
MEETING	LOCAL DEVELOPMENT FRAMEWORK WORKING GROUP
DATE	7 NOVEMBER 2006
PRESENT	COUNCILLORS REID (CHAIR), D'AGORNE, HORTON, MACDONALD, MERRETT, SIMPSON-LAING, WALLER AND R WATSON
APOLOGIES	COUNCILLOR HYMAN

18. DECLARATIONS OF INTEREST

Members were invited to declare at this point in the meeting any personal or prejudicial interests they might have in the business on the agenda.

Councillor Merrett declared a personal non-prejudicial interest in agenda item 4 (City of York Local Development Framework – Statement of Community Involvement) as a member of some of the interest groups listed as consultees in Annex 1 of the Statement of Community Involvement.

19. MINUTES

RESOLVED: That the minutes of the Local Development Framework Working Group meeting held on 17 October 2006 be approved and signed by the Chair as a correct record, with the following amendments to minute 17 (Draft Supplementary Planning Guidance: Sustainable Design and Construction):

- (i) To add an additional bullet point to the fourth paragraph to read, "Require the optimum use of south facing roofs for solar generation facilities";
- (ii) To rephrase the sixth paragraph to read, "Officers also undertook to consider comments on the SPG received by e-mail from Barry Otley and circulated to Members before the meeting, and detailed Member comments".

20. PUBLIC PARTICIPATION

It was reported that there had been no registrations to speak under the Council's Public Participation Scheme.

21. CITY OF YORK LOCAL DEVELOPMENT FRAMEWORK - STATEMENT OF COMMUNITY INVOLVEMENT

Members received a report which sought their views on the Local Development Framework Statement of Community Involvement (SCI) prior to taking a report to Executive and Full Council. The intention, subject to Member approval, was for the Statement of Community Involvement to be submitted to the Secretary of State for formal examination.

Consultation had taken place on the draft SCI between 22 February 2006 and 10 April 2006. Annex A of the report set out the comments received during the consultation, officers' responses and suggested amendments to the SCI. The Submission Draft SCI was attached as Annex B of the report.

The main changes made in the redrafted SCI were:

- (i) To divide the SCI into four parts to make it clearer which sections related to the Local Development Framework (LDF) and which related to planning applications;
- (ii) To expand section 4 on Guiding Principles to provide more information on how the principles would shape public involvement in planning matters;
- (iii) To merge the 'who will be involved', 'community profile' and 'hard-to-reach' sections to give a clearer overall picture about who would be involved and to rely on the detail set out in the annex to avoid duplication (section 5 and Annex 1);
- (iv) To amend section 7 on the LDF to draw out more clearly the different types of LDF document and the Council's key commitments for seeking to achieve effective community involvement in the preparation of the LDF;
- (v) To amend the size of development for which the Council would seek more in depth community involvement in planning applications to reflect the statutory definition of 'major' applications (section 8).

Paragraph 14 of the report explained that as part of the submission the Council was required to submit a statement of consultation. The statement would be a factual description of consultation undertaken to date and would include summaries of the issues raised by respondents at each stage and how these had been addressed in subsequent drafts. The main body of the statement would consist of the summaries of comments which had previously been reported to Members for the Issues and Options stage in November 2005, and for the Preferred Options stage at this meeting.

Following further discussions with the Development Control team, an amended version of Part 3 of the SCI and two additional annexes were circulated at the meeting for Members' consideration. Officers reported that there was a further correction to paragraph 10.7 to include reference to the Area Planning Sub-Committees.

Members' detailed comments on the draft SCI are set out in Appendix 1 to these minutes.

RECOMMENDED: That the Executive recommend the following to Full Council:

- (i) That the Statement of Community Involvement, attached at Annex B of the report, as amended by the revised Part 3 and two additional annexes circulated at the meeting and the correction to paragraph 10.7 to include reference to the Area Planning Sub-Committees, be approved for submission to the Secretary of State and for formal consultation, subject to further changes detailed in Appendix 1;
- (ii) That the making of any incidental changes to the document that are necessary as a result of the recommendation (i) above are delegated to the Director of City Strategy and the Executive Member and Opposition Spokesperson for City Strategy;
- (iii) That the statement of consultation, as detailed in paragraph 14 of the report, be drawn up in consultation with the Director of City Strategy and the Executive Member and Opposition Spokesperson for City Strategy.

REASON:

- (i) So that the Statement of Community Involvement can progress through to examination;
- (ii) So that changes recommended as a result of discussions at the meeting can be made and the report can progress through to the Executive;
- (iii) So that the relevant documents needed for submission to the Secretary of State can be produced.

COUNCILLOR A REID

Chair

The meeting started at 5.00 pm and finished at 6.30 pm.

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Appendix 1

STATEMENT OF COMMUNITY INVOLVEMENT
Comments of the Local Development Framework Working
Group

General

- (i) That the layout of the document, particularly the use of text in boxes, be reviewed to ensure it is accessible to disabled people.
- (ii) That version control be used on the document.

Part One: Introduction

- (i) That the final sentence of paragraph 1.1 be rephrased to read, "The Act introduced a new planning system, with a key objective of encouraging more meaningful community involvement in the planning process".
- (ii) That paragraph 1.2 be structured to more clearly indicate what each part of the SCI deals with.
- (iii) That the final sentence of paragraph 2.2 be clarified and expanded on to make it clear that differing positions are identified and then resolved where possible, through a partnership approach between the local authority, the developer and the landowner, and that in cases where the conflicts cannot be resolved, all views are clearly set out and considered.
- (iv) That point iii. of paragraph 4.3 be expanded to make reference to making information accessible to people with reading disabilities.
- (v) That point iv. of paragraph 4.3 be amended to indicate that some decisions are taken by officers.
- (vi) That paragraph 5.7 be amended to make reference to tourism.
- (vii) That the format of Map 1 be reviewed to ensure that the different types of boundaries shown are easily identifiable, including in black and white copies.
- (viii) That the key of Map 1 be amended to refer to draft greenbelt.
- (ix) That defined settlement limits be added to Map 1 around the edge of Hob Moor.
- (x) That paragraph 5.10 be expanded to make reference to people who lack confidence or belief in the system.
- (xi) That Table 1 be re-formatted to include the column headings on each page.
- (xii) That the strengths column in Table 1 be amended to indicate that public exhibitions and one-to-one meetings are a good alternative for those with poor literacy skills, that public exhibitions allow a better quality of presentation and that public meetings provide a good opportunity for straw polls.
- (xiii) That the Area Forums row of Table 1 be expanded to include an explanation of what an Area Forum is.
- (xiv) That Table 1 be amended to include a separate row for Parish Councils as they are statutory consultees.

Part Two: Consultation on the Local Development Framework

- (i) That the format of Figure 1 be improved for clarity, the type size be increased and the words “none currently proposed” be removed from the box on Supplementary Planning Documents.
- (ii) That Table 2 be amended to specify at which Council offices documents will be made available.
- (iii) That the second row of Table 2 be amended to clarify that copies of documents will be made available to residents at affordable rates, at no more than cost price.

Part Three: Consultation on Planning Applications

- (i) That point (vii) of paragraph 10.1 be amended to refer to “the main local newspaper” instead of “the Yorkshire Press”.
- (ii) That Ward Committees be added to the list of examples in the final sentence of paragraph 10.3.
- (iii) That the second sentence of paragraph 10.5 be amended to indicate that the Council will send the acknowledgement of the comment in the same format in which the comment was received.
- (iv) That paragraphs 10.5-10.6 be split into three sections headed “Making Comments or Objections”, “Amendments to Schemes” and “Reporting and Decision Making”.
- (v) That paragraph 10.9 be expanded to indicate that the dates of meetings are available on the Guildhall notice board, as well as the Council’s web site.
- (vi) That paragraph 10.9 be amended to indicate the availability of the ‘Have Your Say’ leaflet on the web site and that the Chair of the meeting always has the discretion to ensure that people are heard fairly.
- (vii) That an additional paragraph be added to make it clear that the public could comment on draft Section 106 Agreements, draft Section 178 Agreements and planning conditions when committee reports are published and that where possible these will be made available for comment at an earlier stage.
- (viii) That an additional point be added to clarify that pre-application consultation may not be appropriate in all cases because of confidentiality where applications are commercially sensitive.
- (ix) That an additional paragraph be added to explain Members’ quasi-judicial role at planning meetings. *[Amended at the meeting on 4/12/06]*

Part Four: Resources and Monitoring

- (i) That paragraph 12.4 be expanded to explain what Yorkshire Planning Aid is and to include their contact details.

Annex 1

- (i) That the list of specific consultation bodies be amended to include the Strategic Rail Authority’s replacement and to indicate that the Countryside Agency and English Nature had merged to form Natural England.
- (ii) That the York Trades Union Council be added to the list of bodies representing the interests of the business community in the area.

- (iii) That the National Trust be added to the list of bodies with a specific remit to protect the historic and architectural heritage of the city.
- (iv) That private schools and bodies representing pre-school education be added to the list of education providers and the list be amended to indicate that York St John had become a university.
- (v) That the Friends Groups (eg: Friends of St Nicholas' Fields) and Greenpeace be added to the list of environmental interest groups.
- (vi) That the National Railway Museum, the Cyclists' Touring Club and the Local Cycle Campaign be added to the list of transport consultees.
- (vii) That clarification be provided as to whether national bodies will be consulted at national or local level.

Annex 2

No comments.

Annex 3

No comments.

Annex 4

No comments.

Annex 5

- (i) That the column heading "View Application at 9 St Leonard's Place" be re-titled "View Application at the Council's Planning Office".
- (ii) That, with regards to the column headed "Site Notice by Council", a footnote be added to clarify that the site notice is issued by the Council but sometimes displayed by the applicant, rather than the Council.
- (iii) That the "Neighbour Notification Letter" column be amended to require letters for applications for certificates of existing and proposed lawful uses and for hedgerow removal notices.
- (iv) That the second footnote be amended to clarify that adjacent properties included properties behind as well as to each side.

Annex 6

- (i) That the introductory paragraph be expanded to explain that government regulations require the Council to operate a scheme of delegation.
- (ii) That the table headed "Commercial Development" be re-titled "Commercial and Other Development".

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