CITY OF YORK COUNCIL

Notice of meeting of

Local Development Framework Working Group

To: Councillors Reid (Chair), D'Agorne, Horton, Hyman,
            Macdonald, Merrett, Simpson-Laing, Waller and
            R Watson

Date: Tuesday, 7 November 2006

Time: 5.00 pm

Venue: The Guildhall

AGENDA

1. **Declarations of Interest**

   At this point, members are asked to declare any personal or prejudicial interests they may have in the business on this agenda.

2. **Minutes** (Pages 1 - 4)

   To approve and sign the minutes of the meeting of the Local Development Framework Working Group held on 17 October 2006.
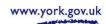
3. **Public Participation**

   At this point in the meeting, members of the public who have registered their wish to speak, regarding an item on the agenda or an issue within the remit of the Working Group, may do so. The deadline for registering is 10 am on Monday 6 November 2006.

4. **City of York Local Development Framework - Statement of Community Involvement** (Pages 5 - 74)

   This report seeks Members' views on the Local Development Framework Statement of Community Involvement (Submission Draft attached at Annex B) prior to taking a report to Executive and Full Council. The intention, subject to Member approval, is for the

Statement of Community Involvement to be submitted to the Secretary of State for formal examination.

5.   Any other business which the Chair considers urgent under the Local Government Act 1972.

<u>Democracy Officer:</u>

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For more information about any of the following please contact the Democracy Officer responsible for servicing this meeting:

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports

Contact details are set out above.

Agenda Item 2

City of York Council   Minutes

MEETING	LOCAL DEVELOPMENT FRAMEWORK WORKING GROUP
DATE	17 OCTOBER 2006
PRESENT	COUNCILLORS REID (CHAIR), D'AGORNE, HORTON, MACDONALD, MERRETT, SIMPSON-LAING, WALLER AND R WATSON
APOLOGIES	COUNCILLOR HYMAN
IN ATTENDANCE	COUNCILLOR VASSIE

14.   DECLARATIONS OF INTEREST

The Chair invite Members to declare at this point any personal or prejudicial interests they might have in the business on the agenda. Cllr Merrett declared a personal, non-prejudicial interest in agenda item 4 (Minute 17 applies) in respect of any discussion regarding cycling issues, as an honorary member of the CTC and a member of Cycling England.

15.   MINUTES

RESOLVED: That the minutes of the Local Development Framework Working Group meeting held on 26 September 2006 be approved and signed by the Chair as a correct record, subject to the inclusion of certain comments made by Cllr Merrett in respect of the draft Housing Market Assessment (Minute 13 refers), the detail of these comments to be agreed with the Chair prior to the minutes being revised and signed.

16.   PUBLIC PARTICIPATION / COMMENTS OF ENERGY CHAMPION

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

With the permission of the Chair, Cllr Vassie commented on agenda item 4 (Draft Supplementary Planning Guidance (SPG): Sustainable Design and Construction), in his capacity as Energy Champion. He welcomed the amendments to the SPG but expressed concern that the proposal to introduce a 5-dwelling threshold might exempt some developments from the SPG requirements altogether and might encourage developers to submit multiple applications. He recommended a phased introduction of the SPG requirements and suggested that the SPG also include a section on sustainable drainage.

17. **DRAFT SUPPLEMENTARY PLANNING GUIDANCE: SUSTAINABLE DESIGN AND CONSTRUCTION**

Members considered a report which sought their views on the approach taken in the re-drafted Supplementary Planning Guidance (SPG): Sustainable Design and Construction, prior to its referral to the Planning Committee to seek approval for public consultation.

The SPG, attached as Annex A to the report, had been re-drafted to take account of comments received on the earlier draft, considered by the Group on 24 August. In accordance with Members' recommendations, the new draft included minimum standards in relation to Policy GP4a. The report outlined the following options in respect of these standards:

Option A – to adopt the Building Research Establishment's Environmental Assessment Method (BREEAM), the minimum standard to be set at "very good" and applicants to provide clear evidence as to why this could not be met.

Option B – to adopt the BREEAM standards as above but the length, detail and minimum standards required in the sustainability statement submitted under GP4a to be dependent upon the size and type of development.

The draft SPG took the approach set out in Option B, in line with national policy guidance and advice from the BRE. The latter advised that authorities should introduce a threshold when considering how to apply sustainability standards, to avoid placing undue costs on small developments. A threshold of 5 new dwellings or 500 square metres was proposed. Developments below this threshold would not require a BREEAM assessment but must still take account of sustainability issues.

Members discussed the proposals and agreed that the draft SPG should be amended in order to:

- Ensure that the questions to developers were appropriately worded, i.e. expressed as open questions where necessary.
- Exclude extensions from the BREEAM requirements and include more user-friendly information in the SPG for the benefit of the general public
- Clarify that the SPG applies to commercial as well as residential developments.
- Make it clear that, although the BREEAM minimum standard had been set at "very good", developments meeting a higher standard would be welcomed and the Council would remain open to raising the standard in future to take account of technological advancements.
- Reduce the threshold for meeting BREEAM standards to a single dwelling on all items that would not incur significant additional costs.
- Make reference to requirements in respect of sustainable urban drainage.

It was also suggested that consideration be given to:
- Revising paragraph 4.34 of the SPG in order to maximise the opportunities for site renewable energy generation;

- Including more detailed requirements in respect of trees;
- Cross-referencing the SPG to the eco footprint targets in the Council's Community Plan.

Officers also undertook to consider account comments on the SPG received by e-mail from Barry Otley and circulated to Members before the meeting.

RESOLVED: (i)   That, subject to the above comments, the SPG be referred to the Planning Committee with a recommendation that it be taken out to public consultation.

REASON: To implement Policy GP4a of the Draft Local Plan incorporating the fourth set of changes.

(ii)   That the making of any incidental changes or other changes to the document necessary as a result of the recommendation of this report be delegated to the Director of City Strategy and the Executive Member and Shadow Executive Member for City Strategy.

REASON: So that the report can progress through to Planning Committee.

COUNCILLOR A REID
Chair
The meeting started at 4.30 pm and finished at 5.50 pm.

Page 4

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Agenda Item 4

Local Development Framework Working Group

7 November 2006

Report of the Director of City Strategy

City of York Local Development Framework – Statement of Community Involvement

Summary

1. The purpose of this report is to seek Members' views on the Local Development Framework Statement of Community Involvement (Submission Draft attached at Annex B) prior to taking a report to Executive and Full Council. The intention, subject to Member approval is for the Statement of Community Involvement to be submitted to the Secretary of State for formal examination.

Background

2. A key aim of the new planning system is to strengthen community and stakeholder involvement in the development of local communities. Under the provisions of the Planning and Compulsory Purchase Act 2004, Local Planning Authorities are required to prepare a Statement of Community Involvement (SCI), which should set out how the Council intends to involve the community in preparing Local Development Documents and making decisions on planning applications.

3. The SCI is the first document to be produced as part of the City of York Local Development Framework. It provides the opportunity to formally outline existing consultation practices as part of the planning system and to set out the Council's overall vision for community involvement. It also provides the opportunity to identify how community involvement in the planning process could be developed in the future.

4. Each Development Plan Document (DPD) produced is required to go through 3 main stages of production:

    - **'Issues & Options' Stage** – at this point the Council highlights key issues and options for consultation to inform the content, scope and direction of the DPD.
    - **'Preferred Options' Stage** – consultation on the Council's intended approach.

- **Submission Stage -** consultation on the final document submitted by the Council to the Secretary of State for examination. Any comments received at this stage will be forwarded to the Planning Inspectorate for consideration.

5. In October last year members of the LDF Working Group considered the draft SCI ('Preferred Options') and recommended to the Executive that it be approved for public consultation. This report provides a write up of the results of that consultation and identifies suggested amendments to the draft SCI. The redrafted SCI is also included for Member's consideration (Annex B). Subject to Member approval at the Executive and Full Council the SCI will be submitted to the Secretary of State for formal Examination. Once the SCI is submitted we are required to undertake a further 6 weeks of consultation. Any comments received at this stage will be forwarded to the Planning Inspectorate for consideration. The Inspectorate will decide on the basis of comments received during the consultation, whether to hold an examination or whether comments can be dealt with through written representations.

Consultation

6. Consultation on the draft SCI took place between 22 February 2006 and 10 April 2006. Details of the consultation, highlighting the opportunity to comment were sent out to over 400 contacts on the Local Development Framework database. These contacts included statutory (specific) bodies, local organisations and interest groups and individuals. Specific bodies were sent copies of the draft SCI, whilst all other contacts were sent a summary leaflet with details of where they could view the full document.

7. Copies of the draft SCI, summary leaflet, poster and comment form were placed in the receptions at the Guildhall and 9 St Leonard's Place and in all local libraries. The documents were also available on the Council's website, with an electronic comment form which could be submitted online.

8. In order to more widely advertise the opportunity to comment on the draft SCI, a formal notice was placed in the Evening Press, and copies of the leaflet and poster were distributed to local colleges, schools, GP surgeries, major employers, community centres and places of worship, with a request that they be placed where they could be viewed by students, employees and members of the public.

9. In addition to the above, Officers attended meetings of the Environment Forum, the Inclusive York Forum and the Open Planning Forum to present an item on the SCI.

Level of response

10. In total, 238 comments were received. These included responses from specific consultees such as Government Office for Yorkshire and Humber, the Regional Assembly, a number of Parish Councils, English Nature and the Highways Agency, as well as from other general bodies such as Campaign to

Protect Rural England (CPRE), community and residents associations and individuals.

Key issues raised in responses

11. The table attached at Annex A sets out a summary of the issues which were raised by respondents, outlines an officer response and where relevant, sets out recommendations for how the issues are addressed in the submission draft SCI attached as Annex B.

12. In summary the main changes made in the redrafted SCI are:

    * divided the SCI into four parts to make it clearer which sections relate to the Local Development Framework and which relate to planning applications;
    * expanded section 4 on Guiding Principles to provide more information on how the principles will shape public involvement in planning matters;
    * merged the 'who will be involved', 'community profile' and 'hard-to-reach' sections to give a clearer overall picture about who will be involved and relying on the detail set out in the annex to avoid duplication (section 5 and Annex 1);
    * amended section 7 on the LDF to draw out more clearly the different types of LDF document and our key commitments for seeking to achieve effective community involvement in the preparation of the LDF; and
    * amended the size of development for which we will seek more in depth community involvement in planning applications to reflect the statutory definition of 'major' applications (section 8).

Next steps

13. It is anticipated that consultation on the submission draft SCI will be carried out towards the end of 2006 for a period of six weeks. The Council are required to commence consultation immediately after the SCI is submitted to the Secretary of State. The Council is required to make copies of the SCI available for inspection at the Council offices and local libraries, publish the document on the Council's website, send copies to the statutory bodies and publish a formal notice in a local newspaper. In addition the Council will also inform all those who have previously responded that the SCI has been submitted and that there is a further opportunity for comment.

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

Options

15. That the SCI is recommended to the Executive for approval and subject to Executive and Full Council approval is then submitted to the Secretary of State for examination.

Analysis

16. It is imperative that the SCI is progressed through to adoption to provide a sound basis for carrying out consultation on the Local Development Framework as a whole.

Corporate Priorities

17. The option outlined above accords with the following Corporate Strategic Priorities:

   - Improve our focus on the needs of customers and residents in designing and providing services.

   - Improve the way the Council and its partners work together to deliver better services for the people who live in York.

Implications

18. The following implications have been assessed:

   - **Financial** None

   - **Human Resources (HR)** None

   - **Equalities** None

   - **Legal** None

   - **Crime and Disorder** None

   - **Information Technology (IT)** None

   - **Property** None

   - **Other** None

Risk Management

19. In compliance with the Council's risk management strategy. There are no risks associated with the recommendations of this report.

Recommendations

20. That Members recommend to the Executive to recommend to Full Council:

   i)   that subject to any recommendations of the LDF Working Group, Members approve the attached (Annex B) Statement of Community Involvement for submission to the Secretary of State and for formal consultation;

   Reason: So that the Statement of Community Involvement can progress through to examination.

   ii) that the making of any incidental changes to the document that are necessary as a result of the recommendation of this report are delegated to the Director of City Strategy and the Executive Member and Opposition Spokesperson for City Strategy; and

   Reason: So that changes recommended as a result of discussions at this meeting can be made and the report can progress through to the Executive.

   iii) that the statement of consultation as detailed in paragraph 14 of this report is drawn up in consultation with the Director of City Strategy and the Executive Member and Opposition Spokesperson for City Strategy.

   Reason: So that the relevant documents needed for submission to the Secretary of State can be produced.

Contact Details

Author:	**Chief Officer Responsible for the report:**
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City Development	
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Report Approved	√	**Date**	24/10/06

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City Development
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Specialist Implications Officers - None
Wards Affected: All √

For further information please contact the author of the report

Background Papers
None

Annexes

Annex A: Officers' response to issues raised during the consultation and recommended changes to the Statement of Community Involvement.

Annex B: Submission Draft Statement of Community Involvement

ANNEX A: Officers' response to issues raised during the consultation and recommended changes to the Statement of Community Involvement

Summary of Comments	Officer Response and Suggested Amendments to Statement of Community Involvement (shown in Bold)
1.0 General/Format of the Document: 1.1 This is a long and complex document, documents should be produced in formats which are more accessible and which will encourage participation. 1.2 The pictures contribute nothing to the document. 1.3 Provide information in community languages and Easy Read. 1.4 It is unclear which parts of the SCI relate to the LDF and which relate to applications and it is surprising that the section on applications is low in the order of contents. 1.5 The SCI should refer to other Council strategies where appropriate such as the Community Strategy and should accord with any changes made to the Council's constitution.	1.1 Section 4.2 sets out the principle of communicating clearly, we will endeavour to produce all documents in a clear format and minimise jargon. We will produce a glossary, index, and where appropriate a summary, to accompany all documents. Innovative ways of displaying proposals will be encouraged to make them clearer and easier to understand and to facilitate involvement, making use of diagrams and tables as appropriate. Where practicable we will seek input from the Council's marketing and communications team when producing consultation documents. **Include additional principle in paragraph 4.3 to state 'seek to provide information in an interesting, clear and accessible way'** 1.2 **Review illustrations in re-formatting of document.** 1.3 **Make reference to Easy Read and community languages (Table 2, Key Commitment 6).** 1.4 Accept that the current structure makes this unclear. **Break document into 4 parts, making it clear that part one and part four relate to both the LDF and applications, part two discusses the LDF specifically and then part three covers applications.** It is considered more appropriate to cover involvement in policy documents before dealing with applications. 1.5 It is crucial that the SCI takes into account other relevant documents which have been produced or adopted by the Council. The revised Constitution which was agreed on 25 May 2006 has been taken into account in redrafting the SCI. **Add additional guiding principle to para 4.3 referring to working with other departments and other strategies produced by the Council.**
2.0 Benefits of Community Involvement: 2.1 An additional benefit would be better accountability by decision-takers to the community. 2.2 Residents do not need to be persuaded of the benefits of community involvement. 2.3 The right decision is more important than a	2.1 Decision makers are accountable to the community, the SCI seeks to make the decision making process more transparent and a benefit of this is that it will build trust and limit misunderstanding. 2.2 This paragraph is directed at everyone. **Rephrase para 2.1 to indicate that involving the community in the planning process benefits all parties.** 2.3 **Rephrase and amalgamate previous bullet point 1 and 3 under para 2.1 to: Improved and faster decision making, as issues can be resolved at an early**

speedy decision.	**stage.**
2.4 Local knowledge should be better used by officers.	2.4 Recognise that utilising local knowledge is an important benefit to increased community involvement. **Include additional reference in para 2.1 (5) to making use of local knowledge.**
2.5 Involving more people could simply spread the frustration and despair.	2.5 The intentions outlined in the SCI endeavour to improve the process for all.
3.0 The Aim of the SCI 3.1 The SCI should set out what is meant by community involvement and what consultation is. What is the purpose of consultation and what is the expectation (this would be different for different parties)?	3.1 **Reword para 4.1 to fully explain what we consider to be the purpose of community involvement and consultation.** The expectation of consultation is that it will deliver the benefits outlined in section 2 of the SCI.
4.0 Guiding Principles in Consulting the Community: 4.1 The principles should take account of the York Compact. 4.2 Proposals for a 'continuous process' of public involvement are at odds with CYC's cyclical timetable and low frequency of meetings. A working group of Cllrs and staff should meet weekly to consider views received. 4.3 Need to accept that in some cases lack of interest will be impossible to overcome. 4.4 Obstacles should be recognised as too much ineffective consultation rather than 'lack of interest by the community' or 'too much consultation'. 4.5 Involvement has to start at the very beginning of any process with an open mind and clean slate, there should be no preconceptions or inappropriate assumptions and questions should not be leading. *Suggested amendments to the principles:* 4.6 The SCI should also allow for continuous	4.1 The principles take account of the Code of Practice in the York Compact. **Include reference to the York Compact in the Guiding Principles section (para 4.3).** 4.2 A weekly meeting would have significant resource implications, and would be excessive in the case of document production. The results of all LDF consultations are reported back to Members at the LDF Working Group. 4.3 Recognise that a lack of interest is a barrier. By using the principles set out in para 4.3 to guide community involvement, we will seek to address this barrier as far as possible. 4.4 **Remove reference to too much consultation, expand the guiding principles (para 4.3) to give more detail on how we intend to ensure involvement is effective.** 4.5 This is recognised throughout the SCI and in particular in the guiding principles (para 4.3). 4.6 **Rephrase para 4.3 (i) to: Early and continuous communication and opportunities for public involvement.** 4.7 This is recognised in the guiding principles. **Expand guiding principles (para 4.3 (iv) and (vii)) to provide more explanation on ensuring ideas and comments are considered and continuous development and improvement.** 4.8 **Amend para 4.3 (vi) to refer to providing feedback to individuals, groups and the wider community.** 4.9 **Expand para 4.3 (viii) to refer to carrying out consultation inclusively and give some examples of the sorts of factors we will consider.**

opportunities for public input.	4.10 Section 12 of the SCI sets out how the consultation set out in the SCI will be resourced.
4.7 There should be continuous revision of policies and willingness to change core principles in response to public input. Work to improve public confidence that their contributions will be acted upon.	**4.11 Expand para 4.3 (v) to refer to how we will ensure involvement is meaningful and effective, including being pro-active.**
4.8 State who you intend to provide feedback and information to.	4.12 Covered under para 4.3 (i) and (v) 'early and continuous communication and opportunities for public involvement' and 'ensure involvement is meaningful and effective'.
4.9 Coordinate consultation effectively and inclusively, including consideration of location and timing of meetings and efficiency and effectiveness of leaflet distributions.	4.13 This is generally recognised and reflected in the approaches set out in the SCI to fully involve the community in preparing planning documents and in making decisions on applications. Key to this is early involvement and meaningful and effective engagement (para 4.3 (i) and (v)).
4.10 Ensure consultation processes are adequately resourced to achieve their objectives.	4.14 A key aim of the Statement of Community Involvement is to encourage more people to get involved in the planning process (para 3.2). Table 2 sets out the range of ways we intend to involve the community in the LDF process, including the range of ways they can make comments (Table 2, Key Commitment 7) . Para 10.5 sets out how people can comment on applications.
4.11 Plan to pro-actively reach groups & individuals, not just passively make information available.	
4.12 Consultation must be implemented early enough so that opinions and evidence from consultees can be used to inform all stages of the decision making process.	
4.13 A consultation process that simply asks for opinions on a detailed scheme before implementation should be recognised as flawed, inadequate and inappropriate.	
4.14 Make it as easy as possible for people to give their opinions.	
5.0 Who will be involved:	5.1 Accept that the additional groups and organisations suggested should be included on the LDF database and referred to in the Annex of the SCI as appropriate. One respondent requested that contact details were also included, however, it would not be appropriate to include specific contact details as these may quickly become out of date. **Merge the 'who will be involved', 'community**
5.1 Suggested amendments, updates and additions to the groups and organisations listed in Section 5, Section 7 and Annex 3 of the SCI.	
5.2 Include a sentence on monitoring and keeping	

the database up to date and give details on who people should contact if they wish to include themselves on the database.	**profile' and 'hard-to-reach' sections to give a clearer overall picture about who will be involved. Update Annex 1 to include additional consultees as appropriate.** 5.2 **Expand paragraph 5.15 to include reference to monitoring the database and keeping it up to date and provide a contact if people wish to add/amend/delete their details.**
6.0 Community Profile: 6.1 Suggested amendments regarding villages, urban-rural population split, disabilities and the equality profile.	6.1 **Amend Paragraph 5.2 – 5.8 to include suggested amendments and additions.**
7.0 Hard-to-reach Groups: 7.1 Those with most to gain will participate more whilst those likely to be disadvantaged will continue to be relatively powerless. 7.2 Give more explanation of why each of these groups is considered to be hard to reach. 7.3 The general public are also a hard to reach group and there are others outside these hard-to-reach groups who also find it difficult to get involved. 7.4 Emphasis on consultation with minority groups may mean that the interests of the majority may not be given enough weight. 7.5 Any attempt to be all-inclusive will be wasteful of time and resources, and will fail. A substantial majority should be the target. 7.6 This term is a way of excusing why views of groups aren't heard and instead should be replaced with 'need to reach'.	7.1 A key aim of the SCI is to encourage more people to be involved and make it as easy as possible for them to do so. By clearly setting out the process, the general public are not disadvantaged by a lack of knowledge of the consultation process. 7.2 The groups identified are minority groups which the Council considers are not easily represented and are therefore considered to be 'hard-to-reach'. The membership of the Inclusive York Forum, which was used as a basis for determining hard-to-reach groups, draws on representatives of the various communities of interest in York, namely: race, age, faith, disability, gender and sexuality. 7.3 Accept that a large proportion of the general public could be considered to be 'hard-to-reach' because they are not easily involved in the planning system. As respondents suggest, this could be for reasons such as working full time. **Reword para 5.11 to emphasise that a large proportion of the general public including those identified in this section are 'hard-to-reach' if these are defined as those not easily involved in the planning system.** 7.4 Taking into consideration the needs of specific groups such as these when planning consultations is unlikely to impact negatively on the level of interest from elsewhere, as this targeted consultation would be over and above any wider consultation we intend to undertake. 7.5 It is accepted that we will never achieve a 100% response rate, even if time and resources were unlimited. However the aim of the SCI is to encourage more people to get involved and to get a response which is representative of the York community. An important part of this is to consider the needs of specific groups

	who may otherwise be disadvantaged by methods used.
	7.6 'Hard to Reach' is considered to be a recognisable term for referring to groups that are not easily reached by the planning system.
8.0 Methods of Community Involvement (Table 1):	8.1 Newsletters are recognised as a possible method and this is reflected in their inclusion in Table 1.
8.1 Newsletters could be another method of creating local awareness (e.g. Huntington Newsletter).	8.2 Accept that there are other forums and groups which it would be valuable to involve. **Add an additional row to Table 1 covering Community Groups, Organisations and Forums.**
8.2 Public meetings and meetings with community groups and other local forums are a good way to get more of the community involved.	8.3 Table 1 recognises that one weakness of public meetings and area forums is that they may be hijacked by the most vocal groups – having a strong chairman would be one way of addressing this. The purpose of these meetings and forums is to discuss a range of issues and gather views from different members of the public, in most cases it is inappropriate to cast a vote, as it is not simply a matter of 'for and against'.
8.3 The danger of meetings being hijacked by vocal groups can be minimised through a strong chairman and participants at these meetings should conclude with a vote on the key issues.	
8.4 Further explanation required about area forums	8.4 Area forums would be set up where appropriate to discuss a particular issue, site or application where these particularly impact on a certain area. Amongst other things the membership could be drawn from existing Ward Committees and Parish Councils.
8.5 Public meetings should be well advertised by local media.	
8.6 It should be recognised that the Council has an exhibition unit for pubic exhibitions.	8.5 The Council will seek to make use of local media to advertise consultations and any public events.
8.7 An additional weakness of Formal Written Consultation / Community Surveys is that these documents can over- simplify.	8.6 **Add reference to exhibition venues, including the mobile unit, in Table 1.**
	8.7 Accept that this is a risk when attempting to make information more accessible. **Make reference in Table 1 to the possibility of issues being over-simplified.**
8.8 An additional weakness of focus groups is that they are unaccountable.	8.8 This is the case with most of the different groups involved. Table 1 recognises that these groups may not be fully representative of the community and they would never be used as the sole method of consultation.
8.9 Workshops can be manipulated by a facilitator.	8.9 Recognise that a facilitator can manipulate outcomes and this is reflected in the suggestion that an external facilitator brings about the best results.
8.10 Local Press should be briefed on proposals and the Council should investigate running more interactive and coordinated publicity campaigns through the local media.	8.10 Agree that the local press provides a good way of reaching large numbers of people. Each consultation will be accompanied by a press release and during some consultations we will produce follow-up releases to encourage more interactive coverage (e.g.: follow-up stories with photographs of consultation events). However, it should be noted that whether items are covered by the press
8.11 All documents should be made available on the Council's website and the website should be designed so that documents can be easily	

located.

8.12 Make more use of electronic forms of communication, as this would increase speed and lower costs (for example, when consulting with Parish Councils on applications or to produce a database of email addresses for interested parties.

8.13 Regularly update website information so that key consultation dates are not missed by members of the public.

8.14 The web is an effective way of gaining and sharing information.

8.15 Include notice board in libraries dedicated to Council business.

8.16 Ensure that letters are addressed to the correct individuals.

Which methods of community involvement will be used when?

8.17 SCI should recognise that in most cases an effective consultation will involve employing a wide range of often overlapping measures. There is a lack of clear criteria as to what methods of involvement will be used when – implying that the Council will employ as many or as few as it likes in any given situation.

8.18 Suggest additional focal points for contact and information points: supermarkets, schools/colleges, shops, bus stops, work places and businesses and political party flyers.

8.19 Table 1 should indicate that Planning Aid is provided free of charge to the public.

8.20 Table 1 sets methods against the failings of the public to fit in, it should start with the range

is not within the Council's control. **Make reference to issuing press releases at key stages in Table 2.**

8.11 All consultation documents are made available on our website and during consultations a direct link to the relevant page is placed on the Council's homepage. We will continue to seek advice from our web team on the best way to display information on the website.

8.12 The Council will continually seek new ways to use electronic communication methods. As applications are now available on the website the scope for this has increased. However, as email and internet access is not available to all the best way is still to contact Parish Councils and all neighbours by post.

8.13 **Include an additional bullet point in Table 2, commitment 6: The council will seek to maximise use of the City of York Council Website and ensure it provides up to date information.**

8.14 The Council recognises that the website provides a valuable source of information. **Add the following text to table 1: 'is a simple way of sharing and gaining information'.**

8.15 As libraries have restricted space it is not possible to have a notice board within them dedicated to Council business. For each consultation, we will produce a poster which we will encourage libraries to display to advertise the consultation and the availability of documents within the library.

8.16 Where the information is available letters regarding the LDF are addressed to specific individuals or departments within organisations. At each stage of the consultation when responses are received the LDF contact database is updated to record individuals names rather than simply an organisation.

8.17 Table 1 sets out the range of methods and paragraph 6.2 states that those used would be dependent on the consultees and the type of document being consulted on. To go into more detail would make the document too prescriptive. The Companion Guide to PPS12 states that SCIs should not be too over-prescriptive as this would have considerable resource implications and would require the statement to be reviewed frequently. However an additional sentence could be added suggesting that consultation involves employing a wide range of measures. Add the following text to Paragraph 6.2: **The Council recognises that in most cases an effective consultation involves employing a wide range of often**

of people who may wish to contribute, followed by a decision on the range of measures needed to most effectively reach these people.	**overlapping measures to reach as many people as possible.** 8.18 During previous consultations we have distributed leaflets and posters widely to venues as suggested here. Accept that further information could be provided in Table 1**. In Table 1, i**nclude **additional examples of where we could distribute leaflets and brochures.** 8.19 **Add additional text to Table 1 to indicate that Planning Aid services are free of charge to the public. In addition, refer to Planning Aid in the Glossary and in the section on Resources.** 8.20 Agree that who is being consulted is an important consideration when determining which methods to use in each case. **Revise 6.2 to include: 'The consultation methods used in each case will be specifically tailored according to those to be consulted and what it is they are to be consulted on, to encourage maximum input. Factors such as the accessibility of venues, timings and working hours, care needs and language must be carefully considered in determining the optimum consultation approach in each case'.**
Local Development Documents (LDDs)	
9.0 Consultation on Local Development Documents (LDDs) 9.1 Timescales should be set out in the SCI and these should be updated as changes occur. 9.2 The SCI is resume of what the Council is already doing. It would be helpful to differentiate between the old and new standards and highlight whether we will still be going beyond what is required by the regulations. 9.3 Different terms are used to refer to the same thing throughout the table (eg. 'you' and 'citizens'). 9.4 It mentions that copies of reports will be free to non-profit organisations but isn't clear who will have to pay. 9.5 Stage 1 in the table should state that issues will	9.1 The Local Development Scheme (LDS) sets out the timescales for the production of the LDF and this will be updated at key stages to provide an up-to-date programme. This is available on the Council's website. Reference to the statutory 6 week consultations could be included in the SCI. **Include reference to the statutory 6 week consultation period for Preferred Options and Submission stages in Figure 2.** 9.2 The Council already carries out considerable consultation with regard to applications and planning documents, in many cases going beyond the requirements of the regulations. The SCI provides the opportunity to formally set out these existing practices but also take on board the new standards introduced by the 2004 Planning Act, which encourages a more comprehensive and inclusive approach to community involvement. **Include additional Annex which summarises the minimum requirements for consultation for the LDF.** 9.3 **Amend terms in Table 2 to make them consistent.** 9.4 Accept that the wording makes this unclear. **Reword relevant parts of Table 2 to read 'Copies will be available free to non-profit making organisations.**

be discussed clearly and concisely whilst leaving all options open and providing appropriate background information. 9.6 Amend reference to LSP to refer to using them to reach as many groups as possible who would like support to develop their knowledge of the planning system. 9.7 Advertise widely the offer of a visit by a planning officer to hard to reach groups and others who are interested. 9.8 The Council should state clearly where consensus cannot be reached and what the various points of view are. 9.9 The process of LDDs should have an extra stage 0 – seeking ideas. Otherwise stage 2 is only a consultation on options already owned by the Council.	**Copies for residents and others will be available at an affordable rate.'** 9.5 These points are covered in paragraph 4.3 of the SCI under guiding principles. 9.6 Accept that the suggested change would clarify how we intend to work with the Local Strategic Partnership. **Amend Key Commitment 5 in Table 2 to clarify reference to LSP.** 9.7 This is covered in Table 2, Key Commitment 5. **9.8** As part of the new system planning authorities are required to set out clear reasons for their selection of the preferred options, together with a précis of the alternatives that were considered. At every stage of the LDF process officers will prepare a report setting out how they intend to respond to issues raised. This is set out in Table 2**.** 9.9 A key aim of the new planning system is to involve communities and stakeholders from the earliest stage in the plan preparation process ('frontloading'). Each Development Plan Document will go through an initial 'issues and options' stage, which will include a discussion of possible issues and options, and evidence gathering (pre-production). Stage 1 is therefore part of that trawl for ideas and a stage which will include full community involvement. This is covered under the guiding principles identified in section 4 and under Key Commitment 1 in Table 2.
10.0 Village Design Statements, Parish Plans, Area Action Plans and Supplementary Planning Documents: 10.1 Will Village Design Statements and Conservation Areas be given more weight when considering applications? 10.2 Will Supplementary Planning Documents have 'material' status as SPGs currently do? 10.3 Does an Area Action Plan exist for Huntington, North East York or Haxby/Strensall? There is a need for an agreed area plan to address the cumulative impacts of applications. 10.4 Anything that directly affects a particular town or parish should be highlighted to that area to	10.1 The current aim for design statements is for them to be approved as supplementary planning guidance. The weight attached to the statement depends how closely it reflects national or regional guidance and the level of consultation carried out. This will continue to be the case if they are adopted as SPDs under the LDF. The duty to preserve and enhance the character and appearance of Conservation Areas remains unchanged. 10.2 SPDs will form part of the planning framework for the area and will be included in the LDF. Although not part of the statutory development plan, they must be in conformity with the Core Strategy and the DPD policies which they support and will be subject to rigorous procedures of community involvement. They will therefore be material considerations in the determination of applications. 10.3 There are no Area Action Plans (AAP) proposed for the areas mentioned. AAPs are used to provide the planning framework for areas where significant change or conservation is needed. In the areas mentioned it might be more appropriate to

ensure awareness.	consider producing design guides or statements.
10.5 The SCI should make reference to Parish Plans.	10.4 Paragraph 7.5 of the SCI recognises that some topics will be of localised concern or will only affect certain areas. Consultation on certain documents, such as AAPs and SPDs needs to reflect this. The focus of consultation on these documents will be tailored to the likely level and type of interest. In terms of applications, these are advertised in the local area through site notices, neighbour notification and consultation with the relevant Parish Council or planning panel.
10.6 Are Area Action Plans the same as development briefs?	10.5 Community Plans such as Parish Plans and Village Design Statements provide an important method for involving the community in the planning system. **Provide these as examples in Table 1.**
	10.6 Unlike development briefs which were previously Supplementary Planning Guidance, Area Action Plans will benefit from having development plan status.
11.0 How will comments be brought into the process and what weight will they have?	11.1 All comments will be registered and at every stage of the LDF process officers will prepare a report setting out how they intend to respond to issues raised. With planning applications, the officer draws together all the issues and comments made on a planning application into a written report and makes a recommendation whether to approve or refuse the application, as set out in paragraph 10.6 of the SCI. The comments and reports will be available for the public to view. We believe that all comments are valued, but views often differ and therefore we cannot commit to making all changes requested. **Expand guiding principle iv to explain what happens to comments received and amend Key Commitment 2 in Table 2 to refer to responding to issues raised.**
11.1 SCI should give clear indication of how the comments received will be brought into the process and what weight will be attached to them. There is the perception that comments will not be taken into account and that decisions have already been made.	
11.2 SCI should set out how it intends to ensure that any consultation is open, fair, transparent and democratic.	11.2 Through seeking to increase involvement and clearly setting out how and when members of the public can be involved in the planning process, the SCI seeks to ensure that any consultation is carried out in a way which is open, fair, transparent and democratic. A key part of this is early and continuous involvement and the commitment to providing feedback on comments and decisions.
11.3 The results of consultation should be used to inform the decisions makers. All appropriate committee reports on issues likely to have significant impact on local communities will include details of what consultations have taken place and if none, why not.	11.3 Consultations on the LDF and applications will be reported back to Members in the relevant committee reports. For the LDF this is a standard process, for applications this would only be the case for larger/significant applications.
11.4 Provide a reasoned explanation where decisions are contrary to the views expressed by the majority of those consulted, in many cases people would be more interested in consultation	11.4 As set out above the response to the issues raised/reasons for a decision will be set out by Officers. Public views, even if expressed by a majority of respondents still have to be considered alongside planning guidance and a

if the majority view prevailed.	balanced decision reached.
12.0 Access to Information: 12.1 Accounts of meetings with council staff should be available for inspection by the public. 12.2 Make it possible for *anyone* to gain information. 12.3 The SCI should set out the opportunities for comment and complaint on development projects.	12.1 Under the Freedom of Information Act certain officer notes will be available to be viewed by the public. However there will be exemptions where matters are confidential. 12.2 **Include additional Key Commitment to Table 2 which refers to information being made available to everyone.** 12.3 The SCI as a whole sets out the opportunities available for public comment and involvement. However, it would be good to include contact details for the main teams involved. **Include an Annex which sets out contact details for key departments.**
13.0 Resources and Training: 13.1 The resource implications (time and financial) have been underestimated. 13.2 The SCI should state as a matter of principle that the process will be properly resourced throughout. 13.3 Invest in training for staff and Members and try to initiate training local people how to use new IT.	13.1 Expand **section 12 to set out the resources which will be used to undertake the level of involvement set out in the SCI.** 13.2 The processes and methods set out in the SCI take into account the level of resources available. The need to adequately resource the process is recognised in section 12**.** 13.3 The Council will seek to make use of opportunities to provide Members and staff with appropriate training. There are many facilities which provide IT training for people, including Learning for Life and Learndirect. Where possible the Council will seek to make people aware of the opportunities.
Planning Applications	
14.0 General Comments: 14.1 As well as 'transparency of decision making' include 'leading to a better understanding of the reasons for a decision'. 14.2 Make clear that anyone can comment on a planning application. 14.3 How can we obtain copies of the Council's 'Good Practice Guide to Development Control'? 14.4 All applications should include aerial and plan views of all surrounding properties as well as the proposed property. The planning office should ensure that all plans are accurate or reject the proposal.	**14.1** **Add to para 8.2: 'The Council wishes to make the process of dealing with an application, and the reasons for deciding whether to approve or refuse it, open and accessible to everyone.'** **14.2** **Add to para 10.5: 'Anyone can make a comment on a planning application.'** **14.3** This is not available yet. Development Control are currently working on a Code of Practice to give more detail on the Development Control process. **Remove reference to Good Practice Guide.** **14.4** We are unable to insist on aerial views, especially for smaller schemes, but these are encouraged for larger ones. A minimum standard of plans is required, together with supporting reports to enable clear understanding of the proposals**.** Plans have to meet standard or they will not be registered. **14.5** Agree consensus and negotiation should be undertaken wherever possible,

14.5 Much greater emphasis should be given to the concept of compromise and reaching a consensus.	and this is carried out where tangible benefits are possible.
	14.6 Amend statements in Part 3 to make it more positive about what is achieved.
14.6 The applications section should be more positive about current practices and what the SCI seeks to achieve within the resources available.	**14.7** Accept that this may be unclear because it is set out in another section of the document. **Include page reference number for Table 1.**
14.7 It is unclear where table 1 is within the SCI.	**14.8** Accept **Add short section about planning enforcement.**
14.8 It is important from a planning point of view to get it right first time. Enforcement costs time and money.	**14.9 Amend paragraph 10.1 to reflect suggested changes and correct inaccuracies.**
14.9 Some of the explanations in paragraph 12.3 are inaccurate or seem arbitrary.	**14.10** Involvement of the community at an early stage and throughout the development of proposals provides opportunities for negotiation and discussion between all parties. One benefit of this is that the public will have greater awareness of the process as a whole including S106 agreements.
14.10 The SCI should encourage public recognition of the benefits of development derived through Section 106 agreements.	
15.0 Consultation on Applications:	15.1 **Amend paragraph 10.1 (viii) to refer to consulting, where appropriate, the specific bodies listed in Annex 1, which includes adjoining authorities.** Consider that adjoining parishes are better consulted by their District.
15.1 Include a commitment to consult neighbouring District and Parish Councils.	
15.2 Neighbours should be defined and should always be consulted by some method to ensure they are aware of proposals.	15.2 Existing practice gives the 'net' for notification by letter, this is usually adjoining properties and then wider coverage for large scale applications and extra letters are often sent out following case officers site visit**.**
15.3 For larger developments the Council should consult with its own various partnership boards.	15.3 Briefing the Local Strategic Partnership Boards will be considered with regard to larger applications as appropriate.
15.4 The whole application should be available at the nearest library/Post Office.	15.4 Applications are now available on line and can therefore be accessed in all libraries. Making them available in Post Offices would have significant resource issues.
15.5 For all developments there should be observation "windows" so that the public can view the development.	15.5 For major sites, encourage by negotiation with the developer.
15.6 The Council should contact property owners to inform them of applications and not just rely on notifying tenants and advertisements in newspapers.	15.6 This would have significant resource implications and would not be possible to guarantee in all cases, leading to inconsistency.
	15.7 The Council acknowledge all comments on planning applications.
	15.8 This is not done as routine on applications but is considered on merits of each case.

15.7 Does the Council acknowledge all comments on planning applications? 15.8 Are Resident Groups and Ward Committees consulted as routine? 15.9 Where CYC have a vested interest in an application, residents should be given a bigger role. 15.10 Site notices should always be displayed. 15.11 Site notices should be redesigned to make them more visible (large print, community languages- this is also the case for newspaper adverts) and the siting of notices should be considered to make them more accessible to disabled people and less vulnerable to vandalism.	15.9 An aim of the SCI is that the public should be involved fully in all applications, related to the size/ implications of the proposal. 15.10 National legislation defines when we are required to display notices. There would be resource implications if they were displayed in every case. Neighbour letters give good coverage. 15.11 We are currently looking at the design and location of site notices.
16.0 Reporting Consultation to Members: 16.1 Consultation carried out by a developer and earlier negotiations should be taken into account by committee and this should be viewed as a positive factor when deciding applications.	16.1 A full report on consultation should be included as part of the committee report. **Outline in para 9.8 how the consultation undertaken by developers will be fed into the decision-making process.**
17.0 Delegated Decisions: 17.1 When a decision is delegated, copies of the delegated report are available on request. 17.2 It is not clear on what basis a planning decision may be delegated rather than taken to a planning committee. 17.3 What action can an objector take if they wish to ensure an application is taken to a planning committee rather than being delegated. 17.4 Under "Delegated Authority" Members may overlook significant applications.	**17.1 Refer to delegated decision reports being available in paragraph 10.8.** 17.2 The majority of applications are dealt with through delegated authority, it would be complicated to set out in the SCI the circumstances where they are not. This information will be available from the DC Officer in each case. 17.3 As stated in para 10.7, Members can request that an application is considered at Committee, therefore objectors can make a request to their Councillor and they can decide whether they feel it is appropriate. **17.4** The delegated decisions process is needed practically and brings benefits to residents, for example by enabling householder applications to have a speedier decision. Approximately 87% of applications do not go to committee, which enables the Council to devote more time to larger scale or controversial applications.

18.0 Speaking at Planning Committee:	18.1 This information is available on the Council's website.
18.1 The dates and frequency of committee meetings should be made easily available.	18.2 It is necessary to have measures in place to manage the length of meetings. If the right to respond was allowed all speakers could claim the opportunity. Chair can invite further comment.
18.2 Speakers should be allowed to respond to other comments and make factual corrections to things said by other speakers.	18.3 As above, it is necessary to have some framework to manage the meetings, however, the overall aim should be to get the best balance of views,
18.3 Object to only allowing one speaker and limiting speakers to 3 minutes: - insufficient when an application is opposed on a variety of grounds or it involves complex issues. The number of speakers could be determined by the size of the application? - potentially discriminatory against hard to reach groups. - inconsistent with the provisions of the human rights Act 1998.	commensurate with good decision making and meetings of practical duration. In cases dealing with very large applications or complex issues then multiple speakers may be allowed to register for different issues. 18.4 The practice is to allow one person to speak on a first come first served basis in addition to the Parish Council. 18.5 Parish Councils are always allowed to speak therefore local residents can always have a voice through their Parish Council.
18.4 Where a Parish Council wishes to speak will they be in addition to or displace others who wish to speak against?	18.6 For practical purposes in Committees, this could mean the decision is taken by smaller number of members and would actually be less representative. This remains at the discretion of each member. The introduction of new material at meetings is at the discretion of the chair.
18.5 Local resident objectors should have precedence over remote body objectors.	18.7 The deadline for registering to speak at a planning committee is 5pm on the day before the meeting**.**
18.6 Only members that undertake site visits should be able to vote. No new material should be able to be presented at Planning Meetings.	18.8 This is not possible within the existing constitutions for decision making. Parish Councils do not cover the whole of the authority area so this would lead to some inconsistency in decision making and other groups could also claim the right to have a vote.
18.7 Usually the deadline to register to speak is 10am of the day before not 5pm.	
18.8 Parish Councils should be given a vote on planning committee, the number of vote's dependant on the size of the parish.	
19.0 Feedback and communication:	19.1 Due to the number of letters sent out this would have considerable resource implications.
19.1 Letters of acknowledgment should be	

personalised to lead to better relations. 19.2 Better feedback should be provided to respondents on the outcome of an application. Respondents should be informed of Officers' recommendations on an application and what they can do if they wish to object further. 19.3 Comments can also be made on-line or by fax.	19.2 When an application is considered by Committee, feedback is given to respondents. In the case of delegated decisions, direct feedback is not given due to the resource implications however, the progress of any application can be followed on the internet or by telephoning the planning officer. 19.3 Amend para 10.5 to include on-line and fax responses.
20.0 Major Planning Applications: 20.1 Seek clarity with regard to use of the terms 'major' and 'significant'.	20.1 Agree that the use of the terms 'major' and 'significant' was in cases unclear. For clarity the threshold for what are considered to be major applications should be the same as the statutory definition of 'major'. **Amend para 9.3 to clarify what we consider to be 'major' applications.**
21.0 Requirements from developers on applications: 21.1 The SCI should clarify that it is not obligatory that developers carry out consultation on applications. 21.2 Developers should be required to involve the community. The SCI should be more prescriptive about what is expected from developers and set out how the LPA will work with applicants. Applications which do not state what involvement has been undertaken should be invalidated. 21.3 There should be a leaflet for developers setting out what is expected of them.	21.1 Include reference to consultation not being obligatory in para 9.8. 21.2 Planning guidance states that it is not obligatory that developers carry out community consultation. We therefore cannot require developers to carry out consultation, we can only encourage them to by outlining the benefits. The SCI should not be too prescriptive about what would be expected from developers allowing for flexibility and innovation depending on the type and location of the proposals. **In para 9.4 refer to developers speaking to officers prior to submitting an application to discuss the opportunities for community involvement and provide some further guidance on the type of consultation which will be expected.** 21.3 A leaflet could be helpful when resources permit to help applicants and the public to understand and be involved in the process.
22.0 Parish Councils/amendments to applications: 22.1 The cumulative impact of applications needs to be assessed with input from the community via local forums such as the Parish Council at the pre-application stage. 22.2 Parish Councils / Planning Panels should be informed of any amendments to applications,	22.1 Part of considering applications is to assess the precedent that could be created and cumulative effects. Parish Councils are consulted on all applications and on major applications, section 9 encourages pre-application discussions, however, this would not be practical for all applications. 22.2 Consultation takes place upon 'significant' amendments. In many cases amendments are minor and in keeping with policy, and re-consultation in all cases would have resource implications. Discretion by the case officer helps to reduce unnecessary delays and avoid consultations that would not yield real benefits.

even when not considered significant. 22.3 The Council should inform interested parties about the outcome of appeals from the Inspectorate.	22.3 The Inspectorate advise anyone who asks for a copy of the decision and this is explained in the initial appeal notification letter. **Include a brief section about appeals (para 11.2 and 11.3).**
23.0 Other considerations for applications: 23.1 There is a grey area between Planning, Building regulations and Listed building consent. This often impacts on access issues and general DDA considerations. 23.2 The SCI should be informed by guidance from English Heritage. 23.3 The publicity requirements for applications should also consider the Listed Building and Conservation Area Act and the Planning (Listed Building and Conservation Area) regulations 1990. 23.4 There is no explicit mention of archaeology in the SCI. Consultation on archaeological issues should be considered both at an early stage and throughout the development process. Information on investigations should be made available to the public (perhaps in the form of an open day).	23.1 Consideration of Listed Building Consent is determined nationally, regarding issues that can be taken into account. From 10 August 2006, applicants are required to submit a Design and Access Statement with their application, which will consider the sorts of issues raised by this respondent and this is outlined in para 9.8. 23.2 The Council will continue to consult and involve English Heritage on appropriate applications. This commitment to contacting appropriate specific consultees is set out in para 10.1 (viii). 23.3 **Refer to 1990 Act in para 8.3.** 23.4 Accept that there are often wider issues considered as part of development. Applications are often accompanied by further detailed documents and information, for example on archaeology. All of this information is available on the application file and is available for the public to view. **Include sentence in para 10.4 to outline that additional information is often provided as part of applications and this is available to the public as part of the application file – giving example of archaeology.**
24.0 Developer and Community Consultation: 24.1 Closer involvement between developers and the community should start at a very early stage. This early involvement is essential to minimise development/design costs. 24.2 Technical input should be provided by the developer or an independent facilitator to enable full understanding of technical issues. 24.3 All answers or responses provided by developers to the public should be recorded	24.1 SCI seeks to encourage involvement at an early stage. 24.2 Encourage developer to have technical team at public meetings to answer questions. Meetings may be chaired by an independent facilitator. The community can retain their own experts. In terms of the Council, reports to Planning Committee will involve technical expertise on relevant issues. 24.3 A record of public meetings is important, however the Council cannot ensure this if they are not involved in the meeting.

and logged to help ensure honest and accountable exchanges.	
25.0 Monitoring: 25.1 Monitor distribution of documents and where documents are viewed, particularly at the libraries. 25.2 Set participation levels to measure impact and validity of the process. 25.3 Evaluate the success of major consultation processes and use this to inform and improve future exercises to ensure resources are spent wisely. 25.4 Set out how monitoring and review will be undertaken and indicate if the intention is to involve partners in monitoring compliance with the SCI. 25.5 Would it be appropriate to include commitment to feedback under the monitoring and review section?	25.1 Section 10 of the SCI sets out our commitment to reviewing our consultation process to assess the impact of methods, a key part of this will be to include a question on comment forms asking where the respondent heard about the consultation and seeking views on the consultation process itself. As part of the monitoring and review of consultations the Council will seek to improve the information that is provided to Library staff. 25.2 Seeking to achieve a target level of involvement for each consultation would be resource intensive and would not necessarily yield a more representative response. 25.3 As set out above there will be a continual review of the success of consultation approaches. 25.4 The mechanism used to review the SCI process, through the Annual Monitoring Report, could be made clearer. **Reword paragraph 13.1 to provide more detail on how the AMR will monitor SCI outcomes.** At this stage there is no intention of involving partners in monitoring compliance with the SCI. 25.5 The Council's commitment to feedback is one of the guiding principles set out in para 4.3 (vi). Information on feedback is also outlined under Key Commitment 2 in table 2.
26.0 Annex 1, SCI Process: 26.1 Unsure of what scoping means.	26.1 Scoping refers to the initial stage at which we gather evidence to inform the scope or coverage of the document. **Annex 1 previously set out the process for preparing the SCI, it is not appropriate to have this in the final version of the SCI. Delete Annex 1.**
27.0 Annex 2, Test of Soundness: 27.1 Annex 2 should include some explanation of the application of the Test of Soundness.	**27.1** The purpose of the examination is to consider the soundness of the SCI. The presumption is that the SCI is sound unless it is shown to be otherwise as a result of evidence considered at the examination. This Annex sets out part of the process of preparing the SCI, it is therefore not appropriate that it appears in the final version. Delete Annex 2.
28.0 Annex 5, City Development: 28.1 It would be useful to know the job descriptions or responsibilities of officers/departments so that the applicant can be sure that that	**28.1 Delete diagram in Annex 5 and replace with a list of key contacts and how to contact them (Annex 3: Development Control, City Development, Design and Conservation, Enforcement)**

information has reached all departments concerned, this would also give a more transparent view of Council procedure.	
29.0 Glossary: 29.1 Should the last glossary term read 'sustainable' instead of supplementary? 29.2 It would be helpful to give examples of the different Development Plan Documents. 29.3 The Development Control Policies section in the glossary is not clear. Consider rewording: 'suite' and 'spatial'. 29.4 Could 'neighbours' be added to the Glossary? 29.5 Could Planning Aid be added to the Glossary?	**29.1 Amend reference to Sustainability Appraisal (SA).** 29.2 Examples of Development Plan Documents are set out in the Glossary. 29.3 Accept that the Development Control Policies section of the Glossary could be simplified **Replace 'suite' with 'range' and remove references to 'spatial'.** 29.4 The 'net' for notification by letter is in most cases to adjoining properties and then wider coverage for large-scale applications. In many cases extra letters are also sent out following the Case Officers site visit. It is therefore difficult to define who would be contacted through neighbour notification. 29.5 Accept **Add section on Planning Aid to the Glossary.**

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City of York

LDF | Local Development Framework

Statement of Community Involvement

Submission Draft October 2006

Tell us what you think

The Statement of Community Involvement (SCI) sets out how we will involve the community in the production of the Local Development Framework and in making decisions on planning applications. Following a period of initial consultation carried out in Summer 2005, the City of York Council prepared a draft Statement of Community Involvement (SCI) which was published for consultation from February to April 2006. Comments received during the consultation have been taken into account in preparing this final draft which is now available for comment. Responses received at this final stage will be passed through to the Planning Inspectorate to be considered as part of the formal examination of the SCI.

We would welcome your comments on this document.

Please send us your comments (including your name and address) by:

Post (no stamp required):
Statement of Community Involvement
Consultation
City of York Council
City Strategy
FREEPOST (YO239)
York
YO1 7ZZ
E-mail: citydevelopment@york.gov.uk

Or for more information please contact:
Tel: 01904 551317

The whole document and comment form can also be viewed on the Council's website at: www.york.gov.uk/planning.

Please contact us if you would like this information in an accessible format (for example, large print or by email) or another language

This information can be provided in your own language.
我們也用您們的語言提供這個信息 (Cantonese)
এই তথ্য আপনার নিজের ভাষায় দেয়া যেতে পারে। (Bengali)
Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)
یہ معلومات آپ کی اپنی زبان (بولی) میں بھی مہیا کی جاسکتی ہیں۔ (Urdu)
☎ (01904) 613161

All comments must be received by XXXXX.

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Part one: Introduction

Community voting on issues to inform
a site development brief

Part one: Introduction

1. Introduction

1.1 The Statement of Community Involvement (SCI) sets out the Council's proposals for how the community will be involved, both in the production of planning documents, and through consultation on planning applications, as required under the provisions of the *Planning and Compulsory Purchase Act (2004)*. The Act introduced a new planning system, a key objective of which is to encourage more meaningful community involvement in the planning process.

1.2 The Statement of Community Involvement is broken down into four parts. Part One outlines the benefits of community involvement and sets out the aims and principles which will guide the Council when seeking to engage with the community and stakeholders. Part One also outlines who we intend to involve and identifies possible methods of involvement. Part Two specifically sets out how we will seek to involve the community in the production of planning documents (the Local Development Framework), whilst Part Three specifically discusses community involvement in making decisions on planning applications. Finally, Part Four outlines how we intend to resource the involvement set out in the SCI and also how we will monitor and review the success of this involvement.

1.3 Producing the SCI is a legal requirement, and once finalised, it is legally binding. If the Council fails to carry out its intentions as set down in the SCI when preparing a planning document, the Government could make the Council withdraw that document.

1.4 The Council has, in the past, widely consulted with members of the public and statutory bodies in the planning process, but the *Planning and Compulsory Purchase Act* (2004) sets out new standards and encourages a more comprehensive and inclusive approach to community involvement. The SCI provides the opportunity to set out the Council's overall approach to consultation and provides a basis for how the approach could be developed in the future.

2. Benefits of Community Involvement

2.1 Comprehensive involvement of the community in the planning process benefits all parties. Some of these benefits include:

1. greater ownership by the local community;
2. improved and faster decision making, as issues can be resolved at an early stage;
3. development of individuals, groups and community spirit;
4. building trust within the community as people are involved and therefore better informed;
5. gives local people a voice and makes use of local knowledge; and
6. limits misunderstanding.

2.2 The City of York Council is committed to ensuring that the views of the community are incorporated as far as is possible into the policy framework that guides development in York and into development proposals that come forward. Community involvement will ensure that the plan is sound and creates opportunities for the whole planning process to be more inclusive. Issues can be identified and debated at the earliest opportunity with the aim of resolving any conflicts that may arise.

3. The Aim of the Statement of Community Involvement

3.1 The aim of the SCI is to improve community involvement in plan preparation and planning applications by setting out how all sections of the community can be involved in all stages of document preparation and development proposals, but especially in the early stages when ideas and proposals are being developed.

3.2 The Council wants to improve the way they involve the wider public in plan making and in reaching decisions on planning applications. The Council wants to encourage more people to be involved and make it as easy as possible for them to do so.

4. Guiding Principles in Consulting the Community

4.1 The purpose of consultation is to enable the Council to fully consider the needs and aspirations of communities and stakeholders when developing documents and making decisions on development proposals. Consultation findings provide a basis for making difficult choices and build a commitment to delivering on proposals.

4.2 Overall, the Council believe that achieving effective community involvement is an important part of delivering sustainable development. This reflects one of the key principles of the UK Government Sustainable Development Strategy, Securing the Future, which seeks to promote good governance. The Strategy seeks to promote good governance through actively promoting effective participation in decision making.

4.3 The Council is committed to providing a high quality and responsive planning service which meets the needs of the community. The principles guiding consultation with the community take account of those set out in the Code of Practice on Consultation in *'The York Compact'*. The York Compact provides the agreed framework for the relationship between local public bodies and voluntary and community organisations in the City of York. The Council will use the following 9 principles to guide public involvement in planning matters.

i. **Ensure early and continuous communication and opportunities for public involvement:**
Community involvement needs to be present at all stages in the preparation of planning documents and effective community involvement should provide opportunities for information, participation, consultation and feedback. With regard to planning applications, approaches should consider involvement both at the pre-application stage and once an application is submitted.

ii. **Keep the process simple, transparent and accessible to all:**
The SCI clearly sets out the process by which everyone can get involved in the preparation of planning documents and in making decisions on applications, this will ensure that everyone has equal opportunity to understand how they can get involved. At each major consultation the process for preparing the planning document or making a decision on the application will be explained.

iii. **Seek to provide information in an interesting, clear and accessible way:**
Information should be presented in a way which is clear and easy to

understand to facilitate involvement and encourage participation.

iv. **Ensure ideas and comments are considered:**
All comments will be registered and at every stage of preparing planning documents officers will prepare a report setting out how they intend to respond to issues raised. These reports will be considered by Members of the Council in their decision-making. With planning applications, the officer draws together all the issues and comments made on a planning application into a written report and makes a recommendation whether to approve or refuse the application.

v. **Ensure involvement is meaningful and effective:**
We will seek to ensure that involvement is meaningful and effective by pro-actively involving the community at all stages; only asking for comments when there is an opportunity to shape or amend the content of a document or proposal; allowing enough time for involvement; and explaining the reasons for decisions.

vi. **Share information and provide feedback to individuals, groups and the wider community:**
For the community to consider that involvement is worthwhile, it is essential that the results of consultation and information on the decisions made are fed back to them. It is also essential that general information on planning documents and applications is widely available. The Council will ensure that information relating to the planning process, including feedback on consultations is available to everyone through a variety of methods. In all cases this will involve contacting respondents to make them aware of where the information can be viewed.

vii. **Allow for continuous development and improvement:**
It is important that the SCI allows for some flexibility in the methods used. Practices will be monitored and reviewed to allow for approaches to be amended to reflect changes in circumstances or to address the strengths and weaknesses of certain methods as they emerge.

viii. **Co-ordinate consultation effectively and inclusively:**
To carry out effective consultation it is critical to consider who is being consulted and the approaches used should be tailored to the needs of these groups. Factors such as the accessibility of venues, timings and working hours, care needs and language will be carefully considered in determining the optimum consultation approach in each case.

ix. **Co-ordinate with other departments to reduce risks of consultation fatigue:**
It is crucial that planning consultations take into account the consultations carried out by other departments within the Council and other relevant documents which the Council produces such as transport, economic and housing strategies, and in particular the Community Strategy, as there are possibilities to work together on consultations and also to share information. Where possible we will seek to engage with officers from different departments within the Council to encourage cross-cutting and sharing of information.
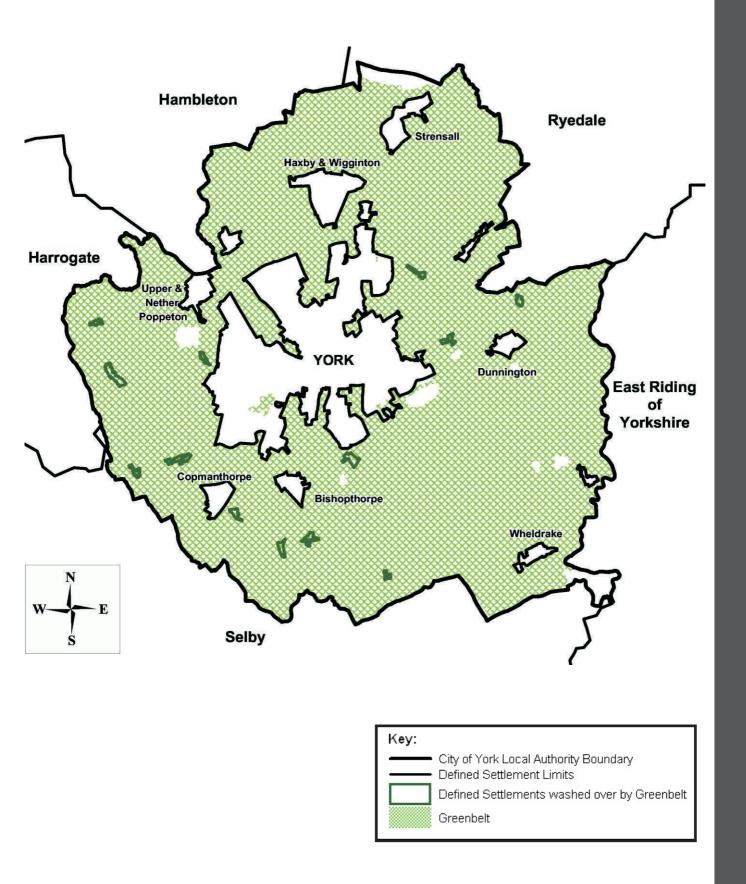
5.   Who Will Be Involved?

Community Profile

5.1   When considering which groups and individuals to involve it is important to consider the specific characteristics of the population of York and the surrounding area.

5.2   York is situated within the Yorkshire and Humber region. The Emerging Yorkshire and Humber Regional Spatial Strategy identifies 7 sub areas that reflect existing relationships between places. York is identified as part of the Leeds City Region and also as part of a wider 'York sub area' which covers the City of York and its wider hinterland or 'area of influence'. This includes up to Malton, some of the East Ridings, West to the A1 and south to Selby.

5.3   York is a commercial city renowned for its heritage. It covers an area of approximately 105 square miles made up of the historic city centre and the surrounding urban area along with a number of villages and semi-rural settlements. Of this, approximately 85 square miles is in the Green Belt (See Map 1). Those living in rural areas, including villages and smaller settlements make up approximately 6% of the population, whilst the remaining 94% live in the city centre and surrounding urban areas.

5.4   The population of York in 2003 was 183,128 persons; of this 48.2% were male and 51.8% female. Children aged less than 5 years made up 5% of the population. In mid-2003 19.5% of the resident population of York were of retirement age (aged 65+ for males and 60+ for females).   The population of York is increasing, growing by 9.1% between 1991 and 2001, and is projected to increase by 4.2% between 2001 and 2011. 17% of people in York are disabled (have a limiting long term illness or medical condition).

5.5   The unemployment rate for York in 2003 was 1.6%. At the time of the 2001 Census, of all the people unemployed in York 18.36% were aged over 50 years, 6.73% had never worked and 24% were long-term unemployed. York is ranked as 219th out of a total of 354 local authorities as being amongst the least socially deprived areas.

5.6   York experiences a positive net flow of daily trips into the city centre for work; this means that overall more people commute into York City Centre for work than commute out. Around 25% of these journeys to work in the city centre originate from areas outside the City of York authority boundary, the remainder being internal trips within the City of York authority boundary. The majority of these journeys into York City Centre from outside the boundary are from neighbouring authorities, particularly the East Riding of Yorkshire, Leeds and Selby.

5.7   York is located in one of the fastest growing economic areas in the UK.   It continues to be the home of traditional industries such as rail and engineering, food and building industries.   However, a strong finance and management services sector has developed in York, including headquarters, the professional sector and call centres. Furthermore, the Science City York initiative is supporting the development of the bioscience, digital and creative clusters that have emerged in the City.

5.8   York has an increasingly diverse population.   The 2003 Annual Population Survey shows that 6.1% of the population are from black and minority ethnic groups.   The largest minority ethnic groups being Travellers, people of South Asian origin, Chinese people, and people of Turkish origin.   Since the last census there have been new groups of people coming to live and work in York, particularly people of Kurdish origin and people from Eastern Europe, and overseas students attending the universities in York. This trend is set to continue over the next few years.   The

Map 1: The City of York Unitary Authority Area

Hambleton

Ryedale

Strensall

Haxby & Wigginton

Harrogate

Upper &
Nether
Poppeton

YORK

Dunnington

East Riding
of
Yorkshire

Copmanthorpe

Bishopthorpe

Wheldrake

N
W — E
S

Selby

Key:
— City of York Local Authority Boundary
— Defined Settlement Limits
☐ Defined Settlements washed over by Greenbelt
▨ Greenbelt

census also tells us that whilst most people (74%) are Christian there are also significant minority faith groups in York representing all of the major world faith groups.

5.9 Consultation needs to reflect those groups identified in the community profile. The Council want to ensure that a wide range of social, economic, community, voluntary, business and hard to reach groups are consulted as well as the general public and individuals.

Hard to Reach Groups

5.10 Consulting hard to reach groups is an important part of the new planning process. There are many reasons why different parts of the community may not get involved in planning such as language and cultural differences, different beliefs and values, or lack of time and ability to attend events. A starting point for trying to reach these hard to reach groups is through the *Inclusive York Forum*. The role of this group is to review progress towards achieving the Inclusive City aims set out in the Community Strategy and to champion issues of inclusiveness whilst promoting the active engagement of communities of interest. Membership of the group has been established to include the representatives of the different communities of interest within York.

5.11 The Council recognises that overall the general public could be considered as hard to reach for many of the reasons outlined above, however, within this the following particular groups have been identified. Many of these have been identified through the community profile above and the *Inclusive York Forum.*

1. People from Black Minority Ethnic groups
2. Faith groups
3. Gypsies and Travellers
4. People with learning difficulties

5. Disabled people
6. Lesbian, Gay, Bisexual and Transgender (LGBT) groups
7. Young people
8. Older people
9. Homeless people
10. Carers (including young carers) People living in areas of deprivation or on a low income
11. People living in remote rural areas

5.12 As part of the *Race Relations Amendment Act 2000*, the *Disability Discrimination Act 2005* and the *Gender Equality Duty,* the Council are required to assess emerging policies and strategies which have potential equality implications. In preparing planning documents (as part of the Local Development Framework), we will seek to meet the requirements of the above Acts, with input from the *Social Inclusion Working Group*, the Council's Equalities Officer and in line with guidance set out in the Council's Equality Strategy *(Pride in Our Communities)*.

Key Groups to Involve:

5.13 In the context of York's community profile and the identification of certain hard to reach groups, If involvement is to be effective it is considered that the overall target groups for involvement are:

Specific Consultation Bodies including:
- Central, regional and local government
- Statutory bodies

General Consultation Bodies including:
- Voluntary bodies
- Racial, ethnic or national bodies
- Religious groups
- Disability groups
- Business groups

Other Locally Identified Groups
including:
- General public (including hard to reach groups)
- Local interest groups
- Developers/landowners/agents

5.14   A more detailed list of the groups to be involved is set out in Annex 1, under the headings; specific consultation bodies; general consultation bodies; and other locally identified groups.

5.15   The Council have compiled a database to include the individuals and organisations who have registered an interest in the York Local Development Framework process. However, this is not a fixed list and further contacts will be added as they are identified, whilst others may no longer wish to be involved and will be removed from the database on request.   To request to be included on the database so that we can contact you at key stages as we prepare planning documents or to delete or amend your details please contact City Development (contact details provided in Annex 3).

6.   Methods of Community Involvement

6.1   The new planning system places greater emphasis on involving people from the start of the process ('front-loading'), and consensus building with local communities on the content of the plans that will shape the future of the City.   Traditionally, community involvement in the planning process would involve inviting comments on proposed policies and proposals in a written document (with relevant maps) at specific stages during the process.   The new planning system encourages greater community involvement throughout the process. In order to widen the involvement of the community, and especially

in consulting with hard to reach groups, a range of consultation methods will be used.

6.2   Table 1 identifies the range of consultation methods which may be used. It also highlights the strengths and weaknesses of the various methods which the Council will take into account when deciding how to consult on documents and planning applications. The methods of consultation used in each case will be tailored to the consultees and the type of document or development being consulted on, to encourage maximum input. Factors such as the accessibility of venues, timings and working hours, care needs and language must be carefully considered in determining the optimum consultation approach in each case. The Council recognises that in most cases an effective consultation involves employing a wide range of often overlapping measures to reach as many people as possible.

Table 1 Proposed Methods of Community Involvement

Method	Main Considerations	Strengths	Weaknesses
Documents available for inspection at Local Planning Authority (LPA) offices	Minimum requirement - Specify how and when people should respond.	Can give detailed information and provide for detailed responses.	Low response rates; can exclude people with poor literacy skills; reading and responding to documents can be time consuming, requires confidence and ability to get to the LPA office.
Letters to specific consultation bodies and other national consultees	Minimum requirement- specify how and when people should respond	Letters can be written to get specific feedback on particular matters.	Consultees may not have enough time to answer specific points.
E-mail, web site	Will include all relevant documents in pdf and word format.	Cheap to distribute; easily updated and amended; has particular appeal to young people; is a simple way of sharing and gaining information	Limited access; information needs to be carefully designed for the internet; low response rate, requires IT skills.
Local Media	TV, radio, press releases and advertisements can explain documents and processes in simple language via press releases, 'Your Ward' and 'Your City' and Parish Council newsletters.	Can be sent to all addresses in the York Area; can be written for specific audiences and provide a good way of raising awareness.	Lack of feedback; may be treated as junk mail and not read; TV and radio items can be missed, details can be inaccurate, and can exclude people with low literacy skills..
Leaflets/Brochures	Can publicise the proposed document or planning application, explain the process in simple language and invite comment.	Can be sent to all addresses in the York Area or targeted to local schools / colleges, local shops, local supermarkets, workplaces and businesses; can simplify complex topics.	May be treated as junk mail and not read, can exclude people with poor literacy skills; reading and responding can be time consuming.
Newsletters/ Magazines	Can publicise the proposed document or planning application, explain the process in simple language and invite comment, e.g. through staff association newsletters.	Can reach a wide range of individuals and groups with an interest in the York area; can be written for a specific audience; and can simplify complex topics.	Low response rate; can exclude people with poor literacy skills; reading and responding to articles can be time consuming.

Statement of Community Involvement Submission Draft

Table 1 Proposed Methods of Community Involvement

Public Exhibitions	Useful method for showing proposals visually in areas where changes are proposed. Exhibitions could be held in various venues including the Council's mobile exhibition unit. There is also the opportunity to tie exhibitions into other events taking place in the City such as festivals and fetes.	Gives residents some flexibility in deciding when to visit; can encourage feedback and comment; can reach more rural areas.	People attending may not be representative of the wider community; responses will be skewed towards the information presented; exhibitions cannot cover all areas, requires confidence and ability to the exhibition.
Formal written consultation/ community surveys	Good introduction to main issues. Responses can help identify key interests and groups. Consultation around key issues.	A good method of getting reliable statistical data; can be targeted to a specific audience; easy to understand and analyse.	Low response rates; will exclude people with poor literacy skills; responding to lengthy documents can be time consuming; issues could be over-simplified.
One-to-One meetings with selected stakeholders	Identifies key issues and key groups.	Useful method of getting a targeted response, face to face meetings allows for instant feedback.	Time consuming and slow.
Public Meetings	Useful when area specific proposals are made.	Good method of informing the public and getting their views; a useful means of creating interest in local issues.	Those attending may not be representative of the wider community; large meetings can inhibit the expression of all views; meetings can be dominated by single issue groups or the most vocal; the Council may appear defensive when presenting proposals.
Focus groups (selected groups of participants with particular characteristics)	Useful for area based discussions or for specific topics.	Focus Groups allow the Council to find out what is important to the users of a service; groups can create ideas on issues or help identify solutions to problems; focus groups can help to involve marginalised groups if the process is externally managed.	Works best with a trained facilitator, so is expensive; group discussions may inhibit some members from taking part, the group may not be a true representation of the community.

Table 1 Proposed Methods of Community Involvement

Method	Main Considerations	Strengths	Weaknesses
Area Forums	Tailor made groups for local issues, area based policies or planning applications.	Allows the Council to use data collected by members of the group and to pool data from various sources; helps to get the views of minority groups.	Danger that the group can be dominated by those whose views are not fully representative of the group as a whole.
Planning Aid	Will target hard to reach groups and increase their ability to take part.	An independent broker, able to mediate between conflicting interests; able to engage those who would usually be excluded and those with limited financial means; planning aid services are free of charge to the public.	May be time consuming; can only serve deprived groups and individuals.
Workshops/ 'Planning for real' activities: (uses simple models as a focus for people to put forward and prioritise ideas on how their area can be improved)	Puts forward and prioritises ideas.	Hands on, visual, allows for different ages and levels of ability.	Time consuming and expansive as an external facilitator usually brings about best results.
Ward Committees, Planning Panels, Parish Councils, and other Community Groups, Organisations and Forums	Engaging with these groups in a range of ways means that local groups can become involved in the planning process.	A good way of informing local people and gaining their views; to explore particular issues in more depth; making use of local knowledge and creates opportunities for capacity building where these groups can begin to carry out consultation themselves, for example through work on Village Design Statements and Parish Plans.	Views expressed by the group may not be representative of the community as a whole.

Statement of Community Involvement Submission Draft

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Part two: Consultation on the Local Development Framework

Statement of Community Involvement Submission Draft

Workshop event with York Professional Initiative, discussing the future vision for York

Part two: Consultation on the Local Development Framework

7. Consultation on the Local Development Framework (LDF)

7.1   The Local Development Framework (LDF) will guide and manage development in York over the next two decades. The Local Development Framework will consist of a number of documents which will each cover a specific topic or area. These documents can be prepared and adopted independently of each other, allowing for the continual updating of planning policy. The timescale and programme for preparing the LDF in York is set out in the Local Development Scheme which is available on the Council's website (www.york.gov.uk/planning).

7.2   The Local Development Framework will be made up of three main types of document (As illustrated in Figure 1 overleaf):

Type 1:   Development Plan Documents (DPDs)

The following Development Plan Documents (DPDs) will form the City of York Local Development Framework:

- Core Strategy + Strategic Policies (DPD);
- Development Control (DPD);
- Key Allocations & Proposals Map (DPD); and
- Action Area Plans (DPD).

Type 2:   Supplementary Planning Documents (SPDs)

Type 3:   Procedural Documents

7.3   Type 1 and Type 2 documents are subject to Sustainability Appraisal (incorporating Strategic Environmental Assessment). The purpose of Sustainability Appraisal is to appraise the social, environmental and economic effects of the strategies and policies in a document from the outset of the preparation process. This will ensure that decisions are made that accord with sustainable development. The Council will involve the community in the production of the Sustainability Appraisal work that will be carried out as part of the LDF process.

7.4   Figure 2 shows the main stages of community involvement on LDF documents. The preparation of Development Plan Documents and Supplementary Planning Documents will include a number of stages with opportunities to comment at each stage.

Figure 1: York's Local Development Framework

Type 1
Development Plan Documents (DPDs)

These are subject to independent examination and have the full weight of development plan status when the Council are considering planning applications. They will be informed : by extensive community involvement and Sustainability Appraisal

Required DPDs
- **Core Strategy –** The vision objectives and strategy for the future development of York, and strategic policies to deliver them.
- **Site Specific Allocations-** Site allocations for housing, employment and other development.
- **Proposals Map -** The proposals map illustrates on a base map all the policies contained in DPDs.

Optional DPDs
- **Area Action Plans** Used to provide a planning framework for areas of change and areas of conservation.

Other DPDs
[Development Control DPD] This will contain detailed policies guiding particular forms of development.

All Development Plan Documents and Supplementary Planning Documents are subject to a Sustainability Appraisal (incorporating a Strategic Environmental Assessment (SEA)) and the procedures set out in the SCI.

LDF

Type 2
Supplementary Planning Documents (SPD): (Optional)

These will not have development plan status, but will be used to expand policy or provide further detail to policies in the Development Plan Documents, for example these could include development briefs for particular sites or design guides. However, like DPDs, they will be informed by extensive community involvement and sustainability appraisal, but they will not be subject to independent examination.

(None currently proposed)

Type 3
Procedural Documents

These documents will be publicly available but only the Statement of Community Involvement is subject to community involvement and independent examination.
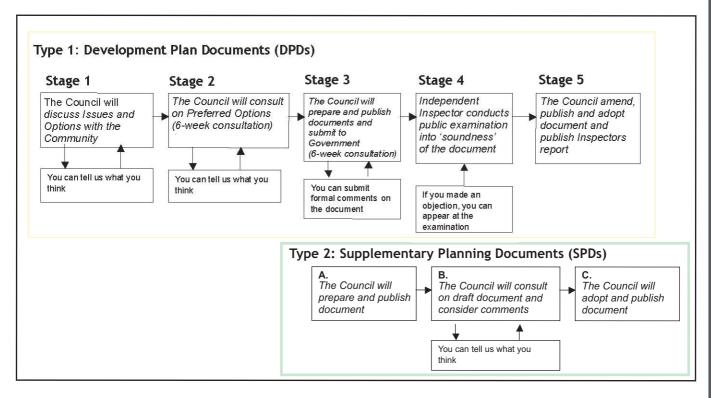
- **Local Development Scheme (LDS) –** A three year project plan.
- **Statement of Community Involvement (SCI)** – sets out how the community will be consulted on the LDF.
- **Annual Monitoring Report (AMR)** - A document produced each year which shows progress on all the separate parts of the Local Development Framework (LDF).

Figure 2: Process for preparing Local Development Framework documents

Type 1: Development Plan Documents (DPDs)

Stage 1 — The Council will discuss Issues and Options with the Community
You can tell us what you think

Stage 2 — The Council will consult on Preferred Options (6-week consultation)
You can tell us what you think

Stage 3 — The Council will prepare and publish documents and submit to Government (6-week consultation)
You can submit formal comments on the document

Stage 4 — Independent Inspector conducts public examination into 'soundness' of the document
If you made an objection, you can appear at the examination

Stage 5 — The Council amend, publish and adopt document and publish Inspectors report

Type 2: Supplementary Planning Documents (SPDs)

A. The Council will prepare and publish document

B. The Council will consult on draft document and consider comments
You can tell us what you think

C. The Council will adopt and publish document

7.5 The Council want to involve the community throughout the LDF plan making process, and will try to do this in various ways. The methods used will depend on the stage of preparation of each document and the likely level and type of interest. Some topics will be of localised concern and some issues will affect only certain places so consultation needs to reflect this. For example, consultation regarding Area Action Plans (DPDs) and Development Briefs (SPDs) will have a localised focus.

7.6 Drawing on the guiding principles for involvement set out in Part One, the Council will make 10 key commitments for seeking to achieve effective community involvement in the preparation of the Local Development Framework. These are set out below.

Key Commitments:

1. involve the community from the earliest stages of plan preparation by asking for your views on planning issues and options;

2. produce reports which provide feedback on consultations and respond to issues raised;

3. tell you when new draft or revised planning documents are published, where you can see them, and when you can respond;

4. promptly publish and make available all new revised planning documents;

5. offer help to, and develop the knowledge of people and groups with little previous experience of the planning system;

6. make information available to everyone through a variety of methods;

7. give you formal notice of the opportunity to make representations on a planning document;

8. attempt to create agreement between opposing views;

9. give you notice of an examination in public; and

10. give you notice of the Council's intention to adopt a planning document.

Table 2: How and why community involvement will be sought in the preparation of the Local Development Framework

7.7   Table 2 provides more information on these commitments, setting out what we will do to involve the community and stakeholders at key stages, the reasons for doing it, and the methods we will use.   The minimum requirements for carrying out consultation on Local Development Framework Documents, as set out in the Regulations, are summarised in Annex 2.

Key Commitments	Relevant Document Stage (Fig 2)	How we will do it	Why we will do it
1. Involve you from the earliest stages of plan preparation by asking for your views on planning issues and options.	Type 1 (DPD): Stages 1 and 2	• Hold workshops/ public events in local venues where you can meet planners face to face. • Arrange meetings with community groups and organisations. • Arrange events for groups who would not otherwise get involved. • Questionnaires and letters. • City wide publications such as 'Your City' and 'Your Ward'. • Issue a press release.	• To find out what people want. • To share and gather information. • To identify local issues. • To involve hard to reach groups. • To help define preferred options. • To increase awareness of planning issues across the York area. • To provide the scope for face-face discussion with a planning officer. • To achieve local ownership. • To develop consensus. • To strengthen the evidence base.
2. Produce reports which provide feedback on consultations and respond to issues raised.	Type 1 (DPD): Stages 2 and 3 Type 2 (SPD): Stage C	• Notify by post or e-mail all those who made comments. • Send copies of reports to Specific Consultation Bodies. • Publish report on CYC website. • Provide copies at all local libraries and Council Offices. • Copies will be made available free to non-profit making organisations. Copies for residents and others will be available at an affordable rate.	• To provide feedback to those who have commented and those who have an interest. • To ensure the information is widely available, and that the community understand the background and reason for decision at an early stage. • Comply with Regulations.
3. Tell you when new draft or revised planning documents are published, where you can see them, and when you can respond.	Type 1 (DPD): Stages 2 and 3 Type 2 (SPD): Stage B	• City wide publications such as 'Your City' and 'Your Ward'. • Letter/email to consultees and all those on the database. • Notices in libraries/ and Council Offices. • A notice on the CYC website at the start of the consultation period saying where new documents can be seen. • Issue a press release.	• To keep everybody informed and up-to-date about the plans being prepared. • To improve awareness of new documents amongst those most affected.

Key Commitments	Relevant Document Stage (Fig 2)	How we will do it	Why we will do it
4. Promptly publish and make available all new revised planning documents.	Type 1 (DPD): Stages 2, 3 and 5 Type 2 (SPD): Stages B and C	• Put all new published and revised planning documents on CYC website. • Make paper copies available at a reasonable charge. • Make paper copies of LDF documents and any background documents available to view at Council offices and libraries. • Issue a press release.	• To enable anyone to see for themselves what the Council is proposing.
5. Offer help to, and develop the knowledge of people and groups with little previous experience of the planning system.	Type 1 (DPD): All Stages Type 2 (SPD): All Stages	• Work with City of York Local Strategic Partnership (LSP) to reach as many groups as possible who would like support to develop their knowledge of the planning system. • Promote the use of Yorkshire Planning Aid by hard to reach groups. • Through planning officers attending meetings with hard to reach groups. • With locally specific documents such as Area Action Plans and Development Briefs ensure that people and groups understand the detail of proposals.	• To help local communities to become involved in the process. • To increase participation amongst hard to reach groups.
6. Make information available to everyone through a variety of methods.	Type 1 (DPD): Stages 1,2 and 3 Type 2 (SPD): Stages B and C	• Wherever possible, information will be made available in both paper and electronic formats. • The Council will seek to maximise use of the City of York Council's website and ensure it provides up to date information. • Copies of all documents will be made available at local libraries and at Council offices. • All information will be available on request in Braille, large print, audio format or Easy Read. • Press releases and where appropriate, articles in the Council's newsletter, Your City, will provide updates on progress with the LDF. • Where requested we will provide information in community languages, these include British Sign Language, Urdu, Turkish, Cantonese and Bengali.	• To ensure that information is widely available. • To increase participation amongst hard to reach groups.

Key Commitments	Relevant Document Stage (Fig 2)	How we will do it	Why we will do it

7. Give you formal notice of the opportunity to make representations on a planning document.	Type 1 (DPD): Stages 2 and 3
	
	Type 2 (SPD): Stage B
		• Publish at least one public notice in a local newspaper and on the Council website, stating where you can view the documents, along with when, how and to whom you should send any formal representations.
		• Issue a press release.
		• Provide forms for comments with all planning documents sent out, and at local libraries and Council offices.
		• Make forms for formal comments available on the CYC website.
		• Send to Specific Consultation Bodies a copy of the relevant documents and the form for representations.
		• Send to the General Consultation Bodies a copy of the notice announcing the publication of a new document stating where it can be seen.
		• Accept comments from respondents either:
		  - in writing or on a response form;
		  - via electronic means (e-mail);
		  - where people are unable to use the above means, by dictating responses to a Council officer.
			• To meet the requirements of the Planning Regulations.
			• To give you the opportunity to state whether you support or object to specific policies and proposals.

8. Create agreement between opposing views.	Type 1 (DPD): Stage 2 Type 2 (SPD): Stage B	• Hold meetings as needed with individuals and groups to explore particular issues in more depth. • Assist with the exchange of information. • Prepare a report which summarises the comments made and how we intend to respond. • With regard to Area Action Plans and SPD Development Briefs, given the detail included within these documents care must be taken to ensure issues arising are fully understood in terms of how they will affect development on the ground.	• To promote dialogue between the local and business community. • To find common ground, and to reduce disagreement. • To develop consensus as far as possible.

Key Commitments	Relevant Document Stage (Fig 2)	How we will do it	Why we will do it
9. Give you notice of an examination in public	Type 1 (DPD): Stage 4	• Publish at least one notice in a local paper circulating in the area. • Press release. • Post notices in libraries and Council offices. • Notify directly those who have outstanding objections.	• In order that everyone who has the right to be heard at the Public Examination is made aware of the arrangement. • In order that all interested parties are made aware of when and where it will take place.
10. Give you notice of the Council's intention to adopt a planning document.	Type 1 (DPD): Stage 5 Type 2 (SPD): Stage C	• Publish and make available copies of the document at the Libraries and Council offices during normal opening hours. • Make copies available on the CYC website. • Send copies to the Specific Consultation Bodies who have requested a copy. • Place an advert in the local press giving details of the document and stating where it can be seen. • Issue a press release.	• To ensure that all those with an interest in the document know about the Council's intentions and are aware of their right of appeal to the High Court.

Part three: Consultation on Planning Applications

Planning applications and plans can be viewed
at the Planning reception desk

Part three: Consultation on Planning Applications

8. Involving the Community

8.1   This section explains how the Council will consult you and the wider community on planning applications. Planning applications are processed by the Council's Development Control Team, which includes Planning Officers and Support Staff.

8.2   The Council deals with a wide range of planning applications; from house extensions to large-scale schemes such as new housing or offices.   The Council wishes to make the process of dealing with a planning application, and the reasons for deciding whether to approve or refuse it, open and accessible to everyone.

8.3   The Council is committed to facilitating community involvement at all stages of the planning application process, that is prior to an application being submitted; once an application is submitted to the Council; and after a decision has been made.   National legislation[2] sets out the minimum which the Council is required to do to consult the community on applications once they are submitted. However, the Council believe that, particularly for major or locally sensitive sites, wider community involvement is needed before an application is drawn up and submitted to the Council (the 'pre-application' stage).   Drawing on the guiding principles set out in paragraph 4.3, this part of the SCI goes through each stage of dealing with a planning application, setting out what is expected from applicants at the pre-application stage and how the Council will consult and involve the community once an application is submitted.

8.4   National and local planning policies are evolving all the time to keep planning up-to-date and responsive to people's needs.   The Government also sets time targets within which local councils should reach a decision upon different types of planning applications. To meet these challenges, our staff resources have to be used as effectively and wisely as possible by making consultations appropriate to the type of application concerned.

8.5   Reaching a decision on a planning application means weighing and balancing together many factors such as: national and local planning policies; planning law; the nature of the site and its surroundings; and the advantages and disadvantages for neighbours and the wider community of the scheme.   Your views help the Council reach fair and equitable decisions and achieve well designed schemes that contribute to the needs of the local community and, in turn, to the City overall.

9. Community Involvement before a Planning Application is Submitted

9.1   The Council will strongly encourage applicants who are preparing a planning application on a major or locally sensitive site to involve the community, as early as possible, before the application is submitted. Taking time for discussions at the start helps everyone involved to understand the issues and concerns about the scheme.   The applicant is able to explain the thinking behind proposals to local people; who in turn can make their views known, bringing out the things that they value, or the problems that they have with the proposals.

9.2   As set out in paragraph 2.1 of the SCI, this early involvement benefits all parties. Costly revisions to proposals at an advanced stage, or unforeseen last minute problems, can be avoided. A good quality scheme can be

2. The Town and Country Planning (General Development Procedure) Order 1995, and the Town and Country Planning (Listed Buildings and Conservation Areas) Act 1990

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shaped from the outset and decisions made with all the necessary information to hand, meaning that time and resources are saved in the long run.

What are "Major or Locally Sensitive" Applications?

9.3 For guidance purposes, the Council considers that the following types of applications require pre-application community involvement. The onus will normally be upon the applicant to carry this out:

- applications requiring an Environmental Impact Assessment;

- major applications, as defined in the Town and Country Planning (General Development Procedure) Order 1995. This includes residential development of 10 units plus, or on a site of 0.5 hectare or greater and other developments of over 1000sqm or on a site of 1 hectare or more; or

- applications which are likely to attract significant community interest.

What is Expected from the Applicant?

9.4 Applicants are strongly encouraged, in the first instance to discuss how the community should be involved with a Planning Officer (contact details provided in Annex 5), as part of pre-application discussions. Some or all of the following is needed to make involvement helpful and effective, geared to the nature and scale of the application concerned.

Publicity:

Notify local residents by letter or leaflet; place an advert in the local newspaper; and/or use local notice boards. Always say how people can find out more.

A public event:

Arrange an event such as an exhibition or "open house" at a time and place to attract as many people as possible; for example actually on the site or at a nearby meeting hall. Staff the event and have well presented display material.

Making contacts:

Contact Parish Councils; local community or amenity groups; and/or City Councillors for the Ward concerned.

Applicants should ensure that:

- adequate time is allowed for people to comment, at least 21 days from the date of the latest publicity or events;
- material is presented factually and without bias; and
- people know how their comments will be dealt with, and what the next stages are.

9.5 Other ideas for involving the community are also given in Table 1 (See page 11). The Council will assist, where possible, with lists of contacts, venues, and factual information on planning policies. However, Council officers and elected Councillors have to remain impartial, so as not to prejudice the later stages of considering the application.

9.6 Also at this stage, applicants should take into account national, regional and local planning policies, the Community Strategy
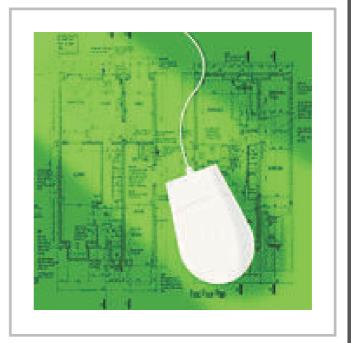
and other documents produced by the community, such as Village Design Statements and Parish Plans. Planning officers will advise on these and the policy context for the site.

Small Scale Applications

9.7 Even for smaller applications, not included in the list above, pre-application consultations with near neighbours or local people may be beneficial. For house extensions, we encourage discussions with your immediate neighbours.

Submitting the Application

9.8 When submitting the application, a statement of the community involvement undertaken and its outcome should be included. Any amendments made to the scheme as a result should be outlined. The Council cannot refuse to accept a planning application because the applicant has not undertaken pre-application community involvement. However, most planning applications now have to be accompanied by a Design and Access Statement and preparing a meaningful statement will often necessitate community involvement to fully assess the design and access context. Overall, pre-application involvement needs to be regarded increasingly by applicants as an integral part of preparing an application. The Planning Committee will be made aware of the degree, or otherwise, of community involvement, as part of the Planning Officer's report.

10. Community Involvement when a Planning Application is Submitted

10.1 Once an application is received, the Council will use a combination of some or all of the following ways of informing and involving the community, appropriate for the application concerned. These are intended to gather together a wide range of views; from the individuals, amenity groups and specialists involved.

(I)   Weekly Lists: a list of all applications received each week is available on the Council's website at www.york.gov.uk/planning/weekly.html.
(ii)   Copies of all applications and plans can be inspected at our Reception, 9 St Leonard's Place, York. Reception staff and a duty planning officer will be available to deal with your queries.
(iii)   Website: all applications are

available to view on the Council's website at www.york.gov.uk/planning/searchapp.html The Council has begun electronic communication to consult on planning applications with certain bodies, such as Parish Councils and other regular consultees. We will encourage further use of electronic consultation with other consultees.

(iv)   Parish Councils or Neighbourhood Planning Panels are consulted by letter on every application in their area.

(v)   Neighbours: In the majority of cases we write to near neighbours about the application and how to comment. There are only a few exceptions where letters are not sent out for example internal alterations to a listed building.

(vi)   Site Notices: These are displayed for some applications at or near the application site, for 21 days. The notice will give the Council's address and the date by which comments should be made. Notices are used, for example, where an application would affect a landscape setting; where neighbours are difficult to identify; where significant commercial activity is proposed in a residential area; for proposals in a Conservation Area or where the proposal will affect trees that have a Tree Preservation Order.

(vii)   Newspaper advertisements: For some applications advertisements will be placed in the Yorkshire Press, under 'Public Notices'. Examples of applications advertised in this way are: applications in Conservation Areas and major developments. The advert will advise when and where to comment.

(viii)   Specific Consultation Bodies (see Annex 1) and Amenity and Advisory Groups are consulted where appropriate.

(ix)   Specialist advice is sought from colleagues in other departments of the Council: for example regarding effects upon traffic movement, pollution, noise, safety, trees, and natural habitats.

10.2   The Council will also encourage members of the community to take up other opportunities to become involved; for example by attending local Parish Council and Ward Committee meetings; approaching a Ward Councillor; or local residents' groups. An important part of successful overall involvement is building up the community's own capacity to contribute to the debate about local issues and concerns.

10.3   Where appropriate for applications on major or locally sensitive sites, planning officers will attend community meetings at which the application is being discussed or displayed, to understand the views being expressed and provide any factual information. Examples are Parish Council or local residents' group meetings.

Access to Information

10.4   Planning application files will be open for inspection by anyone and therefore letters received about the application cannot be kept confidential. Additional information is often submitted as part of applications or during the application process, for example relating to archaeological surveys or environmental impact assessments. All of this information is available to view as part of the application file. Application files are available to view on the Council's website or with prior notice, can be viewed at our Reception at 9 St Leonard's Place.

Responding to Your Comments

10.5   Anyone can make a comment on a planning application and these comments can be made by letter, email, fax or online. The Council will send a written acknowledgement of the comment. Each application is dealt with by a Planning Officer, who will carefully consider your comments. The application can be discussed informally with the Officer at any stage. Amendments to the scheme may be sought through negotiation with the applicant, in the light of concerns that have arisen during consideration of the application. The Council will consult respondents again, if the amendments are significant or would directly affect a neighbour. In nearly all cases where the applicant puts forward significant amendments after the application has been determined, a new planning application will be required.

10.6   The Planning Officer draws together all the issues and public comments made on the planning application into a written report. This summarises the relevant national and local planning policies, supplementary guidance (such as Village Design Statements) specialist advice and the range of comment from neighbours and the wider community. The report will recommend whether the application should be approved or refused.

10.7   The final decision is then made through one of the following:

-       through the authority granted by the Council to Senior Planning Officers-called 'Delegated Authority'.   This enables Planning Applications, which fit with overall planning policies, to be dealt with more quickly. In fact most applications fall within this category. However, within three days of the close of consultation, Members are able to request in writing that such applications are considered at committee, if there is a legitimate planning reason to do so;
-       by one of the Area Planning Sub-Committees, that deal specifically with different parts of the City; or
-       by the main Planning Committee, which usually deals with large scale planning applications.

10.8   If the decision is to be made by the Committee or Sub-Committee, copies of the Officer's report will be made available to the public five clear working days before the meeting and put on the Council's website. If a decision is made through delegated authority the Officer's report is available on request, after the decision has been taken.

Being Involved at the Planning Committee

10.9   If you have commented on an application being considered by the Area or Main Planning Committee, the Council will advise you about the time and place of the meeting.   Anyone is welcome to attend a meeting if they just want to observe. Those wishing to speak at a Planning Committee meeting need to register with the Council's Democratic Services (contact details provided in Annex 3). For practical reasons, so that the Planning Committee does not become too long, we have to limit the number of speakers on any one subject.   Requests to speak are therefore registered on a 'first-come first-served' basis. However a representative from the Parish Council will always be allowed to speak. Currently each speaker is limited to 3 minutes. Further information on speaking at Council meetings is set out in the Council's Constitution and in the Council's 'Have Your Say' leaflet which are available from Democratic Services.

10.10 The application is then debated and a decision usually made at the meeting. Sometimes a decision is deferred to a future meeting, for example to allow further consideration of controversial issues.

11. After a Decision has been Made

11.1 In all cases, the Council will contact everyone who has commented on the application to advise them of the decision, either by letter or email. Applications that are approved usually have conditions attached, for example about the exact bricks to be used or measures to contain noise. Details will be provided in the letter or e-mail.

Appealing Against a Decision

11.2 If planning permission is refused by the Council, the applicant can appeal against the decision. Appeals are determined by a government body, called the Planning Inspectorate who will take all public representations into consideration together with the appellant's and the Council's case. Only an applicant can appeal against a Council's decision. Other people (known as third parties) are not allowed to do so.

11.3 When an appeal is received, the Council will write to the Parish Council or Neighbourhood Planning Panel and to anyone who commented on the application. In this letter we will explain how to make representations to the Planning Inspectorate.

Enforcement

11.4 Government legislation gives the Council power to take action against unauthorised development. This happens when someone carries out work without the planning permission that is needed. Also if the development is not built in accordance with approved plans, it is unauthorised.

11.5 Anyone can make a complaint to the Council, if they believe a development is unauthorised. The Council will treat such complaints in confidence and the files will not be available for public inspection. The complaint will be dealt with by a Planning Enforcement Officer and the Council will keep you informed about progress on the case.

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Part four: Resources and Monitoring

Members of the Talkabout panel at a workshop to inform the Local Development Framework

Part four: Resources and Monitoring

12. Resources

12.1 It is acknowledged that a high level of skill and experience will be needed to achieve effective engagement. Teams of planning policy officers and development control officers supported by appropriate budgets to fund engagement activities are in place to consult with the community in the production of the Local Development Framework (LDF) and when determining planning applications. It is anticipated that the main additional costs associated with the involvement outlined in the SCI will be staff time, printing and publicity.

12.2   The City Council's City Development section will be responsible for leading, coordinating and producing the key elements of the LDF. The section comprises four inter-related teams each led by a Principal Officer and covering Forward Planning, Research and Information, Development Projects and York Central, with the Principal Officer – Forward Planning undertaking the role of LDF project manager. Primarily although not exclusively, Forward Planning will lead on the production of the DPDs; and Development Projects will lead on the production of Area Action Plans with each of these teams managing the associated consultation. The wider team will, however, be involved at key stages of LDF consultation including supporting consultation exercises and dealing with responses. The Council's Development Control section will be responsible for engagement and consultation as part of the process of determining planning applications. In addition the Council's Design, Conservation and Sustainable Development Team currently includes two Community Planning Officers who will provide assistance during key consultation exercises for both the LDF and planning applications. Annex 4 sets out the contact details for each of the departments

referred to above.

12.3 Every effort will be made to link consultation on Local Development Documents and planning applications with other community engagement activities relating to the preparation of the Community Strategy and other relevant corporate strategies, in order to avoid duplication and thus reducing 'consultation fatigue'.

12.4   The Council will, where appropriate, consider working with Planning Aid to help communities to participate in the LDF process. Yorkshire Planning Aid provides a free, independent and professional planning advice service to individuals and groups from within the Yorkshire and Humber region who cannot afford professional fees. The service is targeted at disadvantaged communities, and at groups which represent or work with people who need support and guidance in order to get involved with the planning system, for example young people, people with disabilities, or people from ethnic minority communities.

13. Monitoring and Review

13.1   A process of monitoring and review of the SCI will be undertaken annually through the production of the Annual Monitoring Report (AMR) which assesses the progress of the LDF and its constituent documents. In terms of the LDF, the Key Commitments set out in Part Two will be used as the basis for monitoring and reviewing the effectiveness of the SCI. Where appropriate, when carrying out consultation or involving the community, we will also ask for people to submit comments on how they heard about the consultation and what they thought about the methods used.   In terms of planning applications, the Council will seek to monitor the Development Control Service at regular

intervals, in relation to the procedures set out in the SCI, to review the involvement of the community in the decision making process, and quality outcomes in terms of the standard of development being achieved.

13.2   Monitoring enables us to learn from the consultation process and improve and amend our arrangements for future consultation as necessary. Where the procedures prove to be unsuccessful or where revised procedures are needed to meet new circumstances, a formal review of the SCI and re-submission to the Secretary of State will be undertaken.

13.3   Revisions to the SCI may be required to reflect changes in legislation, Government advice and other guidance, and as a result of our own experience of carrying out consultation.

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Annex 1

The City of York Council will consider the need to consult, where appropriate, the following agencies and organisations in the preparation of the Local Development Framework and in making decisions on planning applications. The list below has been compiled from Annex E of PPS12 and suggested consultees identified through the initial consultation process.

Specific Consultation Bodies include:

- The Regional Planning Body
- Government Office for Yorkshire and the Humber
- North Yorkshire County Council and neighbouring authorities
- Parish Councils
- Countryside Agency
- Environment Agency
- Highways Agency
- English Heritage
- English Nature
- Strategic Rail Authority or its replacement
- Regional Development Agency
- Owners/controllers of telecommunications apparatus
- Strategic Health Authority
- Those organisations that provide electricity, gas and water and deal with sewerage.

The Council will also consult with the various government departments as appropriate, in particular the Department for Environment, Food and Rural Affairs, the Ministry of Defence and the Home Office.

General Consultation Bodies include:

Voluntary bodies whose work benefits any part of the City:
- York Council for Voluntary Service

Bodies representing the interests of different racial, ethnic or national groups in the area:
- York Racial Equality Network
- Commission for Racial Equality
- Equal Opportunities Commission

Bodies representing the interests of different religious groups in the area:
- Churches Together in York
- York Mosque
- Church Commissioners
- Diocesan Board of Finance

Bodies which represent the interests of disabled persons in the area:
- Disabled Persons' Transport Advisory Committee
- Disability Rights Commission
- Equal Opportunities Commission

Bodies representing the interests of the business community in the area:
- York and North Yorkshire Chamber of Commerce
- Business Link
- Local Confederation of British Industry (CBI)
- Local Branches of the Institute of Directors
- Clifton Moor Business Association
- York Business Pride (City Centre Partnership)
- York Science Park
- York England
- British Chemical Distributors and Traders Association
- Science City York Board
- National Farmers Union (NFU)
- First Stop Tourism Partnership

Other locally identified groups include:

Local Strategic Partnership Boards:
- Inclusive York Forum
- York @ Large
- Safer York Partnership
- Lifelong Learning Partnership
- Economic Development Board
- York Environment Forum
- Healthy City Board

Bodies representing the interests of different age groups in the area:
- Older People's Assembly
- Youth Forum
- Age Concern
- Help the Aged

Bodies with a particular interest in the planning process, including those with a specific remit to protect the historic and architectural heritage of the City:
- York Open Planning Forum
- Ward Planning Panels
- York Civic Trust
- Commission for Architecture and the Built Environment (CABE)
- Conservation Area Advisory Panel (CAAP)
- Police Architectural Liaison Officers/Crime Prevention Design
- Royal Institute of Chartered Surveyors – Yorkshire and Humber Region
- York Guild of Buildings

Education Providers:
- York College
- Askham Bryan College
- College of Law
- Learning and Skills Council
- School Governors
- University of York
- York St John

Public Sector:
- Community Rangers
- Fire and Rescue Services
- North Yorkshire Police
- Health and Safety Executive
- Housing Corporation
- Selby and York Primary Care Trust
- York Hospitals NHS Trust
- English Partnerships
- Health and Social Care Partnership
- Armed Forces Personnel

Environmental Interest Groups:
- British Geological Survey
- Centre for Ecology and Hydrology
- Campaign to Protect Rural England (CPRE)
- Friends of the Earth
- Royal Society for the Protection of Birds (RSPB)
- Wildlife Trusts
- Forestry Commission
- National Environment Panel
- York Natural Environment Panel (YNEP)
- York Natural Environment Trust (YNET)
- British Waterways, navigation authorities

Community/Amenity/Interest Groups:
- Area Action Groups
- Campaign for Real Ale
- Civic Societies
- Community Groups
- Minster Rail Campaign
- Neighbourhood Watch Groups
- Patients Forum
- Residents and Community Associations
- The Theatres Trust
- Village Trusts
- York Tomorrow

Transport:
- Civil Aviation Authority
- Freight Transport Association
- Network Rail
- Local Transport Authorities
- Local Transport Operators
- Passenger Transport Authorities
- Passenger Transport Executives
- Rail Companies and the Rail Freight Group
- Road Haulage Association
- Sustrans
- Transport 2000

Property / Housing:
- Estate Agents
- Regional Housing Boards
- Registered Social Landlords
- The House Builders Federation
- Crown Estate Office
- Royal Mail Property Holdings
- Planning consultants/agents
- Developers/house builders
- Landowners
- Shelter

Sports and Leisure:
- National Playing Fields Association
- Regional Sports Boards
- Sport England
- York Sports Council

Utility Companies/ Resources:
- National Grid Company
- Internal Drainage Boards
- Coal Authority

Gypsies and Travellers:
- Traveller Law Reform Coalition
- Gypsy Council
- York Travellers Trust

Media:
- York Television and Radio
- Local Press

Annex 2

The Town and Country Planning (Local Development) Regulations 2004

Summary of the requirements for consulting on Development Plan Documents as set out in the Regulations:

Regulation 25: Pre-submission consultation
Before a local planning authority comply with regulation 26 they must consult:
- Each of the specific consultation bodies to the extent that the local authority thinks that the proposed subject matter of the DPD affects the body. For example; regional bodies, government agencies and utility providers.
- Other general consultation bodies which the local planning authority consider appropriate.

Regulation 26: Pre-submission public participation
Before a local planning authority prepare and submit a Development Plan Document to the Secretary of State they must::
- Make the pre-submission documents available for inspection during office hours:
    - At their principle office
    - At other places within their area as the authority consider appropriate
- Publish the document on their website.
- Send copies to those bodies consulted under regulation 25.
- Locally advertise that the documents are available for inspection and the places and times at which they can be inspected.

Regulation 27: Representations on proposals for a Development Plan Document
- Any person may make representations about a local planning authority's proposals for a DPD.
- Any representations must be made within a period of 6 weeks.

Regulation 28: Submission of documents and information to the Secretary of State
As soon as possible after submitting the DPD to the Secretary of State the local authority must:
- Make the pre-submission documents available for inspection during office hours:
    - At their principle office
    - At other places within their area as the authority consider appropriate
- Publish the documents on their website.
- Send copies of the documents to those bodies consulted under regulation 25.
- Locally advertise that the document are available for inspection and the places and times at which they can be inspected.

Regulation 29:   Representations on Development Plan Documents
- Any person may make representations about a local planning authority's proposals for a DPD.
- Any representations must be made within a period of 6 weeks

Summary of the requirements for consulting on Supplementary Planning Documents as set out in the Regulations:

Regulation 17: Public Participation

Before a local planning authority adopt an SPD they must:

- Make the SPD documents available for inspection during office hours:
    - At their principle office
    - At other places within their area as the authority consider appropriate
- Prepare a statement setting out:
    - the names of any persons whom the authority consulted in connection with the preparation of the SPD
    - how those persons were consulted
    - a summary of the main issues raised in those consultations
    - how those issues have been addressed in the SPD
- Publish the documents on their website
- Send copies of the documents to:
    - Each of the specific consultation bodies to the extent that the local authority thinks that the proposed subject matter of the SPD affects the body. For example; regional bodies, government agencies and utility providers.
    - Other general consultation bodies which the local planning authority consider appropriate.
- Locally advertise that the documents are available for inspection and the places and times at which they can be inspected.

Regulation 18: Representations on supplementary planning documents

- Any person may make representations about an SPD.
- The authority should invite representations on SPD over a period of between 4 and 6 weeks.

Regulation 19: Adoption of supplementary planning documents

As soon as possible after the local planning authority adopt the SPD they must:

- Make the SPD documents available for inspection during office hours:
    - At their principle office
    - At other places within their area as the authority consider appropriate
- Publish the documents on their website.
- Send the adoption statement to any person who has asked to be notified of the adoption of the SPD.

Annex 3

Key Contacts

Team	Telephone Contact	Email Contact
City Development	01904 551482	citydevelopment@york.gov.uk
Development Control	East: 01904 551353/1322 West & Central: 01904 551339/1327	planning.enquiries@york.gov.uk
Design, Conservation and Sustainable Development	01904 551694 01904 551346 01904 551305/1329 01904 551662	community.planning@york.gov.uk archaeology@york.gov.uk historic.environment@york.gov.uk natural.environment@york.gov.uk
Planning Enforcement	01904 613161	planning.enquiries@york.gov.uk
Democratic Services	01904 551088	democratic.services@york.gov.uk

Statement of Community Involvement Submission Draft

Annex 4

Annual Monitoring Report (AMR): part of the *Local Development Framework*, the annual monitoring report will assess the implementation of the Local Development Scheme and the extent to which policies in *Local Development Documents* are being successfully implemented.

Area Action Plan: used to provide a planning framework for areas of change and areas of conservation. Area Action Plans will have the status of *Development Plan Documents.*

Community Strategy: A document prepared by York's Local Strategic Partnership (Without Walls). The Strategy aims to promote and improve the economic, social and environmental well being of the Community. The Local Development Framework should be a key component in the delivery of the Community Strategy.

Core Strategy: sets out the long-term spatial vision for the local planning authority area, the spatial objectives and strategic policies to deliver that vision. The Core Strategy will have the status of a *Development Plan Document.*

Design and Access Statement: A design and access statement is a short report accompanying and supporting a planning application to illustrate the process tha t has led to the development proposal, and to explain and justify the proposal in a structured way. Details of when a Design and Access Statement is required are set out in DCLG Circular 01/2006: 'Guidance on Changes to the Development Control System'.

Development Plan: The development plan is the statutory plan used to determine planning applications for use or development of land. The existing Local Plan and the County Council Structure Plan together form the development plan. These will be replaced under the new system by a Regional Spatial Strategy prepared by the Yorkshire and Humber Assembly and Development Plan Documents prepared by the City of York Council.

Development Plan Documents (DPDs): spatial planning documents that are subject to independent examination and together with the relevant Regional Spatial Strategy, will form the *development plan* for a local authority area for the purpose of the Act. They can include a *Core Strategy*, Site Specific Allocations of land, and *Area Action Plans* (where needed). Other Development Plan Documents, including generic Development Control Policies, can be produced. Individual Development Plan Documents or part of a document can be reviewed independently from other Development Plan Documents. Each authority must set out the programme for preparing its *Development Plan Documents* in the *Local Development Scheme*.

Development Control Policies: these will be a range of criteria based policies which are required to ensure that all development within the areas meets the vision and objectives set out in the *Core Strategy.* They may be included in any *Development Plan Document* or may form a standalone document, such as a Development Control DPD.

Inspector's Report: A document written by an independent Inspector from the Planning Inspectorate which assesses the soundness of the documents which form part of the Local Development Framework.

Local Development Document (LDDs): the collective term in the Planning and Compulsory Purchase Act for *Development Plan Documents, Supplementary Planning Documents* and the *Statement of Community Involvement*.

Local Development Framework (LDFs): the name for the portfolio of *Local Development Documents*. It consists of *Development Plan Documents, Supplementary Planning Documents, a Statement of Community Involvement, the Local Development Scheme* and *Annual Monitoring Reports.* Together these documents will provide the framework for delivering the spatial planning strategy for a local authority area and may also include local development orders and simplified planning zones.

Local Development Scheme (LDS): sets out the programme for preparing *Local Development Documents*. All authorities must submit a Scheme to the Secretary of State for approval within six months of the commencement of the Act.

Monitoring and Review: Periodic assessment of progress towards targets, aims and objectives. It may involve the alteration of policies, plans and strategies to met the changed circumstances.

Planning Policy Statements (PPS): A statement setting out Government policy on planning issues and procedures.

Planning Aid: Planning Aid provides free, independent professional help, advice and support on planning issues to people and communities who cannot afford to hire a planning consultant. Planning Aid complements the work of Local Authorities but is wholly independent of them.

Proposals Map: the adopted proposals map illustrates on a base map, (reproduced from, or based upon a map to a registered scale) all the policies contained in the *Development Plan Documents* , together with any saved policies. It must be revised each time each new *Development Plan Documents* is adopted, and it should always reflect the up-to-date planning strategy for the area. Proposals for changes to the adopted proposals map accompany submitted *Development Plan Documents* in the form of a submission proposals map**.**

Regional Spatial Strategy (RSS): sets out the region's policies in relation to the development and use of land and forms part of the development plan for local planning authorities. Planning Policy Statement 11 'Regional Spatial Strategies' provides detailed guidance on the function and preparation of Regional Spatial Strategies.

Social Inclusion Working Group: will provide a robust oversight of the equalities work in the Council and give an effective voice to the community forums that feed into it. It will advise the Council's Executive on all matters relating to equalities issues, promote awareness of equalities issues and ensure improved access and facilities for all service users.

Statement of Community Involvement (SCI): sets out the standards which authorities will achieve with regard to involving local communities in the preparation of local development documents and development control decisions. The Statement of Community Involvement is not a *development plan document* but is subject to an independent examination.

Strategic Environmental Assessment (SEA): A report which assesses the potential environmental impacts of a proposal or Development Plan Document.

Supplementary Planning Documents (SPDs): provide supplementary information in respect of the policies in the Development Plan Documents. They do not form part of the Development Plan and are not subject to independent examination.

Sustainability Appraisal (SA): tool for appraising policies to ensure they reflect sustainable development objectives (i.e. social, environmental and economic factors) and required in the Act to be undertaken for all local development documents.

City Development
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9 St Leonards Place
York
YO1 7ET
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Email: citydevelopment@york.gov.uk