
DEVELOPMENT PLAN PANEL

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Tuesday, 12th July, 2022
at 1.30 pm

MEMBERSHIP

Councillors

B Anderson
C Campbell
C Gruen (Chair)
J McKenna
R Finnigan
K Brooks
H Hayden
A Lamb
E Taylor
J Akhtar
P Carlill

Please do not attend the meeting in person if you have symptoms of Covid-19 and please follow current public health advice to avoid passing the virus onto other people.

Note to observers of the meeting. To remotely observe this meeting, please click on the 'View the Meeting Recording' link which will feature on the meeting's webpage ahead of the meeting. The webcast will become available at the commencement of the meeting.

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A G E N D A

Item No	Ward	Item Not Open		Page No
1			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 15.2 of the Access to Information Rules (in the event of an Appeal the press and public will be excluded)</p> <p>(*In accordance with Procedure Rule 15.2, written notice of an appeal must be received by the Head of Governance Services at least 24 hours before the meeting)</p>	
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p>RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:</p>	

Item No	Ward	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstance shall be specified in the minutes).</p>	
4			<p>DECLARATION OF INTERESTS</p> <p>To disclose or draw attention to any interests in accordance with Leeds City Council's 'Councillor Code of Conduct'.</p>	
5			<p>APOLOGIES FOR ABSENCE</p>	
6			<p>MINUTES</p> <p>To approve the minutes of the previous meeting held 1st March 2022 as a correct record.</p>	5 - 8
7			<p>STATEMENT OF COMMUNITY INVOLVEMENT (SCI) - CONSULTATION UPDATE</p> <p>To consider the report of the Chief Planning Officer providing an update on the consultation undertaken on the Statement of Community Involvement (SCI). The Statement of Community Involvement is a statutory document (required under the Planning and Compulsory Purchase Act 2004) and sets out how residents and other stakeholders can get involved in the preparation of planning policies, frameworks and the neighbourhood planning process and how comments can be made on planning applications.</p>	9 - 78
8			<p>DATE AND TIME OF NEXT MEETING</p> <p>To note the date and time of the next meeting as Tuesday 6th September 2022 at 1.30 pm</p>	

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			<p><u>Third Party Recording</u></p> <p>Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts named on the front of this agenda.</p> <p>Use of Recordings by Third Parties– code of practice</p> <ul style="list-style-type: none"> a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title. b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete. 	

Development Plan Panel

Tuesday, 1st March, 2022

PRESENT: Councillor N Walshaw in the Chair

Councillors B Anderson, C Campbell,
C Gruen, J McKenna, D Collins, K Brooks,
H Hayden and E Taylor

36 Appeals Against Refusal of Inspection of Documents

There were no appeals.

37 Exempt Information - Possible Exclusion of the Press and Public

There were no exempt items.

38 Late Items

There were no formal late items.

39 Declaration of Interests

No interests were raised at the meeting.

40 Apologies for Absence

Apologies for absence were received from Councillor Lamb and Finnigan.

41 Minutes

RESOLVED- That the minutes of the Development Plan Panel meetings held on 2 November and 14 December 2021, be approved as an accurate record.

Members of the Panel also agreed that the note from the Consultative Meeting of the Development Plan Panel held 18 January 2022 be approved as an accurate reflection of the meeting and noted for information.

Matters Arising from the minutes of the meeting held 2 November 2021

Minute No.25 – Local Plan Update Statutory Consultation. The Panel were informed that 2 workshops will be set up in March 22, to update all members on policy development as a result of consultation outcomes. It was noted that there will be 1 virtual and 1 online session for any member to attend.

Minute No.26 – Update on the HMO, PBSA and Co-Living Amenity Standards SPD. A member queried the position on Student Union representatives forming part of the Student Housing working group. Officers will seek an update on this and report to Panel Members in due course.

42 Consultation on Transport Supplementary Planning Document

The report of the Chief Planning Officer seeks Members views on the Adoption Draft Transport Supplementary Planning Document (SPD), prior to the Chief Planning Officer carrying out a period of consultation. The Transport SPD replaces four existing transport related SPD's: the Street Design Guide, Travel Plans, Parking and

Public Transport and Developer Contributions. It was noted that these will be revoked once the Transport SPD is adopted.

Appended to the report included the Consultation Report at Appendix 1 and the Transport SPD at Appendix 2.

The report and Statement of Consultation focusses on comments received, rather than re-visiting the entire document.

The Transport Development Services Manager introduced the report and explained that a workshop was held in November 2021 to look at the contents of the Transport SPD. It was highlighted that the SPD does not address all matters coming up in the Local Plan Update (LPU), but it does streamline existing SPDs and include cumulative impact policy.

The Panel discussed the following key matters:

- Reviewing cumulative impact contributions – the process was set out in terms of identifying hotspot junctions and basing the levy on the number of trips made through congested junctions. There are pre-identified locations and sites and forthcoming windfall sites, will use the same methodology. If there are a number of sites impacted by 1 junction, the levy will be broken down on the amount of additional planned trips going through that junction by proportioning trips per site. It was also confirmed that the assessment on identifying junctions is reviewed every plan period.
- The use of Section 106 monies and the involvement of members in the considerations of what monies are being spent on – officers confirmed expenditure is prescriptive and related to a development. There is an opportunity to engage during the consultation part of planning applications. It was confirmed that an additional vacancy has been secured to help the service with Section 106 monies.
- Secure bike storage and exploring e-bike/cargo schemes – planning colleagues are working on identifying a model and will look at introducing this at a later date.
- It was confirmed that the minimum size for a garage door is 2.6 metres, which is wider than a standard car parking bay.
- Introducing financial burdens should developers be unable to provide full car parking within the city centre, specifically to fund and improve the public transport network – SPDs can only expand on policy that already exists and cannot put an extra financial burden on developers but there is an opportunity to re-visit when progressing LPU policies in relation to place-making and 20-minute neighbourhoods.
- Members discussed design exemplars and the importance of including mechanisms on how to mitigate on-street car parking in the document. It was noted that there is a government consultation on managing pavement parking.
- Concerns were raised that the language used in the document will not be clear to developers in relation to type 1 connector streets. It was suggested that the language used should be strengthened, or an illustration setting out what is expected of developers should be included in the document.

- Members raised a particular concern in relation to pedestrian safety in terms of proposed planting and suggested that clarity should be provided on maximum height for hedges, to mitigate attacks.
- Members shared a general consensus that moving away from cars is a priority for Leeds, but acknowledged that public transport must become viable and a reasonable alternative
- Clarity on the inclusion of a policy for E-scooters and the need to prepare some information to inform the public on upcoming consultation relating to E-scooters.
- Concern that the number of respondents to the consultation is low and may not be a true reflection of the demographic in Leeds. It was suggested that an awareness raising document to pull through main points would be helpful for members of the public to understand key points of the consultation.

Further to the comments as outlined above, Panel Members broadly supported the contents of the Transport SPD, and therefore

RESOLVED –

- a) To note the contents of the report and comments made during discussions.
- b) To recommend that the Chief Planning Officer commences consultation on the Adoption Draft SPD for a period of 4 weeks between 3rd March and 31st March 2022.
- c) To recommend to the Chief Planning Officer that, in consultation with the Executive Member, and subject to the outcome of the consultations he adopts the SPD under his delegated powers.

43 Statement of Community Involvement (SCI) - Consultation Draft

Further to the minutes of the meeting held Tuesday, 21st January 2022, the report of the Chief Officer presented Members with the draft Statement of Community Involvement (SCI), prior to consultation expected to take place late March 2022 for a period of 6 weeks.

The Team Leader, Neighbourhood Planning and Planning Assistant, introduced the report and highlighted the following key points:

- The Council have responded positively to the feedback and lessons learnt from the consultation, and as a result, has made jargon clear and locally distinctive.
- There are 3 parts to the SCI and the language used is positive and encourages people to take part.
- The SCI will be provided in different formats for people to access the document as a paper copy, or online.
- Most of the information collected as part of the consultation was via a smart survey.
- Valuable opportunity to assess what indicators can be used in the future.
- Responses to the consultation have been carefully considered, and adapted to improve the SCI.
- It is anticipated that the final SCI document will be adopted in summer.

In response to a question regarding the possibility for the SCI document to be a cross council approach, officers explained that the document referred specifically to

planning policy and planning applications. It was confirmed the document can be amended slightly to emphasise the Councils approach in working with other services and having a joined-up approach. Additionally, members queried how the Council will engage better with the local community, and the number of events being held across the city.

Members particularly showed an interest in engaging schools and young people and acknowledged the importance of participating in planning matters at a young age. A suggestion was made that officers consult with teachers and youth council / representative groups of young people, on how they would like consultation to be phrased and tailored to appeal to young people. Additionally, it was suggested that the Council make better use of the Third Sector and utilise Community Committees to help reach the wider community.

RESOLVED –

- a) To note the contents of the report and comments made during discussion of this item.
- b) To formally agree the draft SCI and note that consultation commences for a period of 6 weeks.

44 Date and Time of Next Meeting

The date and time of the next meeting is Tuesday, 10th May 2022 at 1.30pm.

(The meeting concluded at 15:00)

Statement of Community Involvement (SCI) – Consultation Update

Date: 12th July 2022

Report of: Chief Planning Officer

Report to: Development Plan Panel

Will the decision be open for call in? Yes No

Does the report contain confidential or exempt information? Yes No

Brief summary

At the 1st March 2022 Development Plan Panel (DPP) meeting the draft Statement of Community Involvement (SCI) was agreed for its second consultation, to take place during March and April 2022.

The majority of the 6-week consultation took place online, but several different methods were used to publicise the consultation aimed at making the best use of existing networks and encouraging new networks to be established. A total of 47 representations were received and these are summarised in **Appendix 2**.

The comments received on the draft document were broadly positive, however concerns were raised about plain English, technical language and the implementation of the SCI.

As a result of the consultation, further efforts will be made to make the document more readable, less technical language will be used where possible and further clarity will be provided on monitoring and review of consultation and engagement activity. A copy of the current draft SCI can be found in **Appendix 1**.

Inclusive and effective consultation and engagement activity is important for all aspects of the Best Council Plan, helping to deliver better outcomes for all.

Recommendations

- a) Note the contents of the report, the representations received and the suggested improvements to the draft SCI, prior to approval by the Chief Planning Officer.

What is this report about?

- 1 The Statement of Community Involvement is a statutory document (required under the Planning and Compulsory Purchase Act 2004) and sets out how residents and other stakeholders can get involved in the preparation of planning policies, frameworks and the

neighbourhood planning process and how comments can be made on planning applications.

- 2 The existing SCI was adopted in 2007 and has supported the preparation of five Development Plan Documents, including the Core Strategy and Site Allocations Plan. The adoption of a new SCI for Leeds presents an opportunity to ensure that the planning service is leading on wider city ambitions around inclusion and diversity. A new, accessible and responsive document will help to provide a planning service that is both effective and responsive to the diverse needs across the District and to provide clarity on how other stakeholders can play their part too.

What impact will this proposal have?

- 3 The SCI will help to make it easier for anyone wishing to take part in consultation and engagement activity on the preparation of Development Plan Documents, to get involved in Neighbourhood Planning activities or submit comments on planning applications.

How does this proposal impact the three pillars of the Best City Ambition?

Health and Wellbeing Inclusive Growth Zero Carbon

- 4 The revised SCI will support Inclusive Growth by aiding meaningful community collaboration which can help to identify those neighbourhoods lacking in certain types of housing, employment opportunities, retail provision, community facilities and open space which can in turn influence what sort of development is encouraged and supported in that area. This means that the right sort of development should take place in those areas that need it most, improving sustainability across the District.
- 5 Health & Wellbeing can be addressed through supporting engagement to those neighbourhoods where improvements to green space, community facilities and active travel infrastructure are needed, working towards prioritising appropriate developments in those areas to the direct benefit of the health and wellbeing of those communities.
- 6 By ensuring that we have a clear and robust framework for open and informative consultation and engagement on planning matters, we can facilitate participation that is valued, accessible and inclusive and can be an investment for the planning service in the future.
- 7 The introduction of 'targets' to assist with monitoring and review of the SCI could help with issues around trust and collaboration and encourage more people to not only take part in consultation and engagement, but to do so again.
- 8 The revised SCI will help us to better work with communities to improve physical and social infrastructure in a sustainable way in line with the aims of the declared Climate Emergency priority. We can support communities to look at the impacts of Climate Change on their areas and how to mitigate these impacts and improve resilience through the Neighbourhood Planning process, and by being transparent with options and giving people an opportunity to give us their views at an early stage we can maximise support for new sustainable and/or emission-reducing initiatives which may require behaviour change by residents and businesses.

What consultation and engagement has taken place?

Wards affected:

Have ward members been consulted? Yes No

- 9 Levels of engagement with stakeholders on the SCI has been high and constructive to date. An early 'soft market' exercise helped lay the foundations to form the 'SCI Engagement Group' and this group assisted in advising on what the new SCI should look like and in the consultation in 2019.
- 10 Responses to the 2019 SCI scoping consultation were received from a total of 48 respondents. This included responses from a variety of Parish and Town Councils, Neighbourhood Forums, Community and Residents Associations, Action Groups, interest groups and forums and 17 individual residents from across the Leeds Metropolitan District.
- 11 Respondents were asked a variety of questions during the consultation including what planning matters are important to them, their experiences regarding commenting on planning applications and planning policy documents and any involvement with neighbourhood planning.
- 12 The current consultation took place for a period of 6 weeks between 8th March and 19th April 2022. There was a dedicated webpage [LINK](#) with a link to an accessible html version of the consultation draft SCI and a direct link to a short Smart Survey. Comments could also be made by post, by email or over the telephone. A paper copy of the document was placed on deposit at Merrion House.
- 13 The following methods were used to publicise the consultation, including:
- A banner advert on all Planning Services web pages.
 - Email notifications to all Ward Members, Neighbourhood Forums and Town/Parish Councils, members of the consultation database the SCI Engagement Group and all who commented on the 2019 scoping consultation.
 - A social media campaign, reaching 15,000 accounts via the social posts.
 - An email notification to a wide range of community representatives, the Equality Hub and Community Committees with a request that it was forwarded on to their members.
 - Electronic 'posters' were sent via email to encourage wider circulation and ease of understanding.
 - The consultation was highlighted to several in-person neighbourhood planning meetings
 - Updates were provided at neighbourhood planning meetings held during the consultation period.
- 14 The Smart Survey questionnaire included 8 questions and provided an opportunity to make comments quickly and easily on any aspect of the draft SCI and to make suggestions on how it could be improved. Respondents were also asked to select what they considered to be the most useful methods of engagement from a list of both online and offline methods, and to comment on the idea of 'targets' to help monitor and improve future consultation and engagement activity. A total of 47 complete representations were received, made up of 8 emails and 39 smart survey forms. Responses were received from statutory bodies, neighbourhood planning forums and Town/Parish Councils, community groups, a civic society, an investment firm and several individual residents. A table containing the key comments made is included in **Appendix 2**.

15 The feedback received on the draft document was generally positive and with helpful suggestions for improvement. Figure 1 below shows the data for people’s views on the format of the draft. Other comments were raised on consultation and engagement activity more generally. The following supportive comments were received:

- The document is informative and inclusive.
- The use of links means that people can find out more detail about subjects without the SCI itself being overly long.
- Agree with/support the Consultation Principles.
- Appreciate the structure and layout of the document.
- The Council’s support for Neighbourhood Planning groups is acknowledged as exemplary.
- The ‘targets for success’ are a good proposal.

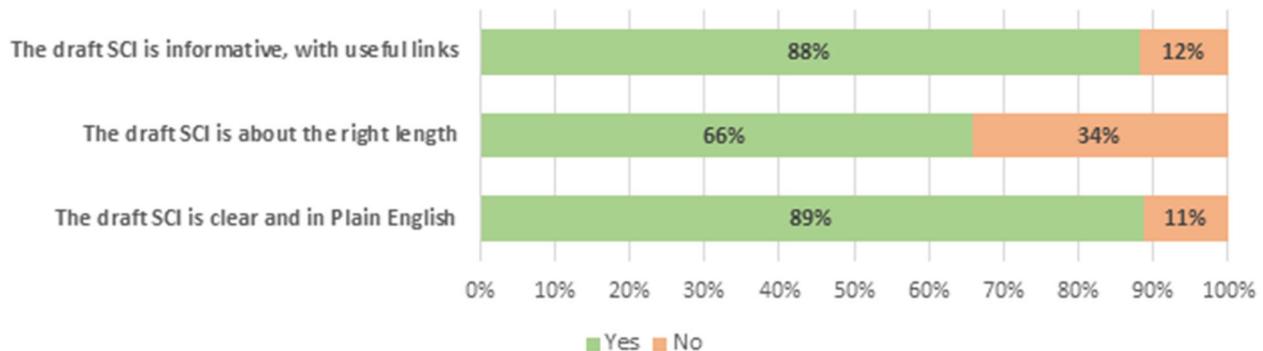


Fig 1. Q2. We would like to hear your views on the format of the draft.

16 The following comments that raised an issue with the document were received:

- Concern that draft is too long and there is still too much technical jargon and ‘planner speak’.
- A summary version would be useful to give choice, along with more pictures/diagrams to make the document clearer and easier to read.
- The Statement of Community Involvement should be a cross-Council document and that the engagement principles should be used by all departments, not just Planning Services, to ensure consistency in consultation and engagement across the Council.
- Concern was raised that there is little trust in the planning system, and that care needs to be taken to ensure that the document is not just aspirational, but that the principles are consistently applied.

17 The following comments that raised an issue related to consultation and engagement activity more generally or made suggestions for improvement were received. Figure 2 shows people’s preferred methods of consultation and engagement.

- There should be more engagement with young people.
- Increased use of poster adverts in supermarkets, community notice boards, GPs and leisure centres
- More radio adverts
- Subtitled videos
- The use of Public Panels
- Improvements to Public Access, including clear guidelines on what can and cannot be influenced on planning applications
- More face-to-face consultations
- An easier and quicker Neighbourhood Planning process
- Promote final SCI and actively engage with communities about what it is and what it does
- Better links between planning and enforcement
- Use Ward Members, Residents Associations and Town/Parish Councils etc. to cascade messages to communities.

- Possible target - Measure success by using metrics to monitor the reach of communications to communities. Could use specific target figures (i.e. % of population)
- Possible target – Reaction from communities to schemes once implemented i.e. did comments result in an improved scheme/less harm?

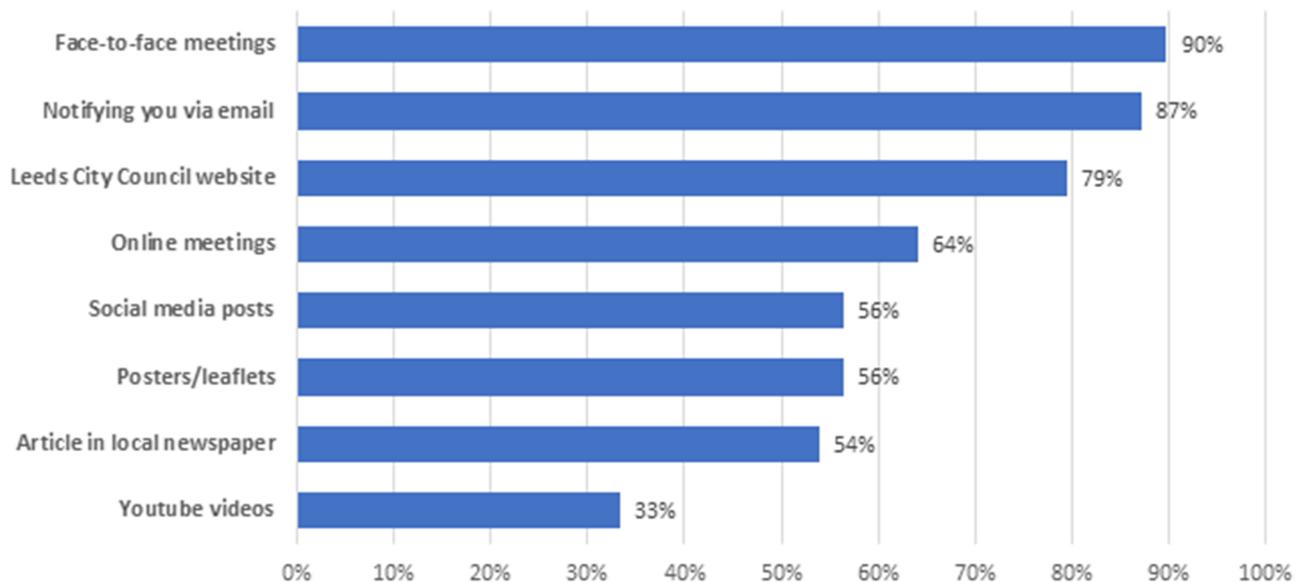


Fig 2. Q7. We regularly review the methods we use to consult and engage, to ensure we are as effective as we can be. Please let us know which of the following you think are effective methods to engage (select as many as you wish).

18 In response to the comments received the following improvements to the SCI will be made (this list is not exhaustive at this stage):

- A summary version of the SCI will be created.
- We will make available a pdf version of the SCI which will be produced with support from Creative Services to make it visually engaging, using pictures, diagrams, graphs, logos, colour-blocking etc.
- We will carry out a Plain English check, with assistance from independent and non-planner colleagues. This process has been started but will continue post-DPP as we finalise the draft.
- We are revisiting the document to consider where we can re-word/reduce the word count without losing essential content.
- We will check all links within the document to ensure that they work, and that they lead to further information that is both useful and easy to understand.
- We will amend descriptions of specific Neighbourhood Planning and Development Management processes where further clarification is required.
- We will say more about monitoring to provide assurances and improve trust.
- We have used the general and specific feedback provided to help us draft 3 targets, and how we will achieve them.

19 There will be a commitment to improving youth engagement in planning, with a new target requiring the inclusion of a specific method for youth engagement or some sort of targeting, for every planning consultation. In further response to the comments received the following points are noted:

- The SCI sets a statutory minimum level of consultation so the Council will be obliged to carry consultation out to that standard in each plan making process or decision-taking process.
- The SCI is a statutory requirement for consultation on planning matters and therefore cannot be applied to other departments across the Council who have different statutory requirements and processes for consultation.
- Whilst it is acknowledged that poster adverts in a large number of locations is an effective way of reaching people, for a city the size and scale of Leeds this would not

be something that could be set down as a minimum that the Council could realistically achieve for each DPD given available resources and cost pressures. However, the SCI does note that for particular DPDs or plans it may be necessary to have more promotion locally e.g. posters/leaflets in libraries and community hubs.

- Similarly, for significant planning consultation such as reviews of the Core Strategy it may be appropriate to pay for radio adverts, but these would not be cost effective for every DPD, particularly given the reach of social media.
- The use of Public Panels will be considered, depending on the type and scale of the consultation.
- We will investigate promoting clear guidelines on what can and cannot be influenced on planning applications on the Council website.

20 The targets that we think are both beneficial and measurable at this stage are:

- 1) We will receive responses from every neighbourhood on district-wide plan-making consultations.
 - We will seek to achieve this by targeting promotions within neighbourhoods, piggybacking on events within neighbourhoods and close working with locality teams and Community Committees.
- 2) We will increase the positive feedback received on the accessibility and clarity of consultation from all groups, particularly from those rarely engaged in planning.
 - We will seek to achieve this by carrying out plain-English checks, having summary versions of consultation material, clarity on what can and cannot be influenced from the consultation and a focus on priority neighbourhoods
- 3) We will ensure that young people feel engaged and included in planning consultations and have been able to make their views known in a way that that is easy, accessible and fun.
 - We will seek to achieve this by working with Children's Services on a Youth Engagement Strategy to involve the Youth Council, Youth Ambassadors, schools, colleges and youth groups. This may involve workshops, the use of videos, social media/apps and newsletters/bulletins via the City's youth network.

What are the resource implications?

21 Revising the SCI does not commit the Council to additional expenditure, but any additional consultation activities may lead to pressure on resources and existing staff. A key consideration is how digital technology and electronic communication can be used to reduce costs, and we are also putting into practice using in-house expertise and existing networks to make our consultation and engagement material and resources as engaging as possible and maximising reach.

22 It is anticipated that any costs to the Council associated with community involvement will be met from within existing provision. However, it should be recognised that the more extensive the consultation practices that are prescribed as standard in the SCI prescribes, the more consultation costs are likely to increase. It is therefore important to maintain a balance between resources and consultation activities. The expectation is that the revised SCI will also encourage developers to embed consultation and engagement as standard practice and where possible for this to be front loaded.

What are the key risks and how are they being managed?

23 The revised SCI will seek to balance the increased expectations of local communities with the need for an efficient and effective planning system. This will mean ensuring that once adopted, the Council complies with all the commitments made. The introduction of 'targets'

will be a useful way to manage risk and to monitor activity, and an assessment of these will be included as part of the Council's annual Authority Monitoring Report (AMR).

What are the legal implications?

- 24 Section 18 of the Planning and Compulsory Purchase Act 2004 requires that a Local Planning Authority must prepare a Statement of Community Involvement.
- 25 The SCI was originally a document that was required to be approved by Full Council and subjected to independent examination. The law has since changed, and the Chief Planning Officer now has delegated authority to adopt the statement.

Options, timescales and measuring success

What other options were considered?

- 26 The preparation and adoption of an SCI is a statutory requirement. The approach taken in the draft documents sets out a meaningful and serious approach to increase consultation and engagement activity in every neighbourhood in Leeds. Whilst there was no requirement to consult on the draft SCI document itself, it was felt this was an important step to ensure that the approach proposed is supported by communities and that the document itself was easy to navigate and engage with.

How will success be measured?

- 27 Compliance with the revised SCI should increase public engagement in Planning matters from communities across the District.
- 28 The revised SCI also sets out an opportunity to introduce a series of specific 'targets' to assist in monitoring and review, and an assessment of these will be published in the AMR. In addition to this, the satisfaction levels of individual consultation and engagement activities will be covered in a 'Consultation Report' for local plan making and a 'Consultation Statement' for neighbourhood planning.

What is the timetable and who will be responsible for implementation?

- 29 Following the revision of the current draft, considering representations received during the consultation and any comments from Members, it is anticipated that the final document will be adopted by August 2022.

Appendices

Appendix 1 – Current draft Statement of Community Involvement

Appendix 2 – Summary of representations received.

Background papers

None

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LEEDS STATEMENT OF COMMUNITY INVOLVEMENT (SCI)

CONSULTATION DRAFT

The Statement of Community Involvement sets out how and when the Council will consult and engage with the local community on local planning policy documents and planning applications

For ease of reference, this Statement of Community Involvement (SCI) is split into three parts, plus Appendices:

Part 1 Explains what the SCI is and how it can help you participate in consultation and engagement

Part 2 Sets out the notification, consultation and engagement that the Council will undertake on local plan preparation, planning applications and neighbourhood planning

Part 3 Sets out the opportunities and challenges for consultation and engagement in Leeds and how we propose tackling them and monitoring and reviewing our effectiveness

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Part 1

What is the SCI, and how can it help you participate in consultation and engagement?

1. INTRODUCTION

- 1.1.1 Every local planning authority in England is required to produce a Statement of Community Involvement (SCI). An SCI is a statement of the Authority's policy regarding what involvement communities and other stakeholders can expect when decisions on how and where future growth of the city will take place are made and planning applications are considered.
- 1.1.2 To understand the SCI and how it can be used, it is necessary to understand planning: **Planning exists to ensure that the right type of development takes place at the right time and in the right place to meet the needs of local communities, businesses and investors in Leeds and to do it sustainably. A Local Plan is developed to understand what this looks like. The plan describes what can be built and where, what the quality and design of the development should be, and what measures should be put in place to minimise any negative impacts of the development or make it acceptable. Balancing all these competing and sometimes conflicting priorities is difficult. However, through the consultation process on the Local Plan and individual applications, the planning process acts in the broader public interest.**
- 1.1.3 This document has been prepared by reviewing the effectiveness of the previous SCI and recent planning consultations. We also undertook early engagement to find out the opportunities and challenges to consultation in Leeds. This process has been greatly helped by creating an 'SCI Engagement Group', which comprises local community representatives, business and other stakeholders. The Engagement Group has provided invaluable insights that have helped to shape this document.
- 1.1.4 Consultation is essential to good planning and a successful and inclusive city. It is not only about asking you what you think about a future planning strategy or a development proposal; it is also about when and how we notify you about what planning matters we are making decisions on and how we will work with you. Notification, consultation and engagement are different but inter-linked activities that the Council will use at different times and in different ways:
- **Notification** is the process by which we will let the public know when they can be involved in decision-making, for example, when we publicise a new planning application.
 - **Engagement** is the process of encouraging the public to be interested in the work of the Council, ensuring that people want to be involved in any decision-making. It is an ongoing process involving publicity and education, so people are properly informed about what we do and how they can influence change, and the creation of links and relationships, so people feel included and comfortable expressing their views.

- **Consultation** happens when the public’s input on matters affecting them is sought and involves the formal action of information and opinion exchange.

1.1.5 This SCI will:

- Set out how the Council will **notify** and **consult** local communities, businesses and other stakeholders on planning documents and planning applications.
- Show how local communities, businesses and other stakeholders can be **engaged** in the planning process.
- Provide a commitment to supporting communities and businesses in preparing neighbourhood plans.
- Express a commitment to ensuring that the planning process is as accessible, inclusive and responsive as possible.

2. HOW CAN YOU BE MORE INVOLVED IN PLANNING?

1.2.1 We want more people to be involved in planning in Leeds, particularly those parts of the city that rarely get involved in planning matters (generally the inner-city and more deprived communities), to reflect the diversity of the city we live in fully. This will take time, but the SCI sets out the Council’s commitment and direction of travel for planning engagement and consultation.

1.2.2 There are three ways that we would like you to get involved in planning matters:

➤ **Plans prepared by the Council**

1.2.3 You can have your say on Local Plan and Supplementary Planning Documents. These set out the policy framework that will allow us to make decisions on future planning applications. These frameworks set out requirements such as how many homes should be developed in an area, what they should look like, and the protection of green space and flood risk.

1.2.4 Information on our Local Plan and Supplementary Planning Documents can be found [here](#).

➤ **Planning applications**

1.2.5 You can make comments on planning applications that have been submitted to the Council for a decision. This could include major developments such as new homes, employment or retail uses or something smaller in scale such as an extension to an existing building or a change of use.

1.2.6 You can view planning applications and register to track applications, and be notified of the outcomes via [Public Access](#).

➤ **Plans prepared by local communities (Neighbourhood Development Plans)**

1.2.7 Local communities have a right to prepare a neighbourhood development plan for their area. This can indicate where new development should be located and what it looks like and set out opportunities for sustainable development. You can become a member of your local

neighbourhood planning group to help prepare the plan for your area, or you can comment on plans that are being prepared by others in your community.

- 1.2.8 For the latest neighbourhood planning information in your area, please visit [Neighbourhood Planning](#).

3. CONSULTATION PRINCIPLES

What you can expect from us

- 1.3.1 We worked closely with the 'SCI Engagement Group' to establish a set of consultation principles that will guide consultation and engagement activity undertaken by the Council. This will help us to hear as many views as possible and use those views to influence decisions.

OUR CONSULTATION PRINCIPLES

TRUST

- Commitment to working with partners and communities in a joined-up way
- There will be honesty about what can and can't be influenced and achieved
- Officers will consult with residents/other stakeholders in a respectful manner

TIMELY

- Local Plan and Neighbourhood Planning consultations will be at a time when proposals are at a formative stage to give people maximum opportunity to influence outcomes ('frontloading')
- An adequate length of time will be allocated for the consultation period
- All relevant information will be provided in a timely fashion

VISIBLE

- There will be clarity about the aims, purpose and scope of the consultation
- The use of plain English at all times will ensure accessible consultations
- Consultation and engagement activity will be promoted as widely as possible, as well as targeted to those most affected where necessary

INCLUSIVE

- Consultations will be open and accessible to engage with different sectors of the community
- There will be a commitment to eliminating discrimination and advancing equal opportunities

TRANSPARENT

- The results of each consultation will be used to show how it has influenced decisions
- The findings of the consultation, meaningful feedback and outcomes will be easily accessible
- Value for money will be achieved by ensuring that consultation is effective and proportionate to the issues being considered and the communities affected

Getting involved – what we would like to expect from you

1.3.2 We want your involvement in consultation and engagement to be a positive experience, whatever the outcome. Being aware of the following will help you to achieve this:

- **Take part in the consultation in a respectful way, being aware that there may be many different views.**
- **Take time to understand the purpose of the consultation, particularly what can and cannot be influenced.**
- **Feel free to ask questions and speak to others before forming your view.**
- **Provide comments that are clear and concise.**
- **Restrict your comments to the issue/s that are being consulted on.**
- **Draft comments with an understanding that they will be made publicly available.**
- **Ensure that your comments are made on time and that it is clear who has made them.**

Ambitions

1.3.3 The 'Consultation Principles' provide clarity on what we can do now. They also offer pointers on how we can continue improving and doing more in the future. This will depend on resources, what is practicable at the time, and the extent the Council can influence the outcome. Section 3 of this document describes how we will monitor and review the effectiveness of the SCI moving forward.

Part 2

How will we consult you on local plan preparation and planning applications and support the preparation of neighbourhood development plans?

1. THE LEEDS LOCAL PLAN

Introduction

- 2.1.1 In this section, you can learn how the Council involves the community in preparing development plan documents set out in the Local Plan, and Supplementary Planning Documents. The Local Plan programme is set out in the [Local Development Scheme](#) (LDS). This provides details on what we will be consulting on and when.
- 2.1.2 The Local Plan includes long-term strategic policies that will guide the amount and location of development in the district. It also includes more detailed topic-specific policies that will guide specific types of development, sites and areas. Made Neighbourhood Development Plans prepared by local communities also form part of the Local Plan and are covered in more detail in part 2, section 3. Please click on the links if you wish to look at these documents in more detail.
- [Leeds Core Strategy, with Selective Review \(2019\)](#)
[Leeds Site Allocations Plan \(2019\)](#)
[Aire Valley Leeds Area Action Plan \(2017\)](#)
[Natural Resources and Waste Local Plan \(2015\)](#)
[Saved policies of the Leeds Unitary Development Plan Review \(2006\)](#)
[Made Neighbourhood Plans](#)
- 2.1.3 [Supplementary Planning Documents](#) (SPDs) are important considerations in determining planning applications as they add detail/technical guidance to the policies in the Local Plan. Current SPDs include documents such as the Accessible Leeds SPD, the Householder Design Guide and the Tall Buildings Design Guide.
- 2.1.4 Other Documents, such as [Conservation Area Appraisals](#) and [Area Design Statements](#) provide detailed information or guidance specific to a particular area or neighbourhood.

Who will we involve?

- 2.1.5 We would like to hear as many views and suggestions as possible when we are making decisions on new development plan documents, while being mindful of the need to make prompt decisions and use resources efficiently. We keep a database of all people who have expressed an interest in being involved and/or informed about planning policy engagement

and consultation, including local residents, community groups, neighbourhood planning groups, town/parish councils, businesses, statutory consultees and neighbouring local planning authorities. **Currently you can register to be included in this database by emailing localplan@leeds.gov.uk** . Through other notification methods and awareness-raising we are committed to increasing this number to reach other groups, businesses and individuals in neighbourhoods around the district.

Notification and consultation stages

2.1.7 The Council must comply with the Town & Country Planning (Local Plans)(England) Regulations 2012 (as amended) regarding the stages of consultation to meet statutory requirements of community involvement when producing Development Plan Documents. The tables below show the different stages of preparing these documents in more detail.

Table 1 Stages of involvement in the preparation of Development Plan documents

Stage	What we will do	How you can be involved
Stage 1: Scoping/Issues & Options consultation (Regulation 18).	<ul style="list-style-type: none"> • Evidence gathering and research will be carried out to inform the draft Plan. • We will notify neighbouring/joint authorities under duty to co-operate, along with statutory consultees as specified in the regulations. • We will give notice to stakeholders/the public on our website and/or via email. • We will consult for a minimum of 4 weeks (in practice it will always be at least 6 weeks). • We will consider opportunities to improve equality and social inclusion. • We will send email/letter to consultees where necessary. • We may issue a press release or communications bulletin. • We will publish the consultation material on our website • We will provide electronic access to documents at Merrion House/Libraries/Community Hubs. • We will make a paper copy of the document available at Merrion House and will provide paper copies upon request (there may be a fee). We may also provide paper summaries in libraries and Council hubs. • An online survey, consultation portal or email address will be available for comments. • All comments made will be fully considered. • We will publish a Consultation Statement that will set out what the consultation was about, who was 	This is an opportunity to be involved at the earliest stage of plan preparation, where you can input your ideas and evidence to help shape the emerging plan.

Stage	What we will do	How you can be involved
	involved, the main issues raised and our response to them.	
Stage 2: Publish the Pre-Submission Draft Plan (Regulation 19).	<ul style="list-style-type: none"> • We will draft the plan, considering the comments and evidence received at Stage 1. • We will consult for a minimum of 4 weeks (in practice it will always be at least 6 weeks). • We will send email/letter to consultees where necessary, including those on the planning policy consultation database. • We will notify neighbouring/joint authorities under duty to co-operate, along with statutory consultees as specified in the regulations. • We will publish the Pre-Submission Draft document on our website. • We will issue a press release. • We will provide electronic access to document at Merrion House/Libraries/Community Hubs. • We will make a paper copy of the document available at Merrion House and will provide paper copies upon request (there may be a fee). We may also provide paper summaries in libraries and Council hubs. • An online survey, consultation portal or email address will be available for comments. • All comments made will be fully considered. • We will publish a Consultation Statement that will set out what the consultation was about, who was involved, the main issues raised and our response to them. 	This is a further opportunity to consider the issues that have been prepared in response to the early consultation.
Stage 3: Publication of Proposed Submission Document and Submission to the Secretary of State	<ul style="list-style-type: none"> • We will publicise the submission document on our website. • We will submit the plan to Secretary of State for independent examination. 	There is no consultation at this point but if you have asked to be kept informed of progress then you will be notified that the Plan has been submitted for examination.
Stage 4: Examination in Public	<ul style="list-style-type: none"> • The Secretary of State will appoint an independent examiner. • The draft Plan is examined by the Planning Inspector taking into consideration the key issues raised through comments received at stage 2 and the Council's responses. • An Examination in Public takes place, to which the public is invited to attend and take part. • We may use a variety of ways to raise awareness of the examination, including dates, times and place 	The Examination in Public is a public opportunity to make your previous views heard. Depending on whether the Inspector recommends modifications to the Plan, there may be a

	<p>where the hearing will be held, and the name of the examiner, and will publish all documents on our website.</p> <ul style="list-style-type: none"> • The Inspector may make recommendations for any changes that are needed to make the plan 'sound' and legally compliant. • We will invite comments on the Inspector's recommended modifications for a six-week period. 	further opportunity to be consulted on these (if so, this will be as Stage 2).
Stage 5: Adoption (Regulation 25 and 26) and publish	<ul style="list-style-type: none"> • We will publish a copy of the Inspector's report and make a copy available on the Council's website. • We will make a paper copy of the document available at Merrion House and will provide paper copies upon request (there may be a fee). • We will also notify you about the report if you have asked to be notified. • The Local Plan, Sustainability Appraisal Report and Adoption Statement will be published and made available on the Council's website. Paper copies will be available for inspection at Merrion House. • A copy of the Adoption Statement will be sent to the Secretary of State. 	This is an awareness stage - no further consultation opportunities apply. If you have asked to be kept informed of progress, you will be notified when the Plan has been adopted.
Stage 6: Monitoring and Review	<ul style="list-style-type: none"> • We will monitor the Plan for policy effectiveness. • We will monitor the Plan for equality impact or other likely effects on different groups. • We will review the Plan where necessary 	Opportunity to advise us on effectiveness, equality or any other relevant issue which will be used when a review takes place.

Table 2 Stages of involvement in the preparation of Supplementary Planning Documents (SPDs)

Stage	What we will do	How you can be involved
Stage 1: Developing the evidence base and Scoping	<ul style="list-style-type: none"> • Evidence gathering and research will be carried out to inform the draft Plan. • We will notify neighbouring/joint authorities under duty to co-operate, along with statutory consultees as specified in the regulations. • We will give notice to stakeholders/the public on our website and/or via email. • We will consider opportunities to improve equality and social inclusion • We will consult for a minimum of 4 weeks. • We may issue a press release or communications bulletin. • We will publish the consultation material on our website • We will provide electronic access to documents at Merrion House/Libraries/Community Hubs. • We will make a paper copy of the document available at Merrion House and provide paper copies upon request 	This is an opportunity to be involved at the earliest stage of plan preparation, where you can input your ideas and evidence to help shape the emerging document.

Stage	What we will do	How you can be involved
	<p>(there may be a fee). We may also provide paper summaries in libraries and Council hubs.</p> <ul style="list-style-type: none"> • An online survey, consultation portal or email address will be available for comments. • All comments received will be fully considered. • We will publish a Consultation Statement that will set out what the consultation was about, who was involved, the main issues raised and our response to them. 	
Stage 2: Adoption Consultation (Regulation 13)	<ul style="list-style-type: none"> • Before adopting the SPD we will consult for a minimum of 4 weeks • We will invite views and comments on the draft document, the Sustainability Appraisal Screening Report (if required) and the Consultation Statement. • We will notify neighbouring/joint authorities, statutory consultees, other stakeholders and anyone who requested to be notified, via email. • We may issue a press release or communications bulletin. • We will publish the documents on our website • We will provide electronic access to documents at Merrion House/Libraries/Community Hubs. • We will make a paper copy of the documents available at Merrion House and provide paper copies upon request (there may be a fee). We may also provide paper summaries in libraries and Council hubs. • An online survey, consultation portal or email address will be available for comments. • We will fully consider all comments received prior to the adoption of the SPD. 	This is a final opportunity to be involved, to consider whether you think the comments that you have made have been taken on board or make comments about any other relevant issues.
Stage 3: Publishing the Adopted SPD (Regulation 14)	<ul style="list-style-type: none"> • We will adopt the SPD and publish the document, alongside an adoption statement, on the Council's web site. • We will send a copy of the adoption statement to any person who has asked to be notified of the adoption of the supplementary planning document. • A copy of the SPD and adoption statement will be available for inspection at Merrion House. 	This is a notification stage.

How can you be involved?

2.1.8 To inform in a fast, efficient and cost-effective way, our preferred method of engaging and consulting with you is via our website as an online portal to access information and submit comments. Feedback shows that the online method is not for everyone, so we will always ensure that our consultations are accessible to all. For people without access to the internet, local libraries and Council offices can provide access to the online portal. An address for written responses will also be provided.

2.1.9 As we are committed to ensuring inclusive engagement there are several other methods that we may use, when appropriate for the scale and nature of a consultation, and dependant on resourcing, including:

- A dedicated consultation webpage on the Leeds City Council website. Web content will be clear, engaging and accessible (in HTML format), and mobile-friendly.
- Where appropriate we will provide choice - providing shorter non-technical formats and summary questionnaires alongside the full material.
- Paper copies of material will be deposited in libraries/community hubs or can be made available on request.
- Email bulletins will be sent to individuals on our consultation database.
- Notices in local newspapers.
- Posters are displayed in community hubs or around neighbourhoods.
- Engagement with existing local area events, community meetings, focus groups or workshops to present information about a plan.
- Briefings to Ward Members (Councillors), community committees and locality meetings will be carried out to increase local reach.
- Outreach and networking will be used to take advantage of opportunities presented by working with established contacts, such as the Equality Hub, Leeds Voice & Influence Team etc.
- Town & Parish Council and Neighbourhood Forum briefings will be used to provide information and signposting.
- Digital communication and social media ads (Facebook, Twitter, LinkedIn)
- Digital communication targeting (by age or location etc.).
- You Tube videos
- Interactive maps
- Visual displays and exhibitions
- Webinars with Q&A sessions
- Planning newsletters

Making comments

2.1.10 When we are consulting on new policies and plans you will need to submit your comments formally to us in writing for them to be considered. Our preferred way of receiving comments is by the **online consultation portal/survey** or you can email them to us. We will also accept comments by post.

2.1.11 Where we hold engagement/consultation events or advertise consultations via social media, comments made to officers at meetings or on Facebook/Twitter etc. can't be logged as formal responses. You need to make sure you follow-up with a written response via the consultation portal or using another method. Please note that a petition will be logged as a single response, regardless of how many people have signed it.

Feedback

2.1.12 We will prepare a 'Consultation Statement' or a 'Report of Consultation' at each statutory stage of the Local Plan preparation. This will provide details of who was consulted, how the

consultations were undertaken, and a summary of the main comments made. We will set out how comments have influenced the Plan, and if they have not been taken into account, we will say why.

2. PLANNING APPLICATIONS

2.2.1 Planning permission is required for many new buildings, alterations or extensions, and land use or building changes. In Leeds, our Development Management service manages the planning process, which deals with around 5,000 planning applications per year.

Planning application publicity

2.2.2 To comply with the Town & Country Planning (Development Management Procedure) (England) Order 2015, all planning applications are required to have some form of publicity. Once a valid application has been submitted our approach to publicity and consulting on a planning application is:

- Notify and invite comments for a minimum of 21 days
- Consult statutory consultees
- Publish relevant applications on the Council’s website via Public Access.
- Depending upon application type, send letters to adjoining neighbours, allowing 21 days for comments, or display a site notice in a suitable nearby location and/or newspaper advert where necessary
- Consult various specialist organisations and public bodies, when appropriate
- Consult various technical consultees, such as Highways or Environmental Health, when appropriate

2.2.3 The table below shows the statutory requirements and the methods used by Leeds City Council for the various types of planning application.

Table 4 Publicity on applications (as at the date of adoption of the SCI)

	Public Access on the Website	Site Notice	Neighbour notification	Site notice by applicant	Newspaper notice	Parish and Town Council notification (their area only)	Applications available online in libraries
Certificate of existing/ proposed lawful use	✓						✓
Agricultural determination	✓						✓
Advertisement applications	✓						✓

	Public Access on the Website	Site Notice	Neighbour notification	Site notice by applicant	Newspaper notice	Parish and Town Council notification (their area only)	Applications available online in libraries
Telecommunication notification	ü	✓					✓
Householder Application	✓	✓				✓	✓
Prior approval larger house extensions	✓		✓				✓
Prior Approval notifications	✓	✓					✓
Major** Planning applications - full, outline and reserved matters	✓	✓			✓	✓	✓
Non-major planning applications - full, outline and reserved matters	✓	✓				✓	✓
Applications requiring an Environmental Assessment	✓	✓			✓	✓	✓
Applications not in accordance with the Local Plan (Departures)	✓	✓			✓		✓
Listed Building consent	✓	✓			✓	✓	✓
Applications affecting the setting of a conservation area	✓	✓			✓	✓	✓
Affecting the setting of a Listed Building	✓	✓			✓	✓	✓
Demolitions	✓			✓			
Hazardous substance consent	✓			✓	✓		

	Public Access on the Website	Site Notice	Neighbour notification	Site notice by applicant	Newspaper notice	Parish and Town Council notification (their area only)	Applications available online in libraries
Permission in principle	✓	✓					
Review of Old Mining Permissions	✓						✓

Please note:

- Neighbours are those who occupy land and property immediately adjacent to (share a boundary) or directly opposite the application site.
- The legislation defines major applications as those comprising owners/occupier's development of more than 10 dwellings or covering more than 0.5 hectares (for outline residential schemes only), or commercial properties of over 1,000 square metres of floor space or a site area of one hectare.

Applications not publicised

2.2.4 There are some types of applications where we are not required to notify the public, because they are assessed against different legal tests set out in planning legislation. While they may appear on Public Access, there is no mechanism to consider public comments on these types of applications:

- Certificate of lawfulness of proposed use or development
- Certificate of lawfulness of existing use or development
- Condition discharge applications
- Non-material minor amendments applications
- Applications to carry out works on trees
- Review of Old Mining Permissions without Environmental Impact Assessment development

Applicant/developer community involvement and pre-application enquiries

2.2.5 There is no legal requirement for developers to engage with communities for most types of planning applications. Still, it may assist in avoiding delays through the formal planning application process by addressing concerns and securing public support before the application is submitted. We strongly encourage applicants to positively engage with immediate neighbours, the local community and key stakeholders/groups before preparing the application and where necessary during the application process if changes are required. Applicants do have a statutory requirement to notify certain bodies, such as utility providers. We have produced a [planning protocol](#) which details our expectations of developers and how we will commit to supporting them.

2.2.6 The Local Planning Authority welcomes pre-application enquiries from developers, and a [service](#) exists for this. Involvement of local communities and elected ward members is highly recommended at the pre-application stage; however as it is not a statutory part of the

planning process for most types of development, there is usually no legal requirement for developers to engage at this stage.

- 2.2.7 When applicants have consulted with communities before making their application, we recommend that they produce their own Consultation Statement to submit with their application, setting out what engagement took place, what the responses were from the public and how the scheme was amended to take into account these responses.
- Useful groups to contact as part of the developer engagement process include (but are not limited to) Town/Parish Councils, Neighbourhood Planning Forums, tenant/resident associations, Leeds Civic Trust etc.

How to comment on planning applications

- 2.2.8 Anyone can comment on a planning application, regardless of whether you are directly affected by the proposed development or not. Having your say on specific planning applications can help shape how your local environment looks and works and you can use the opportunity to express concerns if you have them or indicate support for a development.
- 2.2.9 We would prefer you submit these comments online via [Public Access](#) (where you can view all the relevant information on any application, register your details and get updates on applications). Comments should:
- Be made within 21 days from the date of notification.
 - Be submitted online via [Public Access](#) or emailed to us. If you do not have access to a computer, you can use libraries or other community hubs, or you may send us a postal letter.
 - Address material planning considerations and, wherever possible, refer to policies and statutory documents such as the National Planning Policy Framework, the Leeds Local Plan, Supplementary Planning Documents, the National Design Guide etc., to support your comments.
- 2.2.10 Petitions and proforma letters are accepted. However providing individual comments via Public Access or in writing is better. Your comments will not be personally acknowledged, but any submissions made via Public Access will receive an automatic acknowledgment that your comments have been received.
- 2.2.11 Please note that if we consider any comments defamatory or offensive, we will not publish them, and representations may be redacted (part of the text obscured) for legal or security reasons.
- 2.2.12 Planning officers may carry out a site visit to have a detailed look at the site and the surrounding area to assess the potential impacts of a proposed development. It is important to note that a case officer will observe the relationship between neighbouring properties from the site address and will not go onto other people's land to understand any impacts or visit people who submit comments on an application.
- 2.2.13 Planning applications can only be determined by considering matters which are relevant to planning, such as compliance with the [National Planning Policy Framework](#), the adopted

planning [Local Development Plan](#) and site-specific issues. These matters are called **material considerations**. Only comments relating to material planning considerations can be considered when determining whether a proposal is acceptable, so comments submitted should only refer to these. Further information on material planning considerations can be found on the [Planning Portal](#).

2.2.14 Objection comments are taken into consideration by the planning officer, who will assess if the comments raise material planning concerns, the degree of weight (importance) to be attached to these concerns, and whether, if significant to the acceptability of the development, these concerns can be overcome through changes to the proposal or other measures, such as the use of conditions to the permission. Applications which have received objections cannot be refused purely based on the public making objection comments. Reasons for refusal must be robust and centred on what harm would arise from non-compliance with the policy so we can justify our decision if an appeal is made, not just based on the number of objections. Typically **planning balance** is applied - whether the positive aspects of the application outweigh the perceived harm.

Keep informed about applications of interest

2.2.15 To be informed of applications being made in a specific area or ward, Public Access should be used. You can use [Public Access](#) to track an application or request notification of all applications in a particular area.

2.2.16 After registering on Public Access and setting up a **saved search**, emails will be sent to you automatically each time an application in that area is received or when a decision has been reached. There is also a feature on Public Access which allows you to **'track'** specific applications. This means you will be informed automatically via email when new documents are uploaded and about the progress of that application as it goes through the planning process.

Plans Panel

2.2.16 Due to the high volume of planning applications at Leeds, officers make most decisions on planning applications (98%) under the Chief Planning Officer's delegation scheme. The Plans Panels determine applications which cannot be dealt with under the scheme and detailed in the "Exceptions" in the delegation scheme. In Leeds, there are three Plans Panels which comprise a number of elected members (Ward Councillors) from all political parties and decisions are made by majority vote.

2.2.17 The Plans Panel meetings are open to the public who can observe proceedings and are live streamed on the Council's You Tube channel. We also offer the public and applicants an opportunity to apply to speak at the Plans Panels, which is very effective in bringing representations to life for Members of the Plans Panel. Details of upcoming and previous Plans Panel meetings and information on how to request to speak at a meeting and what to expect if you attend can be found at [Plans Panel Meetings](#).

Changes to proposals after an application has been submitted

2.2.18 Where material amendments to a live application have been made (in most instances changes are made to meet objection comments), we will consider the following before deciding whether to re-consult:

- Were the earlier objections substantial?
- Are the changes significant?
- Did the earlier views cover the matters now under consideration?
- Do the changes mean others not previously consulted might now be concerned?

2.2.19 If re-notification occurs, the time in which people must respond will usually be shorter, 7 or 14 days.

The decision

2.2.20 Once a decision has been made, the decision notice and officer's report will be available on [Public Access](#) within 5 working days. The officers report will summarise the comments relating to material planning considerations and the case officer's response to these.

2.2.21 If you have chosen to track the application on Public Access, you will receive an update email of the decision.

Appeals

2.2.22 If the applicant disagrees with the decision to refuse an application or a condition imposed on a permission, they have the right to lodge an appeal against the decision to the Secretary of State via the Planning Inspectorate. If an appeal is made, the consultees and/or neighbours notified at the application stage will be notified again and can submit comments to the Planning Inspectorate. Appeal decisions are published and can be viewed on our website.

2.2.23 Information on making or commenting on an appeal can be found on the [Planning Portal](#).

Enforcement of planning controls

2.2.24 Reports that a development or change of use may not have planning permission or might not be built or operated in accordance with a valid permission, are investigated by the Council's Planning Enforcement team. If you have a concern regarding a development write to or email the team to give details of the issue. You can also submit details via a form on our website or you can provide the information over the telephone. Your details will remain strictly confidential as part of the investigation.

2.2.25 Officers will keep you informed if there is a significant development in the case and what action is being taken. If there has been no breach of planning control, or it has been decided that enforcement action cannot be justified, we will explain to you why that is the case.

- 2.2.26 It is important to understand that a lot of householder development and some changes of use are ‘permitted development’ (i.e. do not require planning permission). If these developments comply with the [General Permitted Development Order](#), the Council **cannot** take action against them.
- 2.2.27 Further information on how to report an issue of concern and our range of enforcement powers regarding a breach of planning control can be found in the [Enforcement Plan](#).

3. NEIGHBOURHOOD PLANNING

- 2.3.1 Neighbourhood Planning is a way for local communities to help shape the future of the places where you live and work by having a say in where new development takes place, what it should look like and other key planning policy issues that are locally important.
- 2.3.2 Neighbourhood development plans can be as simple or complex as communities want. Still, they should be based on a sound understanding of local issues identified through comprehensive consultation and engagement with all sections of that community.
- 2.3.3 Once a neighbourhood plan is adopted (Made), it becomes part of the ‘statutory development plan’, and its policies will help determine planning applications.
- 2.3.4 The Council will advise local communities in the preparation of neighbourhood development plans as well as guide you through the key statutory stages, which are:
- Designation of neighbourhood area (the area the neighbourhood plan will cover)
 - Designate the neighbourhood forum, if an unparished area (this is the forum that will be responsible for preparing the neighbourhood plan)
 - Organise, manage and pay for the Independent Examination
 - Organise, manage and pay for the Referendum
 - Making (adopting) the neighbourhood plan

Our Approach to Neighbourhood Planning

- 2.3.5 We take a positive and proactive approach to supporting neighbourhood planning groups. It is clear from experience that the most successful neighbourhood plans are in areas with a good level of collaboration between the local community, the Council and other key stakeholders (e.g. landowners). We are keen to continue this positive collaboration with all neighbourhood planning groups in Leeds. In addition to undertaking statutory duties, we currently provide additional support to groups, such as:

- Appointing a named officer as the primary point of contact between neighbourhood planning groups and Leeds City Council. The officer will offer support to the group in preparing the plan, and will also provide advice on other planning policy matters and co-ordinate communication with other services in the Council to help build up relationships;
- Provide advice and assistance in preparing the neighbourhood plan;

- Support for evidence gathering, including sharing strategic evidence used by the Council to prepare the local plan;
- Advice on consultation and engagement; and
- Additional support as appropriate.

2.3.6 Offers of support will be made on a case-by-case basis depending on the circumstances of the neighbourhood planning group and available Council resources. Key considerations will include the capabilities of the group, the level of consultant involvement, whether the plan is seeking to allocate sites for development or shape strategic allocations and whether the area is a disadvantaged or high growth area.

2.3.7 It is expected that neighbourhood planning groups will use this SCI to help guide and shape engagement and consultation activity.

2.3.8 You can check if there is a Neighbourhood Plan for your area, or if there is one being produced, and how to get involved [here](#).

2.3.9 For further advice and guidance on neighbourhood planning you can also look at:

[OBJ]

[OBJ]

[OBJ]

Part 3

The opportunities and challenges for consultation and engagement in Leeds and how we propose to tackle them and monitor and review our effectiveness

1. OPPORTUNITIES AND CHALLENGES

3.1.1 Leeds is a wonderfully diverse city and one which is constantly changing. The total population estimate for the Leeds district in 2020 was 798,786 people, and it is predicted that by 2033 Leeds will have a population between 930,000 and one million. This predicted growth for Leeds will impact all aspects of the district, including housing, social infrastructure (health, education and employment), transport, water, waste, energy infrastructure and the natural environment and conservation. We are confident that the wealth of different communities, cultures, opinions and lived experiences of the population in Leeds can help the district respond positively to growth, if we can support and encourage a diverse range of people to get involved in planning and have their say.

3.1.2 Leeds is no different to other parts of the country, where there are some communities who may not feel engaged with the planning process or do not feel confident in making their views heard. This is both a challenge and an opportunity for the City and we must do our best to ensure that all those who wish to learn about planning or contribute to the planning process can do so. This will be achieved by ensuring that we are positive and pro-active in the following ways when considering how we might engage with people about planning:

- **Understanding an area** – Each area of Leeds has its own priorities and challenges. We will use the [Leeds Observatory](#) and collaborate with the [Communities Committees](#) to better understand the profile of an area, to tailor locally specific solutions and work out the best methods to reach those communities.
- **Language barriers** – The population of Leeds is very diverse, with more than 140 ethnic groups representing nearly 19% of the total population (2011 Census). In 2018 12.6% of the population was born outside of the UK, and 2011 records indicated that 4.5% of households contained no-one with English as the primary language. To ensure inclusivity, we will provide clear and concise information in an electronic format that can be translated into any language using the relevant software. We will take advice from the [Equalities Assembly](#) to effectively involve ethnic-minority and religious community groups effectively in policy decision making.
- **Children and young people** – If we want to future-proof the direction of travel we are taking as a city we need to make sure the voices of the young can be heard. We will work with Children's Services to develop an engagement strategy to help ensure future consultation and engagement activity is accessible and relevant to the needs of younger people across the district. This will include the use of social media and apps to appeal to and target younger people and the continuation of positive

relationships with the [Youth Council](#), Youth Ambassadors, schools, colleges and youth groups.

- **Economically disadvantaged communities** – Over 170,000 people in Leeds live in areas ranked amongst the most deprived 10% nationally. Involving the Localities Teams and Community Committees early in decision making on consultation methods will ensure that we use the best methods and networks for each community to maximise involvement. We will also encourage and support neighbourhood planning activity in inner-city and more deprived neighbourhoods to help people shape the growth of their local area.
- **Low internet access** – While digital consultation and engagement is a focus for the Council moving forward, not everyone is online or feels confident/competent in using online tools for research or engagement. We will ensure that people without computer access can take part, view proposals and plans, and make comments, by providing easy access to computers at libraries and communities hubs or by making paper copies of the materials available in certain locations. Any in-person events will be held at accessible times and places.
- **Older people and those with disabilities** – We will effectively involve older people's forums and disability/mobility groups effectively in policy decision making, creating strong links. We will also use accessible facilities and venues and provide clear and concise information in an electronic format that can be put into larger print or used with audio readers etc., using the relevant software.
- **Education** – Planning matters are often complicated, and it can be difficult for people to understand how they can get involved or influence decisions. We will promote and explain the use of email alerts and Public Access in local magazines, web news articles and mailings to targeted groups. We may use training sessions within the community or online guidance notes to encourage involvement. Where possible, we will improve the accessibility and ease of submitting comments using the Council website and Public Access. The relationship with Leeds Beckett University Planning School is ongoing and the possibility of future training programmes/planning camps will be explored.
- **Students** – Leeds has a relatively young age profile, with 18.7% of the population aged 20-29 years old, compared to an average of 12.8% for the whole of England (2020 estimate), thanks in part to the number of well-regarded universities within the City. We will create links with UNIPOL, landlord organisations, Student Unions and the Universities and make the most of digital formats, including websites and social media. We will make our web content mobile-phone friendly to appeal to this section of the population.

2. MONITORING AND REVIEW

- 3.2.1 We would like to monitor the effectiveness of the Statement of Community Involvement by considering a series of targets to assess whether we are increasing our reach with

engagement within different communities around the district. We think some measurable and deliverable targets are:

1. We will receive responses from every neighbourhood on district-wide plan-making consultations.
 - We will seek to achieve this by targeting promotions within neighbourhoods, piggybacking on events within neighbourhoods and close working with locality teams and Community Committees.
 2. We will increase the positive feedback received on the accessibility and clarity of consultation from all groups, particularly from those rarely engaged in planning.
 - We will seek to achieve this by carrying out plain-English checks, having summary versions of consultation material, clarity on what can and cannot be influenced from the consultation and a focus on priority neighbourhoods
 3. We will ensure that young people feel engaged and included in planning consultations and have been able to make their views known in a way that that is easy, accessible and fun.
 - We will seek to achieve this by working with Children's Services on a Youth Engagement Strategy to involve the Youth Council, Youth Ambassadors, schools, colleges and youth groups. This may involve workshops, the use of videos, social media/apps and newsletters/bulletins via the City's youth network.
- 3.2.2 We will use these indicators to review the success of different approaches to consultation, listen to feedback, and consider whether the consultation responses received have led to changes in planning documents. This assessment will be published in the annual Authority Monitoring Report (AMR).
- 3.2.3 We intend to review the SCI every 5 years from the date of adoption and/or if there are changes in legislation, changes to communication/digital technologies, significant changes to demographics etc.

3. FURTHER HELP

- 3.3.1 There are a variety of different sources of help available regarding the planning matters discussed in this SCI:
- **Leeds City Council website** – Information on the planning application process, our adopted planning documents, current consultations and access to planning applications and planning history.
<https://www.leeds.gov.uk/planning>
 - **The Planning Portal** – Information on plans, appeals, applications, contact details and research areas.
<https://www.planningportal.co.uk/>
 - **Planning Practice Guidance** – Guide to all aspects of the planning process.
<https://www.gov.uk/government/collections/planning-practice-guidance>

- **Planning Aid** – Offers free, independent professional advice on planning issues, particularly to disadvantaged groups.
<http://www.rtpi.org.uk/planning-aid/>
- **Local Government & Social Care Ombudsman** – A service that investigates complaints from the public about Councils and some other public services.
<https://www.lgo.org.uk/>
- **Our Address**
City Development, Merrion House, 110 Merrion Centre, Leeds, LS2 8BB
- LCC's Pre-application service– contact with queries or questions regarding development – telephone (0113) 2224409 or email planning@leeds.gov.uk
- Planning Compliance team – report possible breaches of planning control - email planning.enforcement@leeds.gov.uk

Appendix 2 Representations Received to Consultation on Draft SCI - March and April 2022

Rep Ref	Representor Name	Agent	Summary
01	Natural England		We are supportive of the principle of meaningful and early engagement of the general community, community organisations and statutory bodies in local planning matters, both in terms of shaping policy and participating in the process of determining planning applications.
02	The Coal Authority		It is noted that this current consultation relates to a draft Statement of Community Involvement, I can confirm that the Planning team at the Coal Authority have no specific comments to make on this document.
03	R Plum		<p>I support the draft of the: Statement of Community Involvement Consultation, because it sets out the principles of consultation and engagement, which the City Council state they commit themselves to follow.</p> <p>I note however, that the draft is selective, as it only applies to the Planning Department and is not Council wide. It is for that reason I ask the council to reconsider and improve the draft, so that the council and all its departments, not least Highways and Transportation, are committed to the SCI, as this would ensure the council meets the aspirations of its 2020-2025 council plan.</p>
04	S Glover		<p>Community engagement is intended to keep us informed, whereas Consultation invites us to respond to matters where the decisions can be influenced by your response.</p> <p>You offer qualified support draft of the Statement of Community Involvement because it sets out principles of consultation and engagement which the City Council state they Commit themselves to follow.</p> <p>I note however that the draft is selective as only applies to the Planning Department and is not "Council Wide". It is for that reason I invite the council to reflect on and improve the draft so that the council and all its departments, not least Highways and Transportation are committed to the SCI, as this would ensure the council meets the aspirations of its 2020-2025 best council plan.</p>
05	Susanna Fieldhouse		<p>In respect of the above referenced consultation, I wish to give my qualified support to the draft of the Statement of Community Involvement because it sets out principles of consultation and engagement which the City Council state they Commit themselves will follow.</p> <p>I note however that the draft is selective as it only applies to the Planning Department and is not "Council Wide" . It is for that reason that I would invite the council to reflect on and as a result improve the draft so that the council and all its departments, not least Highways and Transportation are committed to the SCI, as this would ensure the council meets the aspirations of its 2020-2025 best council plan.</p>
06	Rothwell Neighbourhood Forum and Carlton Village Neighbourhood Forum		<p>Part 1 -</p> <p>Groups/forums to deliver on producing a NP, have often revealed an entire ignorance of the processes at work to configure planning policy or awareness of consultations of the subtleties of Planning Application protocols.</p>

Rep Ref	Representor Name	Agent	Summary
			<p>In part this is due to Council methodology of notification but also absence of adequate engagement and explanation of the need for people to respond. More effort is needed to explain the terminology, how the process works and why it matters that people do respond.</p> <p>In other words, the reason for doing these things needs to be spelled out explicitly. Transport SPD cited as an example, technical, lengthy document. More than one consultation on the go at any one time, not helpful.</p> <p>One of the key issues is access to information and the ease with which relevant details can be identified and assimilated. Part 1 highlights the need to use “plain English at all times”, something which has not been inherent within consultations in the past and even the present consultation is guilty of an overuse of acronyms.</p> <p>While consultations often relate to quite complex issues it is important that the language and configuration of consultation documents is simplified, and obviously complex points are described in more simple terms. The same is true in respect of the language used to report results of consultations as otherwise the aim of transparency described in Part 1 will not be fulfilled.</p> <p>In consideration of “Ambitions” in 1.3.3, there is concern that lack of funds may translate into a dilution of the aims of this Statement and that this could be used an excuse to avoid what so clearly needs to be done to ensure all-embracing public engagement.</p> <p>Part 2 – DDP stages, Table 1 highlights the stages of public notification, and the aims are laudable. However, this represents a sea change in terms of presently adopted methodologies and there is concern, reflecting the aforementioned “Ambitions” that resources will not be substantial enough to do the job properly and comprehensively.</p> <p>At this point and because it is referred within Table 1, Stage 1, it is pertinent to mention that information on the LCC web site in terms of consultation could be better. Having a segregated LCC website devoted to consultations etc. would be easier to negotiate than the holistic website that contains lots of other non- related issues and services (something that is alluded to in section 2.1.9) People often report to us, once alerted to a consultation, that they can’t find it on the LCC website and at that point “engagement” is lost before it has had a chance to start. Once in a position to respond to a consultation there can often be the potential for repetitive multiple forms that are very arduous and time consuming to complete, certainly this was true of some of the consultation initiatives allied to the Site Allocation Plan where only the keenest of responders was likely to provide a comprehensive view.</p> <p>In short there is nothing wrong with the protocols allied to consultations on the DPP or SPD as collated in Part 2. However greater effort is required to make consultations understandable to the public and also to avoid what can only be described a tick box mentality where honest consultation does not really take place. In the past, there has on occasion been a feeling that the complexity of consultations is deliberately intended to reduce opposing responses, while at the same time allowing a claim to be made that in depth consultation has occurred.</p>

Rep Ref	Representor Name	Agent	Summary
			<p>Para 2.1.9 contains a number of initiatives and the aforementioned dedicated web site, notices in <u>local</u> newspapers and explanatory workshops are all critical if consultation is to be truly inclusive, but again the proviso allied to resource remains a concern.</p> <p>There needs to be clarity about where resources will be expended, but the items referred to are considered obligatory.</p> <p>Neighbourhood Forum made to responses to planning applications. It can be reported that the Public Access on the website is very effective, but can also be frustrating and particularly the timeliness of Consultee responses, which are often pertinent to observations made either by NP groups and the public. There is also an element of inconsistency and a lack of explanation where what appears to be a key requirement is suddenly ignored or removed from consideration.</p> <p>In para 2.2.5 it is stipulated that there is no legal requirement for developers and applicants to engage with local communities.</p> <p>However, particularly in respect of more major developments, where the impact on a local community will be substantial, more should done to encourage those developers to more actively engage with the community. It is hoped developers in future will adhere to the advisory planning protocol that has been produced and referred to in this paragraph. The intent of paragraph 2.2.7 is supported and as Neighbourhood Forums we are very keen to be contacted by prospective developers to make our views known.</p> <p>In respect of commenting on planning applications, one of the great frustrations we as NP groups have felt, is that our objections to applications which are usually detailed, and the result of much effort do often seem to be ignored even where considerable evidential information is provided, and some level of feedback would be advantageous. It is however recognised that there have been resource issues within the Planning Department and this has clearly impacted on things like consistency of judgement.</p> <p>Referring to para 2.2.24, it has been our experience, when reporting a planning inconsistency that has resulted in the Planning Compliance Team being involved, that no formal response is forthcoming in terms of what has been discovered i.e. there is very little, if any, feedback via case officers etc. This is something that needs to be more strongly advocated.</p> <p>3. Neighbourhood Planning – Established for 10 years. Respond to consultations and planning applications. Have over time developed some knowledge of local planning issues.</p> <p>It could be argued that the council, who indicate they are anxious to involve local residents are ignoring a reservoir of local knowledge and experience.</p> <p>The Report to the Development Plans panel (Scoping Report on the Statement of Community Involvement) that includes community feedback highlights a number of issues that have not been accounted for in the consultation under review such as the equivalence of rights of Neighbourhood Planning Groups with Parish Councils and the need to</p>

Rep Ref	Representor Name	Agent	Summary
			<p>involve Neighbourhood Planning groups more closely with ongoing planning applications and plans panels and input into the preapplication process.</p> <p>The assertions in terms of resources to be made available in respect of Neighbourhood planning groups are welcomed, particularly the idea of appointing a named officer as a primary point of contact between Neighbourhood planning groups and the Council. The suggestion of enhanced levels of support, subject to status, for the groups is also welcomed.</p> <p>Part 3 - Much of what is contained in this part of the document is difficult to contest and the proactive stance that is suggested is supported as are the levels of inclusivity described. Young people and more elderly people and those people with disabilities are voices that must be heard and the idea of Youth ambassadors in para 3.1.2 is particularly supported.</p> <p>The use of intermediaries to properly explain some of the complexities of the planning process, easy access to information and increased levels of education are all certainly required if understanding and engagement in planning issues and associated consultations is to be successful.</p> <p>In respect of information, education and notification it is considered important that these details are actively available in local magazines web news articles and email alerts and not just the subject of isolated press releases. Greater account should be taken of those who do not have online facilities and for example greater use should be made of community noticeboards.</p> <p>Finally, a means of feedback as described in 3.2 is considered critical if real and tangible improvement is to be made to the process of community involvement. Though it is suggested in a climate of profound social and political change that a review of the Statement of should be more frequent than five years. In addition, this extended timescale exemplifies a lack of proactivity to ensure communities are properly informed and that iterative improvements can be made in a timely manner.</p>
07	Garforth Neighbourhood Planning Forum		<p>Section 3, Format and Principles - This draft is in the main clear and in plain English, however, para 1.1.2 and para 1.2.6 uses the term 'local communities' and 'a sustainable way'. Both of these terms can have different interpretations.</p> <p>Does 'local communities' mean Leeds residents or would it mean Garforth residents?</p> <p>Does 'a sustainable way' mean that the NPPF para. 8 interpretation of an economic and social Objectives. OR would it mean that all development be preceded by all the necessary infrastructure and public services prior to development.</p>

Rep Ref	Representor Name	Agent	Summary
			<p>In the recent SAP when another 2.5K homes were proposed the infrastructure had not been costed or funded and the contributions from developers allocated / ring fenced for improvements to M1 junction 46 and not Garforth's congested roads. (SAP Background Infrastructure paper).</p> <p>The draft is a suitable length with useful links.</p> <p>Question 3-The consultation principles need to include Cross Council Consultation. Relating to SAP consultees, there did not appear to be any references/ responses from major consultees who have to provide the necessary infrastructure and services. Garforth Food group - Again there appeared to be no references/ responses from departments with these responsibilities.</p> <p>Section 4 Planning Matters Question 4 – Para 2.1.3 SPD's. GNPf responded to the Hot Food Takeaway SPD consultation and highlighted concern that the HF2 policy could potentially allow 39 HFT outlets, which although unlikely, illustrated the problem with the proposed policy. GNPf also highlighted the absence of any consultation with and response from the Health and Well being Board. Unfortunately, none of these concerns were addressed.</p> <p>Para 2.1.7(table 1 stage 1) The last bullet points states that the consultation will set out who was involved, issues raised and LCC response. The consultations need to include all interested/ involved including all LCC council departments. This bullet point is repeated in stage 2.</p> <p>At Stage 4 examination in public. GNPf attended and took part in the SAP Inspector Hearings. Unfortunately it was not always possible to hear all the presentations and responses as although there were microphones the presenters always looked and directed their speech at the examiner instead of the microphone so many around the table and certainly in the audience were unable to hear. Could these hearings be recorded in future?</p> <p>Table 2 Stages of involvement in the preparation of SPDs. Stage 1 the last bullet point states that the published report will include details of who was involved, main issues raised and LCC responses. By Main issues does this just mean the issue raised most frequently? There could well be other issues not mentioned by other respondents. In the responses to the SAP submission Draft many of the comments raised by GNPf were not addressed. e.g. The inclusion of grade 2 agricultural land for a major housing proposal despite the Sustainability Appraisals stating that other land of a lesser grade be allocated instead. This comment submitted was not listed nor responded to following these consultations.</p> <p>Para 2.1.9 (10th bullet point) states that Town, parish Councils and Neighbourhood Forums will be used to provide information and signposting. Town and Parish Councils have established methods of communicating with their residents (Strategically placed Notice boards within the area and regular delivered newsletters).</p>

Rep Ref	Representor Name	Agent	Summary
			<p>Unfortunately Neighbourhood Planning Forums have difficulty communicating with residents. GNPF has one notice board in the library and can only communicate via a GNPF website / Facebook page or members e mail communications. It is surprising how many residents are still not aware of the GNPF despite the many events that have been held over the past 6 years and have not accessed the GNPF social media.</p> <p>Section 4 planning Matters question 5 Planning application publicity,</p> <p>Para 2.2.4 Applications not published. It would be helpful if a simpler explanation were to be given with examples.</p> <p>Para 2.2.5 pre applicant enquiries. Often with major developments actual applications (and pre applications) may only be submitted in phases to utility providers so that the cumulative impact may not be considered. This issue needs some consideration eg health care and educational provision.</p> <p>What would make it easier to comment</p> <p>Para 2.2.9 last bullet point. Links to these relevant documents should be given.</p> <p>Para 2.1.12 Site visits are mostly planned for late morning. These visits need to be made during the times when panel members can see the traffic congestion at peak periods. When the former Garforth clinic site was discussed panel members came late morning. If they had been present during the rush hours they would have seen the traffic congestion and cars queuing polluting the area where children walk to school.</p> <p>Para 2.2.13 The link to the planning portal is straight forward but it would help if the relevant local authority policies were also indicated, and links given.</p> <p>Para 2.2.14. Discusses a planning balance and the positive aspects of application outweigh the perceived harm. Without precise definition and examples the positive aspect may just be interpreted as 'more houses to meet targets'. The SAP Sustainability Appraisal document allocates a + SA7 score to any development regardless of the other 0 or -Ve SA scores.</p> <p>Para 2.2.17 Plans panel meetings open to public. This does not mention that only 4 minutes are allocated in total to speak. This does not allow for any meaningful detail to be given to panel members who rely on the officer's report which has not addressed the concerns raised by the objectors. It has been noted and it is unfortunate that voting is party lead.</p> <p>Para 2.2.6 The link to the General Permitted Development Order is helpful but unfortunately it is not in plain English which rather negates one of the LCC consultation principles. Could a 'plain English' translation be given?</p>

Rep Ref	Representor Name	Agent	Summary
			<p>Neighbourhood Planning Question 6. GPNF has found the assistance given in the preparation of the plan has been helpful. Para 2.3.6 The term high growth area is used, please can this be given a definition.</p> <p>Section 5 methods of engagement The methods suggested are all to be welcomed. In Parished areas details of planning issues are automatically discussed and, having established methods and finances, communicate to their residents and meetings organised. In non parished areas this does not happen and the LCC methods often do not reach many residents. The Issue and Options consultation in 2013 and the Core Strategy was not communicated to the residents at the time despite Garforth being allocated as a major settlement.</p> <p>Section 6 Indicators to help measure success. GNPF have recognised that lack of awareness on major planning issues is a major problem. Residents have busy lives with little time to spare and are often cynical in their collective ability to influence outcomes as past intervention has not influenced any decisions. Eg the closure of the Garforth Clinic at a time of major proposed housing expansion.</p> <p>Planning terminology is not straight forward. There is a section on the planning section website which gives explanations eg. what they will consider, however without further detail these statements are very subjective and open to interpretation to what seems to be the advantage of the applicant.</p> <p>A measure of success would be an increase in the number of informed comments made in response to application and all of the comments made responded to fully by the planning officers.</p> <p>Section 7 Further comments Part 3 of the Draft para 3.1.1. states that the population of the Leeds District is predicted to increase from 798,786 to 939,000 and 1 million. This statistic looks to have been taken from a 'World population review' website However it does not explain how the figure for 2022 has been calculated nor why this % increase is expected to continue when the national birth rate is declining.</p> <p>The inflated housing target calculated for the recent SAP which required the release of green belt agricultural land was not accurate, necessitated a target reduction and did not justify the release of Green Belt land. This predicted vast increase in the Leeds population and the implicit need for housing and housing sites, infrastructure, health and education services should be openly discussed and not just accepted.</p> <p>The Development Plan Panel does not have representatives from every ward, therefore some ward cllrs are not able to influence any decisions taken. It would be helpful if the relevant ward member took part in any discussions which may involved major developments within their area eg Local plans.</p>

Rep Ref	Representor Name	Agent	Summary
			To be open and transparent all council and regional departments should be statutory consultees in all early planning discussions involving proposed major development within the city and their responses published alongside those of individual residents and developers. This is vital when the next planning period discussions commence.
08	Historic England		Thank you for your consultation of the above document. I can confirm that Historic England has no comments to make on the Statement of Community Involvement
09	Wetherby Civic Society		<p>Format and Principles Other - Clearly written by local government officers it is relatively clear but still full of "planning speak", long sentences and many residents will be put off by the long length and depth of the draft document.</p> <p>Having a greater knowledge of the planning process than most, through my 36 years as a commercial property solicitor, your objectives are entirely admirable, but I wonder how many "ordinary" members of the public will be bothered to look at the draft and once they have, to read all of it through.</p> <p>Many people feel that when they do comment on a draft plan or application, they are ignored by the relevant councillors, planning officers and developers, who carry on regardless, often just looking at the particular site/development without for example looking at it's impact on the local landscape, which can be enormous, as with, for example, the spread of residential development west of Harrogate, visible form the Leeds/Harrogate Road. Many people often this any application for a large development, commercial or residential, there is a presumption in favour of the applicant. These comments are made in my personal capacity.</p> <p>Q3 - There is little trust in the planning system, as above people think that whatever they say, there is a presumption in favour of big applications, yet if someone wants to extend their home the application will be given them third degree by a planning officer, whilst other applicants ignore planning conditions and little or nothing is done by way of enforcement.</p> <p>Planning Matters Q4 - Clarity of language is essential, clear concise and avoiding planning and local authority speak! Keep initials and long titles to a minimum.</p> <p>Q5 - Documents could always be clearer, you are seeking to inform lay people as well as professionals. Use local media, parish and other notice boards, including those in supermarkets. To many people social media is not something they do or would want to do not everyone has an expensive smartphone or laptop. Have you ever tried to access a computer in a branch library!</p> <p>Q6 - My earlier comments apply, named direct dial officers are always helpful, nothing is more frustrating than facing the interminable choose from the following options interrogation before you stand any chance of talking to a real person!</p> <p>Methods of Engagement Article in local newspaper</p>

Rep Ref	Representor Name	Agent	Summary
			<p>Face to face meetings Leeds City Council website Notifying you via email Posters/leaflets</p> <p>Other - Your website is somewhat complex almost too many choices. Look at it from the point of view of a lay person who may not be fully computer literate.</p> <p>Q9 Indicators to help measure success Again, communication to the people who have gone to the trouble to take part in the consultation, a personal email or letter, saying what their input did in the consultation and why it was agreed or disagreed with.</p> <p>Further Comments Communicate, keep it simple and remember the use of smart phones, computers, social media and text messaging is not universal! In the communities that do not respond to consultation, local champions might be a help, but many of these communities might feel it really isn't anything that affects them directly, so they might nit want to get involved.</p>
10	George Hall Scholes Community Forum		<p>Format and Principles Other - Stages 1 to 6 are clear and informative. Sign posting however leads to documents which are full of Technical Jargon and for the less well informed "off putting" to the engagement process. Something requites to be done in future to simplify and overcome this. Planning is not just for the Town hall planning officer, developers and their agents. I am concerned that the Technical Evidence gathering for plans is not better explained and how communities can be involved in this process</p> <p>Q3 - I strongly support with principles of Consultation & Engagement agreed with the SCI Engagement Group aka "Smart Principles". These must however not just be limited to Local and Neighbourhood Planning Consultations. The draft requires revision to state ALL Consultations and Engagement are included in the SCI</p> <p>Q4 - Para's 2.1.8. These principles do not address the concerns of the Hard-to-Reach groups especially those for whom English is not their first language.</p> <p>Para 2.1.9 Public Meetings within local communities attended by officers is not listed and the use of the word "may" was discouraged by the Engagement group. ie negative or aspirational commitments in the SCI must be avoided.</p> <p>Para 2.1.11 If public meetings are held perhaps stakeholders could submit written comments and hand them to officers. Not all are computer literate and many are reluctant to write letters. There is room for improvement here</p>

Rep Ref	Representor Name	Agent	Summary
			<p>Para 2.1.12 Feedback principles are Welcomed</p> <p>Q5 - Para 2.2.2 perhaps an explanation of a "valid application" would be appropriate. Valid suggests that officers consider the application policy compliant Clearly refusals at the decision stage illustrates the reason is non-compliant applications.</p> <p>Planning Appliaction Publicity meets the Statutory Procedure orders. Some ward members publicise planning applications on social media the SCI needs to encourage this</p> <p>Table 3 of the draft notably does not include Neighbourhood planning Groups or interested parties/Community Groups registered with the council They must be included, not all communities are "Parished"</p> <p>In order that this document achieves its objective the council needs a dedicate a planning officer who by working with ward members would improve the opportunities of engagement. This particularly applies to the preapp and front loading process.</p> <p>Q6 - The council's support for NDP groups is acknowledged as exemplary. The length of time preparing NDP's is far too long "conformity with the local plan" has long been an issue. The need to emphasise that NDP's are specific to the local designated area cannot be over emphasised. Volunteers drop out because of the long time commitment. Garforth Neighbourhood forum are having to "jump through hoops" and this is unreasonable.</p> <p>The appointment of consultants has not proved particularly effective even where grant funding has been applied. Policy requirements for some reason need to be in Technical Language to satisfy independent examination inspectors. Monitoring has turned out to be an issue with NDP local policies not being understood by planning case offices when preparing reports.</p> <p>"Made plans" are not open to interpitation queries on policy need to be correctly resolved by case officers liasing with the NDP group to avoid doubt.</p> <p>Again a designated officer working with ward members could prove a useful link and lead tp improved outcomes</p> <p>Methods of Engagement Face to face meetings Leeds City Council website Online meetings Social media posts (Facebook, Twitter, Linkedin etc.)</p> <p>Other – Elected members need to be encouraged to post on social media, planning applications on a weekly basis. This would overcome reliance on the LCC portal and communities complaining "they were unaware" of emerging applications in their locality.</p> <p>Should the forgoing be unacceptable, another possibility is to appoint "Community Champions"</p>

Rep Ref	Representor Name	Agent	Summary
			<p>The councils web site becomes one of choice with regular use, one of the prime reasons, I am told, it is not used is "the need to register"</p> <p>Indicators to help measure success</p> <p>The header statement 9 is disappointing as the words "Aim and Could" imply aspirations rather than a positive commitment. Replace with the word WILL.</p> <p>In approaching bullet point four explanation of "Planning Balance" which outweighs National or local policy or sustainability criteria requires explanation, it is not understood by the public & is an "Elephant in the room"</p> <p>The feedback and "Outcomes" of consultation are essential and those shown above must be shared with communities. Importantly the numbers of respondents in order that the success of the SCI can be taken into account</p> <p>Monitoring of the SCI must be carried out annually and the assessment included in the council's Annual Monitoring report</p> <p>There are a number of signposted documents in the draft which point to "evidence gathering" these are written in technical jargon which are directed towards "Town Hall officials, officers and developers" while at the same time informing individuals and communities that they are "Material considerations" both in plan making and the Planning Application process. These need simplifying if not now then at the next plan review.</p> <p>Information gathering also includes The Strategic Market Housing Assessment and the Strategic Housing Land Availability Assessment /Site Allocations are important to communities. Information on how these are compiled & made publicly available is missing from the draft.</p> <p>Of concern is that Environmental Assessments are prepared by developers or council officers without any local engagement Why?</p> <p>Further comments</p> <p>The Draft points out that the SCI is a statutory document required for development planning policy. It is clear that the focus of this draft relates to plan making and planning applications and the engagement/consultation deemed appropriate to satisfy that legislation.</p> <p>Furthermore unlike earlier drafts the consultation draft fails to explain the difference between engagement which is to inform and consultation which has the added benefit of respondents being able to influence decisions before they are made.</p>

Rep Ref	Representor Name	Agent	Summary
			<p>MOST IMPORTANT is the draft fails to address and misses the opportunity on how the the council will engage with its citizens on other matters outside the planning portfolio which are important to those living and working in Leeds.</p> <p>This could be done by adopting a "COUNCIL WIDE" Statement of Community Involvement" and become an Exemplar City.</p> <p>The Leeds City Council's departments of Highways and Transportation; Environment; Health; Education and Economy amongst others should also conform to the principles of the Engagement and consultation evidenced in Paragraph1.3 of this draft. Such a commitment would support the aspirations og the "Best Council Plan 2020 2025".</p> <p>The recommendation to provide a Council Wide Statement of Community Involvement is included in the report written by Prof. Gavin Parker of the University of Reading for Civic Voice which was reported to the Development Plans Panel in January 2022.</p>
11	Nicola Midgley		<p>Format and Principles Other - link to NP didn't work, para 1.2.7</p> <p>Planning matters Q4 - Just ensuring that those without internet access are informed and can get involved.</p> <p>Methods of Engagement Article in local newspaper Leeds City Council website Notifying you via email Posters/leaflets Other - Posters in libraries and on local notice boards</p>
12	Mike Piet		<p>Format and Principles Q3 - Consultation on planning applications is important and it should be carried out at the earliest point possible in a scheme's development. While it is acknowledged that this is the responsibility of the applicant, LCC should take particular notice of any lack of consultation and include this in its consideration of the application.</p> <p>Where large schemes are the subject of extensive preapp consultation, applicants should be required to engage widely with the community prior to 'agreeing' a scheme with LCC officers.</p> <p>Planning matters Q4 - A four week consultation period for SPDs is not sufficient, particularly if groups do not have frequent meetings by the time notification has been received and a meeting set up, there is little time to make a considered contribution to the debate.</p>

Rep Ref	Representor Name	Agent	Summary
			<p>Q5 – Material is uploaded to the LCC Planning Access in a haphazard way, with sections of documents (eg a D&AS for a large application) in the wrong order, split apart or given the same title on other sites used by other Councils, documents are dropped into standard subheadings or subfolders.</p> <p>For most people the D&AS is a quick way to get an overall appreciation of a project and should be up front in any list. Large, significant or controversial schemes or those of particular interest could be highlighted on a 'top twenty' list which would be first up on entering Public Access.</p> <p>It is stated that there is no opportunity to comment on various types of application. One of these is Discharge of Conditions this could be an issue if it is determined that a condition has been discharged by an action which is not in accordance with the initial plans. It is acknowledged that there may be legal issues here but if there has been a change, consultation should be allowed.</p> <p>With regard to commenting on Non-Material Amendments, it is assumed that the decision as to what is a NMA is made by the planning officer. If this is the case, care needs to be taken to ensure that the scope or scale of any changes made as a NMA are not such as might be of interest to the wider community, and especially any consultee who has made past representations on the plans. Eg if someone has commented on the design, a change in brick colour should not be seen as a NMA but as a change upon which the community should be consulted.</p> <p>Methods of Engagement Face to face meetings Leeds City Council website Online meetings</p> <p>Indicators to help measure success The key is the last does consultation really make a difference? What gets changed as a result of the consultation.</p>
13	Harewood Parish Council		<p>Format and Principles Other - The information is very useful but the document is quite lengthy and verbose. Clearly it has to be extensive to contain all the required information but some sentences are a bit expansive.</p> <p>Q3 – I agree entirely with the observations made in this section. However, it is a bit of a wishlist and it does not really say what happens when any of these aspirations are not met.</p> <p>Planning matters Q4 - This is a clear and informative section and similar to the planning process that I have been involved with in another local authority. Table 1 is very clear and it seems to work in practice. Table 2 is also clear but we have no experience of this part of the process.</p>

Rep Ref	Representor Name	Agent	Summary
			<p>Table 3 could benefit from some grouping of information in the first column to avoid the numerous and tedious repetitions in the second column.</p> <p>The Site Development Plan is a crucial part of the planning process, and I was extensively involved in this stage at my previous council. It can be very contentious. We had a very close and constructive relationship between the Parish Council and County Council in this unitary authority. I have not seen much evidence of this close relationship between Parish Council and Leeds Council in my time as a parish councillor.</p> <p>Q5 - Our experience at Harewood Parish Council is that the planning process generally works well. We are consulted about developments in our area and we feel that our comments are noted. Some of the complex applications are beyond our ability to pass informed comment and we generally make a note on these applications that we defer to the expertise of the planning department.</p> <p>There is one issue that causes the Council some concern retrospective applications. We have noted several applications where the work has already been completed and the applicant is seeking retrospective permission. Some of these applications are not in keeping with the neighbourhood and have been declined by Leeds Planning. The difficulty here is enforcement. It would appear that when retrospective permission is declined, some applicants simply ignore the decision and leave their property with the unauthorised development. We make a note of these in our Parish Council Minutes but the list gets longer and no action seem to be taken to enforce the decision of Leeds Planning Department to have the offending structure removed and the property reinstated to its original position. We recognise that there is an appeals process but it takes too long.</p> <p>Q6 - We have not been involved recently in producing a neighbourhood plan. I was produced a neighbourhood plan in my previous capacity as chair of a parish council in Shropshire. So the stages identified in the Leeds document look familiar and workable.</p> <p>Methods of Engagement Face to face meetings Leeds City Council website Notifying you via email</p> <p>Indicators to help measure success We have a regular flow of good quality planning information which is distributed to Parish Councils members. It would be helpful to have some mechanism to handle retrospective planning applications where permission has been refused.</p>
14	Louise Harper		<p>Planning matters Q4 - Openly advertise meetings on social media that we can attend online to have a say and see what is actually being discussed.</p>

Rep Ref	Representor Name	Agent	Summary
			<p>Q5 - Make the admin side of it easier. Leaving tons of information just to be able to put forward one sentence is too time consuming and means most people can't be bothered.</p> <p>Methods of Engagement Face to face meetings Notifying you via email Online meetings Social media posts (Facebook, Twitter, LinkedIn etc.)</p> <p>Indicators to help measure success All of the above should be the bare minimum.</p> <p>Further Comments Listen to what local people are telling you in these consultations. We live here, every decision you make, for whatever reason good Or bad, directly affects us EVERY day. It might not be what you want to hear but when we tell you what we want or need in our local areas it is because we live these issues all the time.</p>
15	Cheryl Ferris – Stewart		<p>Format and Principles Other - Needs to less jargon. Needs to be more clear and direct with what it plans to do.</p> <p>Planning matters Q4,5,6 - I cannot see page numbers on this that you sent https://www.leeds.gov.uk/planning/planningpolicy/adoptedlocalplan/statementofcommunityinvolvement(1df)/statementofcommunityinvolvement(sci)consultationdraft</p> <p>Methods of Engagement Article in local newspaper Face to face meetings Leeds City Council website Notifying you via email Online meetings Posters/leaflets Social media posts (Facebook, Twitter, LinkedIn etc.) Youtube videos</p> <p>Other - Tiktok is a massive growing platform amongst the younger generation as well as my age group I'm near 38.</p>

Rep Ref	Representor Name	Agent	Summary
			<p>Indicators to help measure success I cannot see page numbers on the link you sent</p> <p>https://www.leeds.gov.uk/planning/planningpolicy/adoptedlocalplan/statementofcommunityinvolvement(Ifd)/statementofcommunityinvolvement(sci)consultationdraft</p> <p>This needs revision Also needs to be more accessible such as being able to change the font to dyslexic font or changing the background to black.</p>
16	John Fenton		<p>Format and Principles Other - the links are very good and pass you to more detail by subject, its good as it means you dont have an overlong SCI.</p> <p>Q3 - the only comment i have is that of ensuring that enough people are made aware at the correct stages of such areas, i am particularly concerned that there are no target figures or percentages of Leeds population for example that is a target for comment or communication a</p> <p>Planning matters if you have the details of the target audience for each planning document then could you not use the council tax information to contact these people by email etc , its just a thought as to ensure you have made full effort to allow residents to respond</p> <p>Methods of Engagement Face to face meetings Notifying you via email Posters/leaflets Social media posts (Facebook, Twitter, LinkedIn etc.)</p> <p>Indicators to help measure success it's a good proposal in my opinion, the only point i would make again is that perhaps there needs to be at least a minimum sample to ensure feedback is robust</p>
17	African diaspora workers		<p>Format and Principles Other - Student in Leeds should be supported more to navigate through their University life and high cost of living. The council could come with a formulae on student affordability of the council tax, this is immediately after end of their studies such as subsidies their council tax after the end of their studies while they look for stable jobs.</p> <p>Q3 - Inclusive</p> <ul style="list-style-type: none"> • Consultation should be more open and accessible to engage to reflect the diverse of the community we live in. • More work and commitment is needed to eliminating discrimination and advancing equality of opportunity.

Rep Ref	Representor Name	Agent	Summary
			<p>Methods of Engagement Article in local newspaper Face to face meetings Leeds City Council website Notifying you via email Online meetings</p>
18	Andy Bagley		<p>Format and Principles Other - Far too long. Many people will not read it because of its length.</p> <p>Planning matters This section is clear about the approach but is not clear about how you will ensure that this approach is followed by all parts of the Council. There have been problems with inadequate consultation on ELOR, in particular with roads being closed at short notice and despite local opposition. This type of consultation failure is unacceptable.</p> <p>Methods of Engagement Face to face meetings Leeds City Council website Notifying you via email Social media posts (Facebook, Twitter, LinkedIn etc.)</p> <p>Indicators to help measure success All good, but who within the Council is responsible for tracking these indicators? How do they monitor them, and how frequently? How do they ensure that all types of planning are included?</p>
19	Gaynor Edwards		<p>Format and Principles Other - It is too long. You should make it clear that it will be available in an easy read or picture format and if it available in other languages. 'Other formats' is not detailed enough.</p> <p>Q3 - How will this be monitored? How will we know you have followed these principles? How will this be checked?</p> <p>Planning matters Q4 - You need to advertise as widely as possible. Beyond newspaper adverts and planning notices on lampposts and info in libraries. You need to have them where people are for example in supermarkets, GP surgeries and leisure centres.</p> <p>Q5 - Unfortunately not everyone uses or has access to the internet / a PC/ tablet or other device.</p>

Rep Ref	Representor Name	Agent	Summary
			<p>I am constantly telling my neighbours what is going on as they are just not aware. It's not good enough to state things are available in a paper or other format. People will not request this if they do not know about it in the first place.</p> <p>I think a brilliant idea would be via radio. Surely it's possible to create some kind of radio broadcast (not just for planning) that informs people of what's happening I their local area and city wide. For example "LS14 is getting new play equipment in these two local spaces." you have media people in the Council so get them to be creative to do, what hey are paid for. I think radio Leeds and maybe East Leeds FM could do some kind of regular show...</p> <p>Q6 - We need to be educated to know what kind of comments are accepted in planning applications. I spoke at a planning meeting regarding a pump track. Many people in my street have the same fears about anti social behaviour. It was only at the meeting that I was informed that ASB is not taken into account for planning. How ridiculous!! But I did not know this!!</p> <p>Methods of Engagement Article in local newspaper Face to face meetings Leeds City Council website Notifying you via email Online meetings Posters/leaflets Social media posts (Facebook, Twitter, Linkedin etc.) Youtube videos</p> <p>Other - Please see previous comment. Radio would be brilliant. Advertise in more commercial local outlets e.g. Supermarkets. Other places such as GP surgeries.</p>
20	Patrick Manda		<p>Planning matters Q4 - Letter should be sent out to people who live near the planning. We live near 2 new schools which are been built and we had no idea what's was being built. And the impact it will have in our community.</p> <p>Q5 - Letter sent out with online application to fill in</p> <p>Q6 - Having to 3 schools around each other will have a big impact on the local parks and the traffic. I live in torre mount and the school traffic is really bad and has caused arguments with people on the street. Having kids and teachers coming and going has a big impact like rubbish left by kids buses in and out etc.</p>

Rep Ref	Representor Name	Agent	Summary
			<p>Methods of Engagement Article in local newspaper Face to face meetings Leeds City Council website Notifying you via email Social media posts (Facebook, Twitter, LinkedIn etc.) Other - Someone to get in contact with</p> <p>Indicators to help measure success More schools in my area should mean updating roads and traffic and having street cameras. Traffic has been bad before the 3 schools and schools should have different openings and closing times</p>
21	S Phillips		<p>Planning matters Q4 - My comment is on the ease of navigating the planning process, whether to comment on an application or to influence the direction of the council. I would like to see Planning engaging with and promoting the development of housing coops and alternative forms of housing development.</p> <p>Methods of Engagement Notifying you via email Online meetings</p>
22	Jordan Senior		<p>Format and Principles The draft SCI is clear and in Plain English, right length and is informative, with useful links</p> <p>Methods of Engagement Face to face meetings</p>
23	Jennifer Thomas		<p>Format and Principles The draft SCI is clear and in Plain English, right length and is informative, with useful links</p> <p>Methods of Engagement Article in local newspaper Face to face meetings Leeds City Council website Online meetings Social media posts (Facebook, Twitter, LinkedIn etc.)</p>
24	Carolyn Walker		<p>Format and Principles Other - It feels a bit too long. The English is mostly clear, and I anticipate that there already is a plan for an easy read version (with illustrations) but if not then I think that there should be.</p>

Rep Ref	Representor Name	Agent	Summary
			<p>The opening para states that the document sets out how and when the Council will consult and engage on local planning. As this is the purpose of this document, I think that it should be reordered to reflect this. ie the who, how and when (part 3) should become part 2, and the what, currently part 2 should be part 3.</p> <p>I'm massively interested in all this, but was more keen to find out about the engagement and consultation process than the detail relating to the planning process; and part 2 is very lengthy.</p> <p>Q3 - Yes this is fine.</p> <p>Q4 - I think the information provided is clear. I know that there is reference to accessibility in the current Part 3, but if you choose not to reorder then I think there should be some reference on these pages too. (I have printed a copy of this document to read and so I apologise in advance if the reference to page numbers doesn't correspond with yours)</p> <p>In the table, page 8 bullet point 5 should read 'We will actively seek opportunities to improve equality and social inclusion' (not consider)</p> <p>Bullet point 9 should read '... paper copies and other accessible formats...etc'. Likewise on page 9, Use of abbreviations SA/SEA what are these?</p> <p>In terms of making things easier for people in the community to take part, again, referenced in part 3, but should be a range of options such as: easy read, subtitled videos, BSL interpreter, hearing loop and translators at events.</p> <p>Q5 - The comments above are relevant for this section too, with some additions Page 13 inclusive engagement; probably needs to add Appropriate third sector/voluntary community groups reference to easy read, alternative languages (on request)</p> <p>Page 14 At events, will there be an opportunity for people to leave comments? It seems that everything can only be accepted online or via post which does remove some members of the community from being able to comment.</p> <p>If online is where it's expected that most of the replies should come from, then why can't (appropriate and relevant) comments on social media be collated? Where there are Town and Parish Councils, will there be links from their websites through to the Council website?</p> <p>I know that locally where people have been invited to comment on planning applications where they've been promoted through local social media groups, they've not been bothered to set themselves up through the planning portal. Just wonder if a marketing campaign to encourage to do this might help some awareness. for example, in local community centres, syndicated news items in local parish magazines. Etc</p> <p>Q6 - Yes I think this is straightforward.</p>

Rep Ref	Representor Name	Agent	Summary
			<p>Methods of Engagement Article in local newspaper Face to face meetings Leeds City Council website Notifying you via email Online meetings Posters/leaflets Social media posts (Facebook, Twitter, LinkedIn etc.) Youtube videos</p> <p>Other - I've mentioned a few earlier in this reply and they include: Videos that are subtitled (and can be used at events where appropriate) Engaging with targeted groups (such as Asian women in traditional homes who don't always get an opportunity to have their say or Gypsies and the travelling community) either at dedicated events or through advocates in the third sector. BSL interpreters, hearing loops, and where relevant, interpreters for people whom English is not their first language</p> <p>Easy read versions of documents using pictures for people with learning disabilities (Leeds and York Partnership Foundation Trust have a library of images produced in partnership with service users)</p> <p>I don't have an answer for this one, but not all outlying areas or villages have community hubs or libraries with access to computers, so there needs to be a way of tackling this one especially as the preferred response mechanism is online</p> <p>Indicators to help measure success I think these are fine; the key will be to publish and act on the findings I'm assuming that the Statement of Community Involvement will also have an Equality Impact Assessment that will help identify the gaps and populate the stakeholder map I think I read it somewhere too that those people who request feedback from a consultation will receive it, and as part of the visibility and transparency principles these measures should be part of that feedback</p> <p>Further Comments I think it would be useful to find a way to 'promote' the final SCI and actively engage communities about it and what it does. In my experience locally, and talking to family and friends, people are disengaged from the whole process and don't realise that they can and should actually contribute. The ward councillors and community committees have a great opportunity to be proactive here. When I responded to the online Citizen's Panel link, there were lots of comments from people saying 'they don't listen' (and similar) and so there's an opportunity to demonstrate that actually the Council does. I'm sure it's in your plan, but it would be helpful too for feedback from this consultation</p>

Rep Ref	Representor Name	Agent	Summary
25	Dr Julie Wallbank		<p>Format and Principles Q3 - The issue of inclusiveness is really important. Will there be sufficient opportunities for diverse communities to be informed of significant milestones in the consultation process?</p> <p>Planning matters Q4 - There is no issue in respect of clarity but will the access of diverse communities be met by software translation?</p> <p>Methods of Engagement Article in local newspaper Face to face meetings Leeds City Council website Notifying you via email Online meetings Posters/leaflets Social media posts (Facebook, Twitter, LinkedIn etc.) Youtube videos</p> <p>Other - Face to face meetings will be far more important for those communities with language barriers. It may be advantageous to work with the women's groups of some areas as they may not always have such a public profile or ready access to issues affecting them.</p> <p>Indicators to help measure success The indicators for success are relevant and as might be expected. It is particularly important to get a sense of the degree to which those 'rarely heard' are engaging as they are often the most vulnerable of citizens and least participatory in civic life.</p>
26	Wetherby Town Council		<p>Format and Principles The draft SCI is clear and in Plain English, right length and is informative, with useful links</p> <p>Q3 - Wetherby Town Council having had its Neighbourhood Plan agreed and accepted are seeking confirmation, that reference to the plan is given consideration when planning applications are received.</p> <p>Methods of Engagement Leeds City Council website Notifying you via email Posters/leaflets</p>
27	Kippax Parish Council		<p>Format and Principles The draft SCI is clear and in Plain English, right length and is informative, with useful links</p> <p>Methods of Engagement</p>

Rep Ref	Representor Name	Agent	Summary
			Notifying you via email
28	Patricia Belford		<p>Format and Principles Other - I think many people will be put off by the length and wordiness of the draft. An alternative shorter summary would help engage more readers.</p> <p>Planning matters It is over long and a brief summary should be provided as an alternative so that readers have a choice.</p> <p>Methods of Engagement Article in local newspaper Face to face meetings Leeds City Council website Notifying you via email Posters/leaflets</p> <p>Further Comments An effective way of getting the messages across can be via our local councillors and residents Associations. By doing so you can make it more meaningful to residents.</p>
29	Dr Reinhard Huss		<p>Format and Principles The draft SCI is clear and in Plain English, right length and is informative, with useful links</p> <p>Methods of Engagement Article in local newspaper Face to face meetings Leeds City Council website Notifying you via email Online meetings</p>
30	No Contact details provided		<p>Format and Principles The draft SCI is clear and in Plain English, right length and is informative, with useful links Other - Sign Posts lead to documents which are full of Technical Jargon How can this be overcome? Q3 - No Comment the principles were agreed by the engagement group and recognised as "Smart principles"</p>
31	Bramhope & Carlton Parish Council		<p>Format and Principles Other - There needs to be a shorter version or a summary.</p> <p>Q3 - Trust: bullet point 2 above all there does need to be honesty about what can and can't be influenced and achieved. Otherwise whatever the form or timing of the consultation it will appear to have little meaning.</p>

Rep Ref	Representor Name	Agent	Summary
			<p>Planning matters</p> <p>Q4 - Bramhope & Carlton Parish Council are usually informed about issues concerning draft planning policy documents. We would then inform the community of any need to participate in any relevant consultation. For example as a parish council we informed and encouraged local residents to take part in the SAP process.</p> <p>Q5- As a parish council we are informed of all planning application within the parish. Do not assume that the use of 'digitalisation' will automatically reach different and/or larger groups of people. Planning application notices attached to lamp post may be considered 'old fashioned' but they do get the attention of those who live locally. Those living adjacent to any planning proposal should automatically be informed of any neighbouring planning application.</p> <p>Q6 - As a parish council we have considered the preparation of a Neighbourhood Plan. However after carefully considering this the overall conclusion was that the process takes far too long and gives the impression of being far too complicated. As a neighbourhood plan has to comply with local and national policies there appears to be little opportunity to make a plan specific to the neighbourhood.</p> <p>Methods of Engagement</p> <p>Article in local newspaper Face to face meetings Leeds City Council website Notifying you via email Online meetings Posters/leaflets Social media posts (Facebook, Twitter, LinkedIn etc.) Youtube videos</p> <p>Indicators to help measure success.</p> <p>The extent to which the consultation and engagement activity has influenced the decision/s made and why is the most crucial. Consultation should be meaningful. This links to the earlier issue concerning honesty about what can and can't be done.</p> <p>Further Comments</p> <p>Information concerning changes made to proposals after a planning application has been submitted should also be sent to all those who have commented, even if they have not chosen to track the application on public access. We also hear concerns expressed about the need for stronger enforcement, this includes the enforcement of planning conditions whilst construction is taking place.</p>

Rep Ref	Representor Name	Agent	Summary
032	Walton Parish Council		<p>Format and Principles Other - I found it informative and inclusive.</p> <p>Q3 - I am content with all of this.</p> <p>Planning Matters Q4 - Easier consultation with officers who attend the offices. Q5 - Again we need ready communication for matters needing clarity. Q6 - Our N Plan went very well and gained an award. Enacting the plan however is difficult expensive and drawn out. Communities need to know that knowing what you want and navigating these needs through planning is exhausting, The localism act needs full support</p> <p>Methods of Engagement Face to face meetings Notifying you via email</p> <p>Indicators to help measure success Our N Plan direct engagement was wonderful. Other than N Plan officers others are almost impossible to talk to. Our N Plan officers were encouraging in the extreme. Other comments from elsewhere eg covid, working from home of officers, short staffing and so on are wearing thin.</p>
33	Marie Jones		<p>Methods of Engagement Face to face meetings Notifying you via email Posters/leaflets Social media posts (Facebook, Twitter, LinkedIn etc.)</p> <p>Further Comments The proposed new housing between Scholes and Whinmoor, together with ongoing ELOR development, cannot be sustainable without considerable investment in improvements to the drainage and flood prevention measures in the surrounding areas. I would welcome reassurances that this will be addressed.</p>
34	C Boyle		<p>Format and Principles Other - The SCI may contain the relevant information, but it is not easy to find, access, or absorb by the people who are affected by it. People are busy, they have busy lives, and do not have time to hunt for information that informs them how their local community, and their lives, will be impacted. While I appreciate this information needs to be presented in a formal and legal way, people just do not consume detail in this way.</p>

Rep Ref	Representor Name	Agent	Summary
			<p>You have to be better at explaining how the constant development of villages, towns and green space affects communities of people who may not have access to the internet, are not competent at research, or who are simply too distracted by life to hunt it down. We're finding out when it's too late and we can't do anything about it because you make it too damn difficult to find the detail never mind contest it.</p> <p>Q3 - Define 'easily accessible'. Some of this information has been practically hidden in the past. People are not stupid and are angry at the way our village and its surroundings have been decimated. We feel powerless and need a commitment from the council that our views are heard and considered. Reams of buzzwords and talks of 'honesty' don't really wash any more we've heard it all before. Your efforts on these principles are commendable and I for one will be referring to them every single time we have a ridiculous planning decision approved. I am not convinced.</p> <p>Planning Matters</p> <p>Q4 - 6 pages explaining how you will consult! Do you honestly expect Joe Public to read all of that? It won't happen and you know it. For example, I'm reading this online why is it 'draft', what does 'draft' mean, where's the 'final' and how do I know, after putting in the effort to read it all if it will change? Will I know it's changed? Online, there is no page 7, or 8, or 9, or 10, or 11, or 12, or 13. I'm lost already so you've made is really difficult for me to answer this question. Also, do I read the 'Interim' version? What's an 'interim version'. FAIL. You need to make sure your counsellors are visible and present in their communities to explain and inform on matters that will impact residents. Use social media more efficiently. Use local amenities to be physically present and notify residents with posters, presentations, of planning applications that will affect them. Look around, see how people live and consume information (tip they don't read 50 page documents that aren't numbered and have multiple versions).</p> <p>Q5 - I'm viewing online and I can't find pages 1319. There are far too many links to click through to and read, you make it very difficult to consume this information and present it in a way that makes it very hard to understand. Far too many 'stages' for me to even comprehend (and I have a university degree). It's painful to read. As a resident of Leeds I simply want to know, in very simple language, how planning decisions will affect me directly. Please don't make me search for information and then when I do eventually find it, it's buried away in a rabbit hole of links within links. Help me respond to planning applications by telling me about any near me and letting me comment directly without having to log in and jump through hoops.</p>

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			<p>Or, simply stop saturating our villages and green space with unnecessary building to make money. East Leeds is getting absolutely hammered and the disruption to our daily lives is immense. No matter how many objections you received, all of this building work would still have gone ahead. I have zero faith in any draft or final SCIs you define.</p> <p>Q6 - I'm viewing online and I can't find pages 19-20.</p> <p>Methods of Engagement Face to face meetings Leeds City Council website Notifying you via email Online meetings Posters/leaflets Social media posts (Facebook, Twitter, LinkedIn etc.) Youtube videos Other – please provide details - Just be present in the communities that are affected by the excessive planning.</p> <p>Indicators to help measure success Success can be monitored by the reach of communications to communities and ensuring all residents have an equal opportunity to be educated and respond on planning decisions. Let communities know, well before deadlines, any involvement metrics so those active in consultation matters can spread the word and encourage uptake.</p> <p>Further Comments What happens when the consultation period ends? Please explain that in the same box that you specify the deadline.</p>
35	Lilly Boyle		<p>Format and Principles Other- Its long and a lot to read</p> <p>Q3 - Please ensure that the SCI is cross council, so that every department has an obligation to engage with us.</p> <p>Planning Matters Please ensure that the SCI is cross council, so that every department has an obligation to engage with us.</p> <p>Q5,6 - Please ensure that the SCI is cross council, so that every department has an obligation to engage with us.</p> <p>Methods of Engagement Article in local newspaper Face to face meetings Leeds City Council website</p>

Rep Ref	Representor Name	Agent	Summary
			<p>Notifying you via email Online meetings Posters/leaflets Social media posts (Facebook, Twitter, Linkedin etc.) Youtube videos</p> <p>Indicators to help measure success Please ensure that the SCI is cross council, so that every department has an obligation to engage with us.</p> <p>Further Comments Please ensure that the SCI is cross council, so that every department has an obligation to engage with us.</p>
36	Jack Boyle		<p>Format and Principles Other- Difficult to read online, formatting not great. Generally, the information is good and focuses on development issues.</p> <p>Q3 - Seems fair. Let's see if you adhere to these principles and I'm not convinced these have been applied in the past.</p> <p>Planning Matters Q4,5,6 - The SCI needs to be cross council to make sure every LCC department has an obligation to engage with us.</p> <p>Methods of Engagement Article in local newspaper Face to face meetings Leeds City Council website Notifying you via email Online meetings Posters/leaflets Social media posts (Facebook, Twitter, Linkedin etc.)</p> <p>Indicators to help measure success The SCI needs to be cross council to make sure every LCC department has an obligation to engage with us.</p>
37	Mei-Ling Hsiao-Hick		<p>Format and Principles</p>

Rep Ref	Representor Name	Agent	Summary
			<p>Q3 - Don't really feel any points of the above have been met or achieved to date and that the residents of affected area have been left in the dark often, lack of communications from all aspects.</p> <p>Planning Matters Q6 - This should also apply to cross council.</p> <p>Methods of Engagement Face to face meetings Notifying you via email Online meetings Posters/leaflets</p> <p>Further Comments The SCI should also stretch to cross council, not just by LCC.</p>
38	Graham Slater		<p>Planning matters Q4 - Would be great if LCC management were to make sure the community is actually involved rather than providing a tick box saying if local parish council involved in the decision making.</p> <p>Q5 - Easier webpage links for a given area.</p> <p>Q6 - Already have a NP and are in the process of reviewing it.</p> <p>Methods of Engagement Face to face meetings Leeds City Council website Online meetings Social media posts (Facebook, Twitter, LinkedIn etc.)</p> <p>Indicators to help measure success All good things to have in place, especially the last point. Of course there is little point in doing all this if LCC have already decided much of the direction such as the A64 Park and Ride when it has been stated that much work had been done BEFORE consultation. This indicates the consultation is NOT meaningful and is just done so that another box is ticked.</p> <p>Further Comments In the outer areas of the city there are 33 Parish Councils who can play a vital part in helping get across a message and yet these non political but elected bodies are not seen as being a vital link in the chain.</p>

Rep Ref	Representor Name	Agent	Summary
			ELOR was a classic example of consultation without any outcomes being made to change the plans. The closure of Leeds Road is a further example of lack of communication by LCC officers.
39	Steven Moss		<p>Format and Principles Other - I agree with the draft.</p> <p>Methods of Engagement Posters/leaflets Social media posts (Facebook, Twitter, Linkedin etc.)</p>
40	Andrew Disbury		<p>Format and Principles Q3 - Trust is a noun and the others are not. Given the bullet points under the heading, maybe the heading should be "Trusting"?</p> <p>Planning Matters Q4 - Where we live it is a private development managed by a number of management companies with directors who are residents or sometimes landlords. It would be useful to approach management companies for their views representing, as they do, the local home owners and residents.</p> <p>Q5 - Reading the draft as an outsider, I appreciated the structure and layout of the documentation. However it does look very formal, like a committee or board paper. It strikes me that this might not be the most accessible format for anyone who is unused to such technical instruments. Generally I find leeds.gov.uk info an easy and quick read to get where I want to, so perhaps more of that style could be adopted here.</p> <p>Methods of Engagement Article in local newspaper Face to face meetings Leeds City Council website Notifying you via email Online meetings Posters/leaflets Social media posts (Facebook, Twitter, Linkedin etc.) Youtube videos</p> <p>Other - I realise selecting them all isn't necessarily helpful to you, but I think multiple channels has to be the answer here to reach as diverse a range of citizens as possible.</p>

Rep Ref	Representor Name	Agent	Summary
			<p>In addition there are so many digital screens across the city now, I find I inadvertently retain quite a bit of info and advertising that I have glanced on large screens while driving round the city. Also, how about liaising with our many educational establishments to access younger citizens?</p> <p>Indicators to help measure success Q9 - One additional indicator might be the reaction from locals to schemes once they have been implemented e.g. did they get what they wanted / stop what they didn't want from happening?</p>
41	Karl Wilson		<p>Format and Principles Other - Whilst I fully support the draft I would request an amendment to the effect it applies "Cross Council" The whole council should be working on this and not battling between different parties to win political points. The greater good of Leeds should be the most important element here.</p> <p>Methods of Engagement Face to face meetings Leeds City Council website Notifying you via email Online meetings</p>
42	Kenneth Mellor		<p>Format and Principles Other - Yes the draft is great but to understand and come to terms with it all will take time (for me!) I wonder if it could be condensed for people like me. I also notice there is no mention of the influence of the devolved body?</p> <p>Q3 - All the above is ideal but who monitors this?</p> <p>Planning Matters Q4 - I think there is a great deal of information if like me I am experiencing L.C.C. decisions made in the past. I would like to see a form of diagram showing the extent of both the Leeds City council geographic area along with the devolved area of West Yorkshire. which indicate possible development areas and indeed brown field areas</p> <p>Q5 - see above but also maybe how you will determine how we would be asked, consulted. Type of questionnaire for example.</p> <p>Q6 - see previous box.</p> <p>Methods of Engagement Article in local newspaper Face to face meetings Leeds City Council website</p>

Rep Ref	Representor Name	Agent	Summary
			<p>Notifying you via email Youtube videos Other - Type of quality communication could be through types of questionnaire e.g. Qualitative or quantitively.</p> <p>Further Comments I am interested in the planning and running of Leeds City Council. But will need time to download the docs and try to be fully involved. May be you have a 'hard copy I could read and make notes?</p>
43	Nasreen Hanif		<p>Format and Principles Other - First of all why are there two tick boxes for each statement an error. Secondly, there is much in this rather lengthy draft that needs to be addressed and I would need to write a dissertation to do it. I am an educated professional and used to lengthy academic drafts as well as writing. It is foolish if not delusional to think this document is accessible to all the parties mentioned throughout.</p> <p>Q3 - In particular the process for providing feedback, engagement and involvement on planning permission is neither honest nor inclusive. If one looks at the Householder Designer Guides which are used to support permission being given to the eradication of bungalows by allowing oversized dormers, there is neither accord nor consistency. Allowing an opportunity for residents to be consulted is not the same as allowing them a platform to vocalise their views. The public method of feeding back with the disclosure of private details online is alien and frightening to many. They are consequently silenced.</p> <p>It is pointless aiming to engage through Older Peoples' Forums (on of which is where I am a volunteer) when the same group is deprived of expressing their views on planning permission granted to neighbouring properties to extend dwellings which overlook and invade their privacy as well as distort and destroy the amenity of the environment. All of which are factors which would deny planning permission. However recent delegation proposals I have read are contradictory on such matters. Even more disturbing is the fact that many have been made without site visits and on the premise of photos sent by those behind the application. Allowing adequate time is also pointless if the process is restrictive. A council that supports public dissemination of views is not only destroying a community physically with the incongruous creations that are popping up throughout Leeds, but also in spirit as it turns neighbour against neighbour.</p> <p>Planning Matters Q4 Allow me to be part of a panel Allow views to be expressed incognito to the applicants but know to the planning officers. Consider the history of developments that set a precedent to allow the next development just because something has been done before does NOT mean it is OK for the future Approach individual neighbours on a one to one basis for vocal input</p>

Rep Ref	Representor Name	Agent	Summary
			<p>Q5 - To be effective this can no longer happen on the public forum. Take for example, the diminishing number of bungalows due to increasingly overwhelming extensions. Why is there so little in the way of comments? Firstly, many elderly are not as conversant with the online forum. Secondly, many fear making their private details public. Thirdly, they have given up on the importance of their views as when they have objected on the grounds of privacy, damage to their property, incongruity and eradication of a precious dwelling for the vulnerable, they have been ignored. I have spent much time and effort putting forward the case on their behalf, to have it refuted even though the visible outcome is sacrilege to a once established community and has left many neighbours in disbelief and outrage. The council and its staff need to ensure they are singing from the hymn sheet they have printed out not one each makes up going along.</p> <p>Q6 - A neighbourhood plan MUST take initiative and input from the neighbourhood and it's residents not be drawn up by a civil servant as part of a 9-5 routine. Clarity is secondary content is a priority.</p> <p>Methods of Engagement Face to face meetings Leeds City Council website Notifying you via email Online meetings</p> <p>Indicators to help measure success Q9 - I believe I have addressed many of these but could go into further details given my knowledge of some marginalised communities. However, priority should be demonstrated in making the bungalow a protected domicile, before I offer my time and input on any of the above-mentioned topics. I want to see action from the council on this matter before I trust it with the ability to follow up on other considerations.</p> <p>Further Comments The draft document seems to me to stand in isolation to the practice I have witnessed. There has to be far more engagement with individuals in community, including face to face representation, door to door consultation. Too many Leeds City Council employees are ticking the paper boxes including this draft but are not committed to engagement on a human level with those around a development. The latter should have happened even before this draft took place. How about having a representative be present at the Leeds Older People's Forum Age Steering Group as a starting point?</p>
44	Jacqueline Rooney		<p>Format and Principles Other - there are too many links that lead off into the rabbit warren that is the council website where it is easy to get lost</p>

Rep Ref	Representor Name	Agent	Summary
			<p>Q3 - Trust honesty and CLARITY required as the whole area of planning is a minefield for the Community at large Timely central govt / legislation sets the timescales therefore you cannot lay claim to improve this aspect. availability of information on a timely basis is A KEY ELEMENT to getting a better response from the Community. Visible Use of technology is fine and is laudable but do not forget those who do not have access or knowledge. make use of local Community supermarket notice boards or post offices to communicate to the local areas. plain English yes please even this consultation and the links are full of jargon and acroynms. Transparent feedback - is another KEY ELEMENT as we do not want to feel that we have wasted our time contributing and then there is no response nor explanation of how the decisions are reached and whether our comments have indeed been considered. accessibility see earlier re access. who decides the value for money and whether is achieved? the statement smacks of budgetary constraints already!</p> <p>Planning Matters Q4 - access to the information website planning portal is difficult to search and people will give up too quickly the very fact you are asking about specific pages here is a testament to how not to consult we haven't printed the document, rather scrolled through the site. see earlier comments on where to post or publish information plain English clear guidelines on what the Community can influence and what it cannot focus the attention and give us the chance to not get lost in commenting on areas we cannot change or influence planning policy is set by legislation so we are limited in what can de influences make it clear</p> <p>Q5 – see earlier comments re website & planning portal Do not batch load documents onto portal for an application and keep the same time for review and comment / feedback, that is unfair clear guidelines on what the Community can influence and what it cannot focus the attention and give us the chance to not get lost in commenting on areas we cannot change or influence planning policy is set by legislation so we are limited in what can de influences make it clear.</p> <p>Q6 - resource - timeliness -consistency of feedback -support/ assistance from the Council -earlier involvement especially if a large development is proposed -improved communication with ward councillors -encourage developers to engage with the Community if only as a best practice guideline for them and ask them how they intend to do so</p> <p>Methods of Engagement Article in local newspaper Face to face meetings Leeds City Council website</p>

Rep Ref	Representor Name	Agent	Summary
			<p>Notifying you via email Posters/leaflets Social media posts (Facebook, Twitter, Linkedin etc.) Other - community boards in local post offices or supermarkets.</p> <p>Indicators to help measure success If you have large scale consultations then ensure there is a report of number of respondents & method used to do respond is published. The sections of the community who do not have access to the web or computers need to be captured these are more likely to be senior members therefore thought required as to a tailored plan for them</p> <p>Further Comments Q10 - Before consulting on things like the Local Plan and Supplementary Planning documents more effort is needed to explain and simplify the terminology, tell people how the process works and why it matters they do respond. What can they influence if anything? Follow through on your aims do not use this as a check box exercise and then state that consultation took place if you know there are specific areas of the district with specific demographics who do not traditionally participate, tailor the communication method noticeboards, translated documents (diff languages), pop up information kiosks at school gates, community centres, mosques, senior lunch clubs allocate resource and have back up cover within the team be consistent.</p>
45	Christine Thornton		<p>Planning Matters Q4 - As the current chair of Beeston Community Forum I am sent planning applications relevant to our neighbourhood plan area. However, sometimes I do not receive them all and we find out about them by observing alterations actually under way. Q5 - Currently, all objections/ comments are posted on the portal. I do not think that people living outside the area should be able to post comments when developments do not impact on their daily lives. In line with this, such comments should not be taken on board by LCC. Q6 - Support is very important. Any ways to improve this is definitely needed s it is sadly lacking at the present time.</p> <p>Methods of Engagement Article in local newspaper Face to face meetings Notifying you via email Other - Timely notifications are imperative. If necessary, local residents should be visited by LCC officers to inform them of relevant developments that could affect them directly.</p>

Rep Ref	Representor Name	Agent	Summary
			<p>Indicators to help measure success Currently, there is no meaningful feedback on decisions made around planning issues. Everyone who submits comments or objections should be automatically informed of the decisions made and the reasons why they have been made.</p> <p>Further Comments The whole process needs to be open and as simple as possible for everyone involved. There needs to be links between planning and enforcement departments within the council and enforcement should mean what it means. LCC planning departments need some backbone and strong leadership.</p>
46	Pamela Jones		<p>Format and Principles Other – It is too long Q3 - Good ideals which need consistently applying. Currently falls short.</p> <p>Planning Matters Q4 - Currently there is too much reliance on the local paper [South Leeds Life] to publicise planning policies etc. This paper is not widely distributed, reliance on libraries or hubs is also restrictive. For larger or possible controversial schemes, local posters, notice boards may be more effective. We should all be aware of developments that impact our local environment and that is not currently the case.</p> <p>Q5 - See above. Also more face to face consultations wherever possible. Q6 - More practical help should be provided on a regular basis. The people working on these schemes are volunteers and time is therefore limited and certain skill sets are not always available within these groups. For instance, use of social media etc. and effective publicity planning.</p> <p>Methods of Engagement Article in local newspaper Face to face meetings Leeds City Council website Notifying you via email Online meetings Posters/leaflets</p> <p>Indicators to help measure success Surely it would be difficult to measure these, who judges whether it is a success or not? How do you measure those who weren't involved as it could either be from choice or lack of information. If measurement is only of those that take part, it defeats the object. Also what is the definition of 'different communities'? Again, how can meaningful measurements be made.</p>

Rep Ref	Representor Name	Agent	Summary
			<p>Further Comments It would be better if the main knowledge of an area was not from Google or Streetview. There should be more local interaction taking place initiated by the various planning groups.</p>
47	CEG	Deloitte	<p>Format and Principles Other - In order for the SCI to be more informative, it is considered that further detail regarding planmaking for non- development plan documents such as design statements, conservation area appraisals and supplementary planning guidance, should be provided. Please see the response to Question 4 for further detail.</p> <p>Q3 - CEG support the importance of engagement on good planning and planning for an inclusive city.</p> <p>Planning Matters Q4 - With regards to planmaking, whilst the draft SCI sets out the proposed stages of engagement in relation to development plan documents and supplementary planning documents (which are largely driven by legislative requirements), in terms of area design statements, conservation area appraisals or other supplementary planning guidance documents (such as the Draft Temple Planning Brief), the document offers extremely limited detail as to the Council's anticipated engagement strategy. Clearly whilst this would (to an extent) differ from document to document depending upon its scope and nature, it would be helpful to see an intended framework which the Council would use as a basis/starting point for engagement. For example, it would be beneficial to know how many rounds of public consultation the Council anticipate on undertaking when preparing a document such as a Planning Brief.</p> <p>Methods of Engagement Article in local newspaper Face to face meetings Leeds City Council website Notifying you via email Online meetings Posters/leaflets Social media posts (Facebook, Twitter, Linkedin etc.) Youtube videos</p>

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