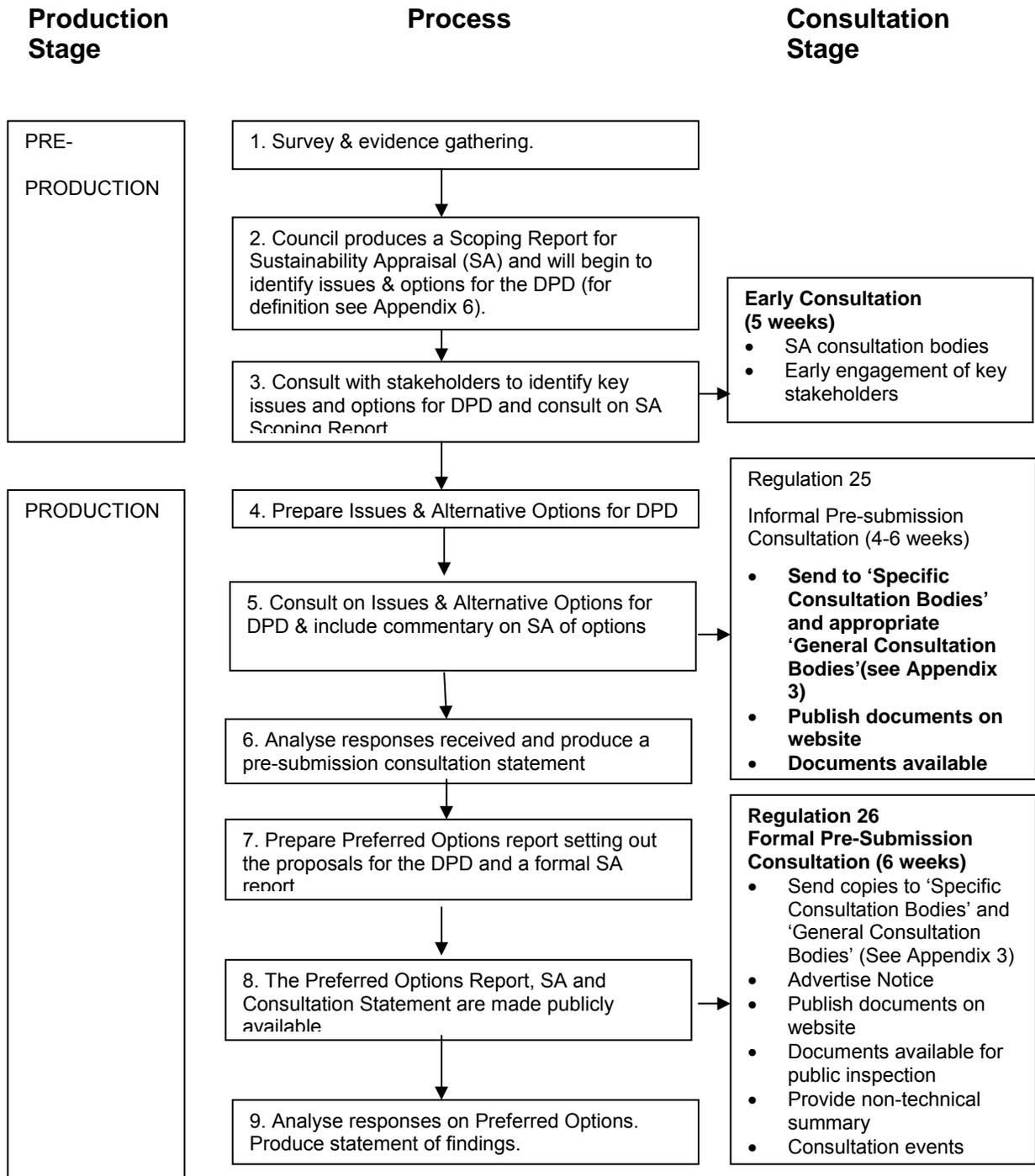
**Please let us know if you want your group/organisation to be added onto our database. We will provide the opportunity for you to agree to your information being available.**

**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

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

- 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

ADOPTION

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

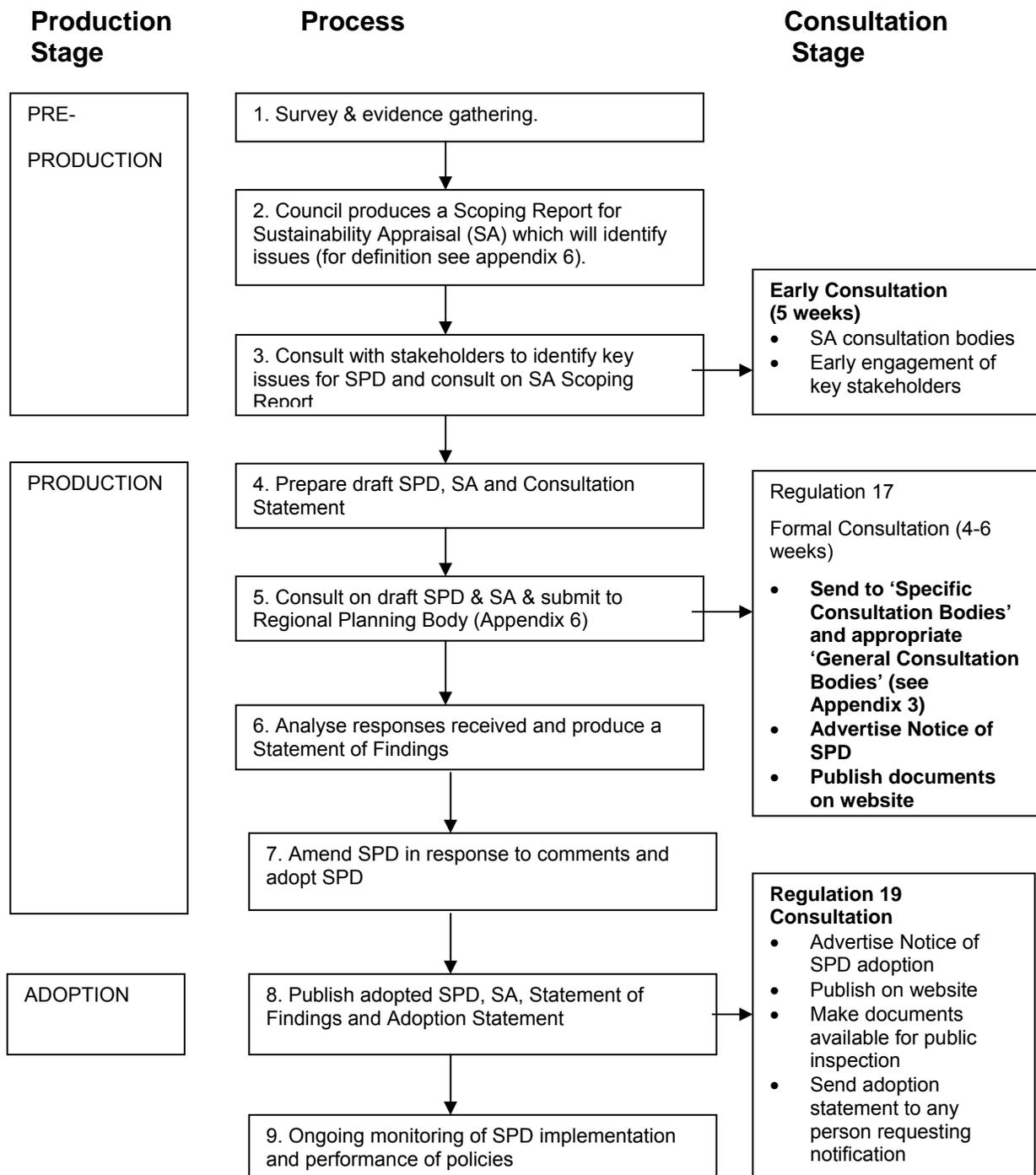
17. Ongoing monitoring of policies in DPD (recorded in Annual Monitoring Report)

- 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

# 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 II" 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))



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## Report of the Director of Development

### Executive board

Date: 22 March 2006

**Subject: YORKSHIRE & HUMBER PLAN (REGIONAL SPATIAL STRATEGY) : LEEDS CITY COUNCIL COMMENTS**

**Electoral wards affected:**

ALL

**Specific implications for:**

Ethnic minorities

Women

Disabled people

Narrowing the gap

Eligible for call In

Not eligible for call in  
(details contained in the report)

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## Executive Summary

1. Following an extensive period of 'pre-production', the Yorkshire & Humber Plan (Regional Spatial Strategy), has been issued for formal public consultation (16 January – 13 April 2006).
2. It is anticipated that a formal Examination in Public, by an Independent Panel will commence in Autumn 2006 and subject to the timing and duration of this, the Plan will be formally approved and operational late in 2007.
3. Following changes to national Planning legislation, once adopted, the Regional Spatial Strategy, together with the Local Development Framework (LDF) will constitute the Development Plan for Leeds and the LDF will need to be 'in conformity' with the RSS.
4. This report sets out the overall scope and content of the Yorkshire & Humber Plan 'pre submission' document and the City Council's response.
5. Significant elements of the document are consistent with the City Council's strategic objectives contained within the Corporate Plan and the overall long term ambitions for the City as part of the Vision for Leeds. The Pre-submission Plan does however raise a number of fundamental concerns regarding proposals to increase the housing requirement for Leeds MD (from the current requirement of 1930 pa to 2700 pa (2004 – 2016) and 2950 pa (net) (2016 – 2021), the absence of a coherent and

deliverable strategy to manage and integrate growth/regeneration, the definition and application of the Leeds City Region concept, the scope and application of the Regional Transport Strategy and concerns regarding the effective management of environmental resources and specifically the absence of clear and deliverable measures to mitigate the negative environmental consequences of the Plan's approach to the Leeds City Region, identified as part of the Sustainability Appraisal.

6. Executive Board is recommended to note and comment on the representations made and to endorse and approve the detailed representations included in the schedule enclosed as Appendix 1.

## **1.0 Purpose of this report**

- 1.1 Prepared by the Regional Assembly, the Yorkshire & Humber Plan (Regional Spatial Strategy) has been prepared for pre – submission (to the Secretary of State) formal consultation (16 January – 13 April 2006). It is envisaged that an Examination in Public will be held in Autumn 2006 (by an Independent Government appointed Panel) and a report of examination will be subsequently issued. The Secretary of State will consider the report and consult on any proposed changes to the draft. At this stage it is anticipated that the Plan will become formally approved and fully operational in 2007.
- 1.2 The purpose of this report is to set out the City Council's formal consultation response to the document and for this to form the basis of the Council's objections at the Examination in Public. In compliance with Government requirements (Development Plan Regulations), such representations need to be based on sound planning principles in relation to identified policies and supporting text, in order to be "duly made". Section 3 of this covering report provides an overall summary of the Council's response and a schedule of detailed representations is included in Appendix 1 of this report.

## **2.0 Background information**

- 2.1 Introduced by the Planning & Compulsory Purchase Act 2004, the Regional Spatial Strategy is a new style of Plan, which sets out the framework for the future development of the Yorkshire and Humber region. The Plan sets out the overall scale, priorities, broad locations for change and development in the region over the period to 2021. Within this context, the document provides a framework for 'where things should go' and 'how much' development should take place. The Plan also includes a regional transport strategy and a series of sub regional (including Leeds City Region) and thematic (such as housing and the economy) policies.
- 2.2 Once finally adopted by the Government, the Plan will provide the statutory planning framework for the region and guide the preparation of Local Development Frameworks at a local authority level. Consequently, the Leeds Local Development Framework will need to be "in conformity" with the Regional Spatial Strategy and the RSS and LDF for Leeds will constitute the Development Plan for the City (eventually replacing Regional Planning Guidance and the Unitary Development Plan).
- 2.3 It is envisaged also that the RSS will help support related regional strategies including the Regional Economic, Housing and Cultural Strategies.
- 2.4 The release of the document for *formal* consultation follows an extensive period of *informal* consultation on an emerging draft document, to which the City Council responded in 2004 and throughout 2005. It should be noted that prior to the release of the current document for formal consultation, the City Council raised specific objections to the scope and content of the document in relation to the new housing requirements for Leeds (i.e. the number of houses the Plan states should be provided in the District) and the absence of/need for detailed and deliverable policies to resource appropriate levels of infrastructure to manage and sustain appropriate levels of growth in the City. The City Council has also raised a number of points regarding the coverage of policies for the Leeds City Region and the need for greater consistency and synergy in the application of the Leeds City Region concept throughout the RSS and in relation to the City Council's work in the preparation of the City Region Development Programme (CRDP). In particular it is considered that the preparation of the Yorkshire and Humber Plan should reflect

recommendations in relation to the development of a Leeds City Region for Transport (due for submission as part of the CRDP in September 2006).

## **Overall Scope and Content of the Yorkshire & Humber Plan**

2.5 The Plan is a large and complex document and is structured around the following sections:

1. **Introduction** (*Providing background information on the role, purpose and coverage of the Plan*).
2. **The Yorkshire & Humber Region** (*Describes the main characteristics of the region and the issues the Plan has taken into account*).
3. **Spatial Vision** (*Sets out the international/national context to preparing the Plan & develops a spatial vision and spatial objectives for the Region*).
4. **Core Approach** (*Places emphasis upon meeting social and economic needs across the region and the need to manage the environment as a vital resource*).
5. **Delivering the Core Approach** (*Sets out an approach to 'managing change' and a basis for delivering the Core Approach set out in section 4*).
6. **Leeds City Region** (*Describes the composition of the Leeds City Region and identifies specific policies*).
7. **South Yorkshire** (*As above for South Yorkshire*).
8. **Humber Estuary** (*As above for the Humber Estuary*).
9. **York** (*As above for York*).
10. **Vales & Tees Links** (*As above for Vales & Tees*).
11. **Coast** (*As above for the Coast*).
12. **Remote Rural** (*As above for the Remoter Rural Areas*).
13. **Housing** (*Sets out detailed policies and operational approach for managing the provision of new housing*).
14. **Economy** (*Sets out spatial policies to compliment the Regional Economic Strategy*).
15. **Environment** (*Provides more detailed policies and operational priorities for managing the environment*).
16. **The Regional Transport Strategy** (*Sets out an overarching Transport Strategy for the Region*).

2.6 Consistent with the reforms to the planning system (following the introduction of the Planning & Compulsory Purchase Act 2004 and the Strategic Environmental Assessment – Environmental Assessment of Plans and Programmes Regulations 2004), the Plan is also accompanied by a Sustainability Appraisal. The purpose of this is to consider the extent to which the RSS is consistent with the objectives of sustainable development and is environmentally sound in its approach. Within this context, the Plan has been appraised against 15 SA/SEA objectives and the “positive”, “neutral”, “negative” or “no impact” of the Plan’s policies upon these objectives recorded. The Sustainability Appraisal has also been presented for comments as part of the current Yorkshire and Humber Plan consultation process.

## **3.0 Main issues: The City Council’s Response**

3.1 In relation to specific policies, supporting text and the Sustainability Appraisal, detailed comments are set out in Appendix 1 of this report. These focus on the following areas: Spatial Vision, Core Approach, Leeds City Region, the York sub region, Housing, Economy, Environment, the Regional Transport Strategy and the Sustainability Appraisal.

3.2 Within the overall context of planning policy, the key thrust of these comments is for the Yorkshire & Humber Plan to articulate more fully, to specify more clearly or to cover key omissions in relation to established strategic objectives for Leeds (Vision for Leeds/Corporate Plan) and it’s developing role within the City Region. In

addition, whilst the key objective to support and promote the development of the Leeds economy is acknowledged (in the draft Yorkshire and Humber Plan), the attached comments express some concern regarding the scale and deliver of the scale of physical growth envisaged – in the absence of any coherent delivery plan for the necessary infrastructure for this to be sustainable.

- 3.3 Within the context of issues associated with the level of strategic growth, are comments in relation to the proposed increase in the housing requirement for Leeds (from the current requirement of 1930 pa to 2700 pa [2004 – 2016] and 2950 pa (net) [2016 – 2021] ). Whilst the draft Plan places emphasis upon achieving such housing levels within the ‘fabric of the urban area’ and through the ‘remodelling and reengineering’ of the urban area, concerns are expressed regarding the deliverability of this approach and the implications for greenfield development in the City. Whilst it is accepted that Leeds is a dynamic and progressive city and that an appropriate, affordable and diverse housing stock is needed – to support economic development and social needs, the increased housing requirement is challenged on the basis of the need to modify the targets based upon greater apportionment across the Leeds City Region (to spread the economic benefits of Leeds) and because of the adverse environmental impacts.
- 3.4 The final comments listed in Appendix 1, relate to the conclusions of the Sustainability Appraisal. Whilst the Appraisal records a number of positive attributes of the Yorkshire & Humber Plan (in relation to the Leeds City Region), the Appraisal acknowledges that there are direct negative consequences of the Plan for the LCR. These relate to pollution levels, greenhouse gas emissions and adaptation to rural/urban needs. The Plan does not clearly address how such negative aspects should be mitigated against or where possible avoided.

#### **4.0 Implications for council policy and governance**

- 4.1 The implications for council policy are summarised above and also set out in the comments presented as part of the schedule included as Appendix 1. As noted above, once adopted the Regional Spatial Strategy will form part of the Development Plan to which the Leeds Local Development Framework will need to be in conformity.

#### **5.0 Legal and resource implications**

- 5.1 See section 4. above re. the need for conformity of the Local Development Framework with the Regional Spatial Strategy. There are resource implications for the City Council in relation to the RSS process and the implications of specific policies. Participation in the RSS Examination in Public, as appropriate, will have resource implications in terms of officer time and in preparing technical material. With regard to RSS policies, there are resource implications for the City in providing the necessary level of infrastructure to support economic growth and development.

#### **6.0 Conclusions**

- 6.1 This report has provided an overview of the scope and content of the draft Yorkshire and Humber Plan and the proposed City Council response to the current period of formal consultation.

## **7.0 Recommendations**

7.1 Executive Board is recommended to:

- i). Note the contents of this report and to make any additional consultation comments,
- ii). To endorse and approve the schedule contained in Appendix 1, as the City Council's formal response to this pre - submission (to the Secretary of State) consultation stage in the preparation of the Yorkshire & Humber Plan (Regional Spatial Strategy).

**YORKSHIRE & HUMBER PLAN (REGIONAL SPATIAL STRATEGY)**

**Consultation 16 January – 13 April 2006**

**Leeds City Council Comments**

<b>CHAPTER</b>	<b>LEEDS CITY COUNCIL COMMENTS</b>
<b>SECTION 3. SPATIAL VISION</b>	The Plan objectives (Table 3.3) do not adequately reflect the economic element of the Vision. i.e. <i>economic performance closer to the UK average – more and better jobs</i> , this is not therefore consistent with the Northern Way, which is seeking to improve the overall competitiveness of the Northern region. This section therefore needs to be redrafted to reflect this.
<b>SECTION 4. CORE APPROACH</b>	Overall the Core approach needs to give a clearer and more focussed direction i.e. the need to ensure a strong economy, a high quality of place and a high quality of life, with detailed policies flowing from these themes. Para. 4.6 “Headlines of the core approach”, this needs to be strengthened to more explicitly refer to economic objectives.
	Para. 4.11 It is stated that growth and productivity gains remain key regional priorities but this is not reflected in Policy YH1. Policy YH3 does not adequately recognise the continued importance of the competitiveness of Leeds to the regional economy and ‘threats’ from other major cities/city regions. It is fundamentally important that the emphasis of the RSS is upon ensuring that Leeds continues to be competitive at a national/international level, as a basis for “maintaining and sharing out the benefits of this growth”. This needs to be matched by appropriate levels of infrastructure investment. The focus of YH3 needs to be clearer; the Policy cites the desire to ‘spread the benefits of continued growth of the Leeds economy as a European centre of financial and business services’. What does this mean in practice: promoting the ‘de-centralisation’ of some financial and business services away from Leeds or encouraging developing more homes in locations with good transport accessibility to the Leeds labour market (e.g. Dewsbury and Huddersfield) ? It should be emphasised that the recent work on the West Yorkshire Office Market (WYOPMR), emphasised the prime role of Leeds City Centre and concluded that it is likely to be difficult to encourage significant office development in the other West Yorkshire centres
<b>SECTION 6. LEEDS CITY REGION</b>	Key diagram, Environment Map (fig 6.1), Context Diagram (fig 6.2) – only one centre, Wetherby, is defined outside Leeds CC identified when we have similar sized, if not smaller, centres identified outside the Leeds area. The diagram therefore needs to be revised to include the appropriate free standing market towns and town and district centres within Leeds.

	<p>Para. 6.6 – Reference to rural areas needs to be included in the introduction, to the concept of what is a functional city region.</p>
	<p>Para. 6.9 – The words “Financial and Business Services”, should be included in the list of “clear opportunities that need to be exploited. More explicit cross reference and links need to be made between the opportunities identified in the bullets and those sectors and clusters identified in the City Region Development Programme, a specific reference should be made to the potential of Bioscience/Medical and “Logistics” as a strength associated with the motorway network (not just Wakefield).</p>
	<p>Para. 6.10 – More explicit reference needs to be made to housing as a function of economic growth and directly linked to this the key role of settlements across and adjacent to the Leeds city region – making provision for housing as a consequence of benefiting from and ‘spreading the economic growth of Leeds’.</p>
	<p>Paras. 6.20/6.21 – Need to mention Leeds as well as Wakefield in relation to transport infrastructure improvements. Reference to “achieving a better balance between the location of homes and jobs” over simplifies what is required to achieve quality of life and sustained economic prosperity. The approach needs to be revised to emphasise that not just “homes” are required, but a wide variety of housing opportunities – across the Leeds City Region, together with the necessary community facilities (schools etc.) are all available closer to job opportunities.</p>
	<p>Para. 6.23 – Policy LCR1. Cross-reference should be made to the role of York in the section on roles and functions of places. The absence of this reference gives the impression that the Plan treats the Leeds and York Sub areas as two separate areas. Such an approach is not consistent with the Leeds City Region Development Programme. This section should also include reference to “the role of Leeds as the regional capital and as an emerging national centre for financial services”, rather than just as a Regional Centre.</p> <p>LCR1 (Page 80) (D) Transport should mention ECML improvements, given that these are a key component of the City Region Development Programme/NW Compact Transport submission. Reference is made to “Aire Valley south of Leeds and east Leeds (EASEL) a sub regionally significant economic development and housing regeneration opportunity which will require major infrastructure investment”. This needs to be redrafted to read, “Leeds City Centre, Aire Valley Leeds (to the south east of Leeds city centre) and the EASEL (East &amp; South East Leeds) are regionally significant economic development and housing regeneration opportunities, to sustain the economic development and regeneration of Leeds and the region as a whole”.</p> <p>LCR1 (page 81) (F) The “regionally significant investment priorities” should recognise the strategic pattern of development as set out in LCR1 (E) – and to include Leeds City Centre, Aire Valley <u>Leeds</u> and EASEL, as regionally significant investment priorities. Policy LCR1 (F) should also cross reference to LCR2, (within the context of the Policy amendments to LCR2 set out below).</p> <p>LCR1 (Page 81) (G) 'Joined up working', this section needs to refer to the Leeds City Region Development Programme and importantly reflect developing work in relation to the ‘City Region – Vision for Transport – to be submitted as part of the CRDP in September 2006.</p>
	<p>Para. 6.24 – Policy LCR2. (Page 79) Further clarity is required regarding the role of this policy. Is this intended to provide a basis for co-ordination and delivery ? As written there is scope for potential duplication and confusion. Subject to these qualifications, the Policy could be improved by redrafting to provide a more comprehensive and relevant list of schemes and make the appropriate cross references to the Sub Regional Investment Plan, Local Transport Plan and City Region Development Programme. With this context, on the basis of the role of the city of Leeds for the economic prosperity of the Leeds City Region and the region as a whole, greater recognition is needed for Leeds priorities as regional priorities.</p>

	Policy LCR 2 Page 83 Location of Development, references to Leeds City Centre, Aire Valley south of Leeds and EASEL need to be consistent with suggested wording in Para. 6.23 above.
<b>SECTION 9. YORK</b>	Para. 9.10, Page 105, the focus on the York Sub Area referenced as part of housing markets undermines the approach taken in the Leeds City Region Development Programme, in that it does not relate closely enough to the Leeds City Region.
	Policy Y1 (Page 110) references to business and financial services, developing knowledge industries, the Spallation project – are all included within the Leeds City Region Development Programme, consequently these need to be included within the Leeds City Region sub area for consistency.
<b>SECTION 13. HOUSING</b>	<p>Policy H1A. The wording and presentation of the policy needs to be more concise and clear. The current phrasing of this seems excessively complicated and wordy. The second sentence extends over 8 lines, with numerous dependent clauses. It is suggested therefore that the policy wording would benefit from further editing to make its content more concise and clear.</p> <p>The Council remains seriously concerned about the scale of the figures proposed for Leeds. The proposed requirement represents a 40% increase over the existing RSS figure and will be very difficult to accommodate. An Inspector has just reported on the first review of the Leeds UDP. He recommends the adoption of mechanisms to control the release of housing land, including actions to deal with “severe over supply”. One of the criteria that defines severe over supply is a three year completion rate 40% above target. This is precisely the level of provision now proposed in draft RSS and underlines the magnitude of the supply increase that the RA wishes to impose on Leeds. Although the proposed requirement has in fact been met in Leeds in the last 5 years, these rates of completion are untypical, and have not been achieved otherwise since the 1970s. It will be hard to maintain them over the prolonged RSS period to 2016 and beyond. In the current UDP policy period since mid 1991, completions have averaged 2300 a year.</p> <p>Achievement of the proposed target would be heavily dependent on continued high volumes of windfall development. While windfall is a key component of housing supply, and in Leeds has been exceptionally buoyant in recent years, there is no guarantee that it will continue at similar rates throughout the RSS period. Reliance on windfall therefore involves an element of risk.</p> <p>While the Council generally welcomes windfall development, there are some disadvantages in depending on this source for the majority of housing supply. These stem from the fact that the distribution of windfall sites cannot be planned, since it is determined by the actions of landowners and developers operating independently in the land market. This leads to imbalances in housing supply.</p> <p>These imbalances are both spatial and qualitative. In spatial terms there is a general bias towards inner urban areas and particularly the City Centre. This is quite acute – currently half of all outstanding planning permissions in Leeds are in or immediately adjoining the City Centre.</p> <p>The other indication of imbalance is in the type of housing which windfall development encourages. As well as being concentrated in the City Centre, windfall sites tend to be small and often in challenging market areas, with the result that often the only viable form of development is for flats. At present three-quarters of outstanding permissions are for flats.</p> <p>The Council is concerned that these imbalances make it hard “to ensure that a wide choice of housing types is</p>

	<p>available .... to meet the needs of all members of the community” (draft PPS3). Many parts of the city have only limited local access to new housing, while new family housing is in short supply generally.</p> <p>There is also evidence that windfall exacerbates the segregation of work and home and thus increases the demand for travel. The majority of windfall permissions are on former industrial and commercial sites, often in or near residential areas. The loss of employment in these locations reduces the opportunities to work locally and means that people are likely to have to travel farther to find jobs. This is a particular concern in west Leeds where the loss of employment sites has been greatest.</p> <p>A higher house building target can only add to the pressure to find windfall sites and will thus exacerbate these trends.</p> <p>The only alternative to windfall is more greenfield allocations, but the Council does not consider this to be the answer. Existing UDP plans already provide for 9100 dwellings on greenfield sites, and the Council is strongly opposed to increasing the take of inherently unsustainable greenfield land. Indeed to do so would almost certainly make it impossible in the long run to meet the draft RSS target for 80% of development on brownfield land. The only effective way to reduce the risk of having to develop virgin land is to scale back the requirement.</p> <p>Although the Council appreciates that in a sense the debate has moved beyond the technical work on which the draft RSS proposals are based, there remain some concerns about this. A major assumption of the process was that existing permissions at 31 March 2004 should carry through into a District’s provision target. The stock of permissions in Leeds at that date was abnormally high, and the Council believes that a significant proportion of them – particularly those in the City Centre – may have been speculative proposals which will not be implemented. It is therefore misleading to treat these permissions as if they were an inescapable part of provision. These permissions should have been discounted – or perhaps better, commitments should never have been used as part of the distribution model.</p> <p>The Council asks that the provision figures for Leeds be reduced. The best way of doing this may be to modify the targets for some of the other Districts within the sub region, which would be consistent with the objective of spreading the benefits of Leeds growth more widely and to manage strategic growth more effectively. It is acknowledged that many other parts of the sub region are already subject to substantial increases in housing requirements, but there should be scope for more provision in Kirklees – where the proposed figures are no higher than existing RSS – and potentially Barnsley, where the increase is only 19%.</p> <p>Linked to other comments, the City Council also has concerns regarding the deliverability of the proposed housing requirement in relation to infrastructure, regeneration, transportation issues and the impact on greenfield sites. Clearly the City Region role and the role of Leeds City Centre in particular are acknowledged in the Y &amp; H Plan. Linked to this however is the need for Leeds to continue to develop and a competitive and sustainable city. Consequently, without the necessary infrastructure and interventions, the City Council is concerned that the strategic objectives of the Plan will be inhibited and unsustainable.</p>
	<p>H1B. Would it not be better to refer now to Housing Land Availability assessments rather than studies of urban potential?</p>
	<p>Para 13.12. The final sentence could be expressed more clearly.</p>
	<p>Paras. 13.24 – 13.27. The explanation lacks clarity. It appears to be intended that performance against targets be judged over rolling 3 year periods – but this has to be inferred from the text, it is not directly asserted as a statement of the procedure to be followed. If this was clear, there would be no need to refer vaguely to “consistent” over or under shoot (para 13.25). The other missing element is any definition of what “significant” breach of performance targets</p>

	means. Without some attempt to pin this down, no one will know when the associated actions might be invoked. As a tool to determine the need for action, the proposed mechanism is also somewhat one-sided, as it takes no account of stocks of land emerging from the development pipeline, which might shortly correct past under or over performance. The Leeds UDP Inquiry Inspector endorsed release mechanisms which take account of both completions and land stocks. Finally, the associated actions are possibly a little indeterminate, although it is accepted that in the short term there is less that can be done to remedy under supply than over supply.
	Para 13.28. Is it correct to say that the mechanisms will be used to regulate land release post 2016, when it is clear from para 13.33 that LDFs are not initially expected to make any specific provision for this period? If there is no provision, it cannot be advanced or deferred.
	Table 13.4. It is suggested that the references to commitments be clarified, or replaced by “outstanding planning permissions”, if this is what is meant.
	Para 13.33. The decision not to require first round DPDs to make specific provision for post 2016 requirements is strongly supported as there can be very little certainty about needs this far ahead.
<b>SECTION 14. ECONOMY.</b>	Overall this section needs to be better reflected in the Spatial Vision and the Core Sections (3 & 4).
	Policy E1 (H) The term “non business class sectors” needs to be clarified. Policy E1 (H), Page 168 – The approach in this RSS is to shift away from having retail and leisure policies in a different chapter and to include this in the ‘Economy’ section. As such, this bullet point should include Retail as one of the key economic and employment generators.
	Para. 14.15 It need to be clarified if the land referred to is capable or available for development ?
	Table 14.8: the loss/‘leakage’ of employment land to housing needs to be highlighted as an issue for Leeds.
	Policy E2(A), Page 172 – The City and Town Centre should also be the focus for convenience shopping
	Policy E3 (iv), Page 175, & para 14.23, Page 182 – the reference to ‘contribution of mixed use development to employment land supply’ needs to be clarified? Are they suggesting that mixed use development is also a source of employment land supply and thus should be taken into account when doing employment land reviews? At a basic level this makes sense when we have allocations with specific use requirements with a certain split/densities or are aware of specific schemes. However, when there are general areas identified for mixed use development, for example, Riverside Quarter & Prestige Development Areas, we can not be as specific. Even making broad assumptions as to how much ‘mixed use areas/allocations’ can contribute to the employment land supply would be a difficult exercise. The term mixed use is also confusing. What do we mean by mixed use? Is it a combination of more than one use? In reality when we receive mixed use schemes a lot of the uses developers prefer are main town centre uses and should therefore be directed towards centres as indicated by the RSS and national planning guidance.
	Policy E4, Table 14.12, Page 186 – it is presumed under Digital Clusters <u>Leeds CC</u> and Thorpe Park are included? If it needs to be clearer, as with Sheffield and the specific reference to the City Centre in the preceding sentence. Otherwise it may lead to confusion, for example, Listerhills Science Park is not in Bradford City Centre and it is presumed therefore that reference has been made to Bradford Centre.
	Policy E6 (1) Sustainable Tourism. This section needs to be strengthened; there is no reference to business tourism (important for Leeds, Sheffield, Harrogate and York) and cities as key tourist destinations. Tourism is therefore substantially more than a rural and coastal activity.

<b>SECTION 15. ENVIRONMENT</b>	<p>Policy Env. 1 Bii (p199) Leeds station is part of the strategic transport network. Alleviation of flood risk in this area is essential to the success of the Leeds City Region.</p> <p>Table 15.1 (p200) strategic flood risk assessments can only go so far, a regional flood risk assessment is needed since flood risk can be created upstream as well as locally.</p> <p>Para 15.8 (p201) higher standards of resilience to flooding in new development need to be combined with emergency planning.</p>
	<p>Policy Env.2 (p205) Developers should be encouraged to provide adequate design and mitigation resources in all areas, not just water sensitive areas, in order to minimise resource use and adapt to climate change which may affect availability in all areas.</p>
	<p>Policy Env 4 15.31 (p212) Maximising the use of substitute and/or secondary materials and the provision of suitable sites for recycling is dependant on the Environment Agency providing data on the quantity of material available, guidance/policy to encourage use by developers and the allocation of sufficient sites where demand for land dictates that it is allocated for high value end use.</p>
	<p>Policy Env 5 B (iii) "sizeable" has no definition and therefore unenforceable. Replace with "major developments as per the definition of major development set out in Circular 15/92 'Publicity for Planning Applications'"</p> <p>Policy Env 5 para 15.34 The success of the Building Regulations (2005) in bringing about a 40% increase in energy efficiency is dependant on how robustly independent building control inspectors police these regulations.</p> <p>Table 15.10 (p216) Target - at least 10% of energy required for new development must come from on-site RE sources. To implement successfully this target needs to be part of the Core Strategy. Leeds is not expecting to adopt the Core Strategy until 2008 by which time a number of Area Action Plans will have been adopted and opportunities may be lost. In addition this will need to be implemented by the Development Control function of local authorities which will require resources and training.</p> <p>Table 15.12 (p.217) Leeds target is 11.3MW by 2010. Available technologies include solar, wind and the use of biofuels. Initial studies suggest that there is limited scope for wind turbines in the area; this target would be dependant on microgeneration, solar panels and the use of biofuels in CHP/community heating schemes in rural areas, since transport would be problematic in urban areas.</p>
	<p>Env 6 Table 15.13 (p 220) Target – one area of accessible woodland of no less than 200ha within 4km of peoples homes is not an appropriate target for those living in cities, alternative targets in such areas therefore need to be developed.</p>
	<p>Env 7 Table 15.159 (p 222) (Target – No non-agricultural development occurring on good quality agricultural land) may conflict with use of land on the edge of urban conurbations.</p>
	<p>Policy Env 9 (p 233) Conserving the distinctive elements of the historic environment should include the reuse of buildings, where appropriate, in order to conserve heritage and resources.</p> <p>Table 15.20 ((p 235) Unscheduled monuments are not recorded by local authorities.</p>
	<p>Policy Env 10 (p 237) the list of landscapes that are safeguarded and enhanced should make reference to local designations such as Special Landscape Areas (Policy N37 Leeds UDP). Such areas make a significant contribution to the local distinctiveness of the region as well as seeking to safeguard the environment. The recognition of such areas in the RSS is therefore consistent with the overall arching principles of promoting sustainable development and quality of life.</p>
	<p>Policy Env 11 para 15.81 (p241) Preventable ill health issues include air quality, meeting air quality targets is expected to take a step back in Leeds due to the loss of Supertram.</p>

	<p>Policy Env 12 (p 241) applying the proximity principal where local authorities make provision in their plans to meet their needs, should specify the need to treat hazardous waste within the region, where practical.</p> <p>Table 15.26 (p 248) Indicator - % of LDD containing policies that require development applications to include waste management plans. Again this will require additional resources and training at a local authority level.</p>
	<p>Policy Env 13 (p249) the number of waste facilities needed will be determined by EA data which is, as yet, not available. However it seems likely that there will be insufficient sites in Leeds because demand dictates that land is used for high value end use.</p> <p>Env 13 Bi - clearer guidance on the number of civic amenity sites/capita would help to increase accessibility.</p> <p>Para 15.99 (251) responsibility for achieving/monitoring even non-statutory targets for commercial and industrial waste needs to be assigned or no progress will be made. This means that statutory targets will apply to less than 20% of the waste stream</p>
<b>SECTION 16. THE REGIONAL TRANSPORT STRATEGY</b>	<p>Policy T1. The impact of motorways and national roads is not addressed in the RTS demand management policies. Para 16.8. This needs to be redrafted as LTP submissions (as 16.8 implies) does not adequately reflect the impact of motorway commuting on local networks.</p>
	<p>Policy T2. Part D A reduction of on street parking to “maximise pedestrianisation”, needs to be more specific in respect of location. Table 16.3 needs to define the Target for Indicator 105 – what does it include ?</p> <p>Para. 16.13, How is ‘strategic Park &amp; Ride’ to be defined ? The RSS should seek to provide a spatial and operation framework for this perhaps linked to scale and catchment ?)</p> <p>Para. 16.14, Use of regulatory framework needs to be highlighted as a basis to provide greater control over transport operators.</p> <p>Table 16.5. Good public transport should be central to all developments.</p>
	<p>Policy T3. Part B of the Policy – suggests strengthening peak capacity and avoiding the suppression of demand in peak periods. This is not consistent with the LTP (which emphasises ‘peak spreading’) and also not realistic in terms of capacity issues with public transport. Part B, Provision of strategic bus and rail Park and Ride, “strategic” needs to be defined.</p> <p>16.24, How does Yorcard relate to Northern Connect Card ?</p> <p>Para. 16.25 and 16.26 Requires the bus/rail industry operators to work and plan services in order to achieve the aim of this element of the Policy.</p>
	<p>Policy T4. Part K How should the ‘local sourcing of goods be encouraged’ ? Can this be reflected in Section 14 Economy.</p> <p>Para. 16.32 In practice how can freight movements be given a higher priority than car commuting ?</p> <p>Para. 16.33 Could the RSS give a clearer direction as to where a regional facility could be located ?</p>
	<p>Policy T5. Table 16.12 is indicator/target 120 correct ?</p>
	<p>Policy T6. Lacks an integrated approach to airport capacity, provision and function – no real strategic context is given to any of the regions airports.</p>
	<p>Policy T9. The relationship between the transport priorities set out in Table 16.24 and Development Plans needs to be clearer, is the provision of transport infrastructure leading development or are development proposals creating the demand for the provision of infrastructure which are then retro fitted ? A clear and integrated approach is critical in</p>

	<p>the delivery of economic, housing and wider quality of life objectives and as a basis to prioritise resources. Not all major local projects are of regional significance. In relation to Leeds, as the economic driver for the region, the regional significance of strategic transport initiatives in Leeds are critical for the sustained competitiveness of the region as a whole.</p>
<b>COMMENTS ON SUSTAINABILITY APPRAISAL</b>	<p>The Appraisal records a number of positive attributes of the Yorkshire &amp; Humber Plan (in relation to the Leeds City Region), the Appraisal acknowledges that there are direct negative consequences of the Plan for the LCR. These relate to pollution levels, greenhouse gas emissions and adaptation to rural/urban needs. The Plan does not clearly address how such negative aspects should be mitigated against or where possible avoided.</p>

**Not for Publication:** Appendix 1 is not for publication under paragraph 10.4 (3) and will be circulated at the meeting.

## Report of the Development Department

### Executive board

Date: 22 March 2006

Subject: Former Littlemoor School, Batter Lane, Rawdon

#### Electoral Wards Affected:

Guiseley and Rawdon

#### Specific Implications For:

Ethnic minorities

Women

Disabled people

Narrowing the Gap

Eligible for Call In

Not Eligible for Call In

(Details contained in the report)

## Executive Summary

The purpose of this report is to advise Members of the position regarding the sale of the above property following the marketing and subsequent receipt of best and final offers in respect of the same. Following discussions with a number of interested parties who submitted schemes in connection with the redevelopment of the site, two parties were short-listed and asked to submit their final offers and schemes for consideration. The Director of the Development Department is now reporting these details and seeking Members views upon the preferred course of action based upon the options detailed in the confidential appendix to be circulated at the meeting.

### 1.0 Purpose Of This Report

The purpose of this report is to advise Members of the discussions that have taken place between the Council and the two parties that have been short listed in respect of the redevelopment of the site at the former Littlemoor School, Batter Lane, Rawdon.

### 2.0 Background Information

2.1 In delivery of its 'Making the Most of People' corporate objectives, the Council is investing over £68 million in upgrading and replacing primary school facilities across the district under

the Primary School Review and Leeds Primary Schools PFI programmes. On 16 October 2002 and 21 July 2004 Executive Board approved the disposal of the surplus school properties which are being replaced and the ring fencing of capital receipts to the scheme as part of the funding package.

- 2.2** Littlemoor School comprises the original Victorian buildings together with a number of temporary buildings situated within a site extending to approximately 0.36 ha (0.89 acres) as shown edged black on the attached plan.
- 2.3** A Planning Statement was prepared which indicates potential alternative uses to be residential, office or community uses such as dentists, doctors surgery or nursery.
- 2.4** The building is not listed or in a conservation area but the Statement advised that there was a strong desire to see retention of the building. The site is unallocated in the adopted UDP. However, in planning policy terms, there is no policy that could seek a purchaser to retain the building.
- 2.5** Littlemoor School was declared surplus to requirements by the Learning and Leisure Department on 5 October 2004 and the school closed at Easter 2005.
- 2.6** The Director of the Development Department gave approval on 11 March 2005 that the above site be advertised for sale on the open market and that offers received be reported to the Director of Development for consideration.
- 2.7** The property was subsequently marketed and by the closing date of 30<sup>th</sup> June 2005, 11 valid offers were received. A further offer was received the next day making a total of 12 interested parties.
- 2.8** The schemes were referred to Planning and Highways officers within the Development Department for initial comments and, based upon these, a report and recommendation was presented to the Director of the Development Department on 4 August 2005.
- 2.9** As a result, approval was granted to enter into further negotiations with a shortlist of nine parties whose submissions were accompanied by the nine highest financial offers.
- 2.10** Further discussions took place between officers of the Development Department and the nine short listed parties to ensure that their schemes are acceptable in planning and highway terms or amended as necessary. Yet further comments were obtained from Highway and Planning Officers on the amended schemes.
- 2.11** Subsequently two of the schemes were shortlisted by the Director of the Development Department on 25 October 2005. These parties were requested to submit their best and final offers with revised schemes by a closing date of 10 November 2005.
- 2.12** Best and Final offers together with any revisions to schemes required by Planning and Highways were received from the 2 short listed parties by the closing date of 10 November 2005 and these are detailed in the Confidential Appendix to be circulated at the meeting.
- 2.13** The offers submitted are very comparable in terms of the level of consideration offered but, in terms of the scheme proposed, are very different. The schemes have been considered further by Planning and Highways and, while they are very different, both are acceptable in planning terms.

- 2.14** Discussions in connection with the final schemes submitted centred mainly around the requirements detailed in the Planning Statement regarding the provision of greenspace and whether this would be required on site or whether a commuted sum would be acceptable.
- 2.15** As a result of these discussions, some adjustment was made to the offers received but they still remain very comparable.
- 2.16** Detailed valuation assessments have also been provided to substantiate the offers made, details provided by both parties regarding previous schemes and financial checks carried out on the companies to confirm their status. Further details, including the results of these financial checks, are detailed in the Confidential Appendix to be circulated at the meeting.

### **3.0 Main Issues**

- 3.1** As already stated, the subject property is neither Listed nor in a Conservation Area. Ward Members were, however, consulted on the proposal to dispose of the property and felt very strongly that the original Victorian building must be retained.
- 3.2** It was explained to Ward Members that the Council could not insist that the building be retained and to have done so in the Planning Statement or the marketing of the school would have had an adverse impact on the interest received and, therefore, could have raised doubts as to whether or not the offers received represented best consideration (price), which the Council is obliged to obtain under S123 of the Local Government Act 1972 (or Housing Act 1985).
- 3.3** The end result of the marketing and short listing exercises has been to produce 2 very similar offers but very different schemes with one scheme proposing the demolition of the school and the other scheme seeking to retain and refurbish the building. Both development proposals are for residential use. The issue this has raised is which scheme the Council should choose. Full details of the schemes and the implications of selecting one offerer as opposed to the other are discussed in more detail in the Confidential Appendix to be circulated at the meeting.
- 3.4** Once a purchaser has been selected there are also issues and risks associated with taking the decision. In addition to those discussed in the Confidential Appendix to be circulated at the meeting, these risks have been identified as follows: -
- There is a risk that the selected purchaser fails to gain planning consent and complete the purchase. This risk is considered to be low as Planning and Highway officers have commented on both schemes and their comments have been fed back to the parties submitting indicative scheme proposals. The 2 short listed prospective purchasers have, however, both reconfirmed their respective offers in light of these comments.
  - There is a risk that the selected purchaser may withdraw their interest in the site before the disposal proceeds through to completion. This risk is considered to be low due to the high level of interest that both the parties are continuing to express in the site and the level of financial investment they have already made in the preparation of the revised submission.
- 3.5** Full details all the main issues surrounding the offers received will be circulated at Executive Board for consideration and discussion.

## **4.0 Implications for Council Policy and Governance**

**4.1** The proposed disposal supports the Council's Corporate Plan and specifically relates to the Corporate Priorities of:

- Making the most of People – As mentioned at paragraph 2.1, the Council is investing over £68m in upgrading and replacing primary school facilities across the district under the Primary School Review and Leeds Primary Schools PFI programmes. Disposal of Littlemoor Primary School, Rawdon will release a capital receipt in support of these programmes.
- Competing in a Global Economy – Disposal of the surplus property will increase the level of private sector investment in the city.
- Looking after the Environment – Redevelopment of this redundant building and associated site will demonstrate the Council's commitment to the re-use of brownfield sites, thereby protecting the environment by relieving the pressure on greenfield sites to be released.

**4.2** When considering which of the 2 short listed offers to recommend, Members are reminded of the Council's Statutory Obligation under S123 of the Local Government Act 1972 to obtain best consideration in respect of the disposal of its surplus land and property.

**4.3** There are, of course, certain situations where it may be possible to accept an offer at less than best and these are discussed further below but in more detail in the Confidential Appendix to be circulated at the meeting.

**4.4** The public interest in maintaining the exemption in relation to the Confidential Appendix on this subject outweighs the public interest in disclosing the information by reason of the fact that the duty placed on Leeds City Council to achieve best consideration in the sale of this former school site could be adversely affected by disclosure of the information

## **5.0 Legal and Resource Implications**

**5.1** The Council is required under S123 of the Local Government Act 1972 to obtain best consideration in connection with the disposal of this property.

**5.2** The Council does have powers, where land is not held for housing accommodation purposes (as in this instance), to dispose of land and buildings at less than best under the 2003 General Consent.

**5.3** The Director of Legal Services advises that there are strict limitations on the application of this General Consent. In particular, the purpose for which the land is being sold must be likely to contribute to the achievement of the promotion/improvement of the economic, social or environmental well-being of its area, subject to not allowing a 'discount' of more than £2million.

**5.4** Disposal of the site would generate a substantial capital receipt for the Council in support of the Council's Primary School Review and Leeds Primary Schools PFI programmes.

**5.5** Fees equating to 3.5% of the gross purchase price plus VAT will be collected from the purchaser to allow the payment of the Council's surveying and legal costs.

## **6.0 Conclusions**

**6.1** In conclusion, there are a number of options available to the Council in connection with the disposal of this property. These have been considered and are set out in the Confidential Appendix which will be circulated at the meeting of the Executive Board.

## **7.0 Recommendations**

**7.1** A recommendation is made in the confidential appendix which will be circulated at the meeting.

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