

**Report of the Community Planning Officer**

**Report to the Inner North West Area Committee**

**Date: 19<sup>th</sup> September 2013**

**Subject: Community Planner Update Report**

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

**Summary of main issues**

1. The objectives of the community planner role include providing advice to ward members and community groups on planning matters, working with the inner north west Area Committee (INWAC) Planning Sub Group to respond to local planning issues, and working with council officers from a range of service areas to co-ordinate planning responses in the inner north west area.
2. The Community Planner Update Report submitted to Area Committee in February 2013 outlined the key projects and themes that would form the community planner work programme for the year 2013/14. These focused on a number of general topic areas such as neighbourhood planning and housing strategy, but also included specific areas of work relating to Houses in Multiple Occupation, Letting Boards, community led planning documents, the Council's Local Development Framework Core Strategy and the Site Allocations Development Plan Document (DPD). In addition the work programme also included the coordination of the Planning Sub Group and outlined that the community planner would continue to be available to advise and assist community groups on a range of planning issues.
3. This report gives an update on how the projects and themes outlined in the February 2013 report have progressed over the past seven months. The report also notes that alongside work on these projects and themes, the community planner resource has

continued to be well used by community groups and individual residents over the period.

### **Recommendations**

4. Members are asked to note the contents of the report and comment as they feel appropriate.

## **1 Purpose of this report**

- 1.1 The report is intended to give an update to Ward Councillors on the community planner work programme since the previous report to Area Committee in February 2013.

## **2 Background information**

- 2.1 The overall objectives of the community planner role are outlined below:

- To advise and assist Ward Councillors, community groups and individuals on planning related matters;
- To work with the INWAC Planning Sub-Group to raise awareness of area specific planning related issues and to support the planning related initiatives of the Area Committee;
- To work alongside Council officers from a wide range of service areas to co-ordinate planning responses in the inner north west area.

- 2.2 The Community Planner Update report to Area Committee on 21<sup>st</sup> February 2013 outlined a number of existing and emerging projects and themes which would form key parts of the Community Planner work programme for the year 2013/14. These included:

- The co-ordination of the INWAC Planning Sub Group;
- Responding to the emergence of Neighbourhood Planning from the Localism Act 2012;
- Co-ordinating a response from Area Committee to the Local Development Framework (LDF) Draft Core Strategy;
- Co-ordinating a response from Planning Sub Group to the Site Allocations Development Plan Document (DPD);
- Advising groups in relation to the Article 4 Direction and assisting the City Development Planning Policy team where appropriate in relation to the creation of related planning policy (HMOs);
- Assisting the steering groups of community led planning documents;
- Assisting the City Development Planning Enforcement team on the monitoring of the Area of Special Advertisement Control and the Letting Board Code;
- Advising and Assisting Community Groups and Residents on significant planning applications;
- Working with Housing Services to respond to housing strategy issues in inner north west Leeds;

- The continued development of the Community Planner Website.

### **3 Main issues**

- 3.1 The below provides an update in relation to how the nine key projects and themes outlined in paragraph 2.2 have progressed in the last eight months.

#### **INWAC Planning Sub Group**

- 3.2 The community planner has continued to co-ordinate and support the INWAC Planning Sub Group. The group has met seven times since the February meeting of Area Committee to discuss significant local planning applications and locally relevant planning mechanisms. The group has two new members and continues to lead, and provide support for local community groups, on issues such as Neighbourhood Planning and the monitoring of community planning documents such as Neighbourhood Design Statements.

#### **Neighbourhood Planning**

- 3.3 There is significant local interest in Neighbourhood Planning in inner north west Leeds. Neighbourhood planning is one of the key outcomes of the Localism Act 2012 and offers opportunities for local communities to shape their neighbourhoods through the production of Neighbourhood Development Plans and other related mechanisms.
- 3.4 The Community Planner has continued to work with the INWAC Planning Sub Group to advise and support local community groups in relation to neighbourhood planning. Over the last seven months, two inner north west (area wide) events have been held; the first of which was held in April at St Chads Parish Centre to introduce Neighbourhood Planning and the second of which was a follow up meeting held in June at Civic Hall to discuss issues and potential boundaries. The meetings were well attended by approximately 60 local residents, business owners, student groups and third sector organisations as well as ward members from across the area. A summary of the meeting is available to download from the Community Planner website.
- 3.5 The Community Planner has subsequently attended smaller meetings of the Burley Top Community Association and Little Woodhouse Community Association to discuss neighbourhood planning and has met with representatives from Oblong (Woodhouse) and Women Dignity All Together Community Group (Little London) to discuss the same subject. The Community Planner has also attended the local meetings of Oblong (Woodhouse), North Hyde Park Neighbourhood Association and Little Woodhouse Community Association to present information and offer specific advice to groups on how to progress with neighbourhood planning.
- 3.6 Over the last seven months, Kirkstall Village Community Association, North Hyde Park Neighbourhood Association, South Headingley Community Association and Little Woodhouse Neighbourhood Association have come forward and registered their interest in developing a Neighbourhood Development Plan. The groups have begun to look at local issues and possible boundaries and the next stage will be to

establish Neighbourhood Forums, the qualifying bodies which will draft Neighbourhood Development Plans.

- 3.7 The Planning Sub Group will continue to monitor issues arising in relation to neighbourhood planning and is committed to providing support to local community groups wherever possible.

### **Planning Policy Consultations**

- 3.8 The Community Planner resource was used to draft a follow up consultation response to the Draft Core Strategy on behalf of the Area Committee and the INWAC Planning Sub Group. The consultation response incorporated comments from the Planning Sub Group meeting of 13th February 2013 and recorded the group's support for the suggested changes to specific policies. The policies which have been amended to address the comments and concerns of Area Committee and the Planning Sub Group include those relating to Houses in Multiple Occupation, Purpose Built Student Housing Developments, Affordable Housing, Design and Car Parking.
- 3.9 The Community Planner resource was used to draft a consultation response to the Site Allocations Development Plan Document (DPD) in July. The consultation response incorporated comments from the Planning Sub Group meeting of the 10<sup>th</sup> July 2013. The group made comments in relation to the four topic areas including Housing, Greenspace, Retail and Employment and Town and Local Centre Allocations.

### **Article 4 Direction and HMO Planning Policy**

- 3.10 The Community Planner has continued to advise community groups, landlord groups, the universities, student groups and other interested parties on matters relating to the Article 4 Direction since its introduction on 10<sup>th</sup> February 2012.
- 3.11 The Community Planner has provided support to the City Development Planning Policy team, where appropriate, in relation to the creation of more detailed planning policy. The Community Planner has also continued to represent the Area Committee in local and national discussions related to HMO planning legislation and policy. The Community Planner has attended meetings with landlord groups, universities, student groups and other interested parties.

### **Community Led Planning Documents**

- 3.12 Over the last seven months the Community Planner post has supported the Steering Group of the Far Headingley, Weetwood and West Park Neighbourhood Design Statement (NDS) who have drafted a revised and updated version of the document. The Community Planner has acted as the officer representative throughout the adoption process to date including representing the Steering Group at the internal Council Planning Board meeting to approve an appropriate public consultation strategy.
- 3.13 The document is progressing well along the supplementary planning document (SPD) adoption process and is expected to go out to public consultation in the

Autumn 2013. The document is expected to be adopted in late 2013/ early 2014. The Community Planner will continue to support the steering group through this process.

- 3.14 Planning Sub Group will continue to monitor the uptake of the other community led planning documents in the area through its monthly meetings.

### **Letting Boards**

- 3.15 The Community Planner has continued to provide support to the City Development Planning Enforcement team in relation to the monitoring of the Letting Board Code in the Area of Special Advertisement Control (Regulation 7 Direction area).

### **Advice on Planning Issues/ Applications**

- 3.16 The Community Planner resource has continued to provide officer support for community meetings and has been well used by local residents and community groups as a first point of contact for general planning related queries. The Community Planner continues to attend community and resident group meetings, where appropriate, to advise groups on a range of topics. The Community Planner has also continued to advise prospective developers on appropriate local consultation strategies.

### **Housing Strategy**

- 3.17 Discussions have taken place with officers from Housing Services through the Planning Sub Group in relation to housing strategy issues. The inquiry to consider Student Accommodation in the City in light of the publication of the report from Re'new and Unipol titled "An Assessment of Housing Market Conditions and Demand Trends in Headingley, Hyde Park and Woodhouse" was discussed at the Planning Sub Group meeting in August. Members of Planning Sub Group have requested that the Community Planner joins the working group which has been set up to look at the issues.

### **Community Planner Website**

- 3.18 The Community Planner webpage continues to act as a resource for local community groups to access inner north west Leeds specific planning information including details on neighbourhood planning.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 This report is intended to provide an update to ward members in inner north west Leeds on the community planner work programme. As such this report has not been subject to public consultation.

### **4.2 Equality and Diversity / Cohesion and Integration**

4.2.2 There are no specific equality considerations arising from this report. As such it has not been necessary to prepare an Equality Impact Assessment.

### **4.3 Council policies and City Priorities**

4.3.1 This report does not have any direct implications for Council policy.

### **4.4 Resources and value for money**

4.4.1 The community planner is funded from the Wellbeing Fund and works alongside existing Council resources.

### **4.5 Legal Implications, Access to Information and Call In**

4.5.1 There are no specific legal implications as this report does not relate to a key or major decision.

### **4.6 Risk Management**

4.6.1 There are no significant risks identified in this report.

## **5 Conclusions**

5.1 The Community Planner resource has continued to be well used by ward members, community groups and local residents since the previous Community Planner Update Report in February 2013. Those projects and themes outlined in section 3 of this report will continue to form the bulk of the community planner work programme over the next six months when a further update report will be brought to Area Committee.

## **6 Recommendations**

6.1 Members are asked to note the contents of the report and comment as they feel appropriate.

## **7 Background documents<sup>1</sup>**

7.1 Neighbourhood Development Plans in inner north west Leeds - Neighbourhood Planning Follow Up Meeting Summary Notes are available to download at <http://www.leeds.gov.uk/docs/Neighbourhood%20Planning%20Follow%20Up%20Meeting%20Notes.pdf>

7.2 LDF Core Strategy (Publication Draft – pre submission changes) Consultation Response from INWAC and Planning Sub Group (13<sup>th</sup> February 2013)

7.3 LDF Site Allocations DPD Site Allocations DPD Issues and Options Consultation Response from INWAC and Planning Sub Group (12<sup>th</sup> July 2013)

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