

APPENDIX 1

CONSULTATION PLAN

York Northwest Area Action Plan Issues and Options

Consultation Plan for Issues and Options

1. Programme

Consultation on the Issues and Options documents commenced on Monday 5 November 2007 and finished on Monday 14 January 2008 (10 weeks). Consultation was extended beyond the usual 6 week period to allow for Christmas.

2. Scope of Consultation

Testing

As recommended in the RTPI good practice note on Effective Community Involvement and Consultation, a testing phase for the consultation process was carried out in summer 2006. The testing phase focused on York Central, however, the conclusions have been used to inform the preparation of the wider consultation plan for the York Northwest area. The public consultation on the York Northwest Issues and Options document will be used to inform the next stage of work, production of the Preferred Options.

Scope

The development of York Northwest will have a major impact at a local level, as well as at city wide and sub-regional level. Consultation will, therefore, need to be broad based and will include:

- Immediate site interests - residents, businesses and major site landowners within the immediate area of the York Central and British Sugar sites, including Network Rail, Associated British Foods and the National Museum of Science and Industry. A plan indicating the geographic extent of this consultation is appended.
- The rest of the city - those who live and work in York and who have an interest in the development of the area, including special interest groups.
- Specific consultees – includes those who would previously been referred to as statutory consultees e.g. the Government Office, the Regional Assembly, neighbouring local authorities, Parish Councils, the Environment Agency and the Highways Agency.
- Councillors – in particular local ward members for Acomb, Holgate, and Micklegate wards in York.
- Internal - Directors/Assistant Directors and other relevant officers within the Council.

Database

The database for York Northwest will include information on the area taken from the database for the Statement of Community Involvement (SCI), information within the Community Audit undertaken for York Central, a mailing list of people expressing interest in the York Northwest area and the database for the Community Strategy. A specific mailing list for York Northwest will be produced which will be available on request.

4. Consultation Information

The following consultation information will be prepared:

- **Issues and Options Report:** This will be the main consultation document and will be structured around key topic areas. Key issues will be identified for each topic area and ideas/opportunities relating to these put forward for comment.
- **Summary Report:** The Summary Report will be produced to give a brief overview of the Issues and Options document.
- **Comment Form:** This will be produced separately alongside the Summary Report and the Issues and Options Report.
- **Questions and Answers Leaflet:** This will be a summary of frequently asked questions covering the AAP process.
- **Information Leaflet:** This will be produced to raise awareness of the consultation period, the documents produced and when/how people can get involved in the consultation process.
- **Schedule of events:** This will outline the venues and times of the various public exhibitions.
- **Your City/Your Ward article:** A short article outlining the consultation process and the contribution this has to the future planning of the area has been produced. This will appear in the September edition of Your City and October edition of ward newsletters for the 4 local wards in the immediate vicinity of York Central and British Sugar (Micklegate, Acomb, Holgate and Rural West).
- **Posters** will be produced for display in schools, health centres, council receptions, libraries and public places. A list of the places where posters have been displayed will also be available on request.
- **Press release** for the local press and media.
- **Advert for Exhibitions** in local press and media setting out the dates, times and venues of public exhibitions.
- **Council website** for the York Northwest area to provide information and the documents to download. The questionnaire will also be available for completion on line.

5. Consultation Methods

Consultation will be carried out by various means, including:

Public Exhibitions

Four public exhibitions, with displays and presentational materials, will be undertaken in various locations within easy walking distance around the area and within the city centre. They will be staffed by council officers who will be available to answer questions. Hard copies of leaflets, the summary report and comment form will be available. The city-wide exhibition will be open between 10:00am and 4:00pm with local exhibitions open between 2:00pm and 6:00pm.

Focus Group

A focus group with representatives from the Talkabout Panel (panel of people comprising a cross section of residents established as a representative panel for the city) will be arranged.

Workshops

Four workshops will be arranged for the key stakeholder groups listed below. The purpose of the workshops, which will focus on a key area of interest, will be to gather information and act as a prompt for debate. The workshops will be facilitated externally. The outputs from all the meetings will be written up as a feedback report and sent to all those who participated in the event.

- Transport Interests including transport operators,
- Commercial and Business interests, including town centre manager
- Environmental interests, including ecological interests groups as well as heritage and conservation groups.
- York Central Task Group.

Presentations

Presentations will be held for the following groups:

- Inclusive York Forum (established forum of 'hard to reach' groups)
- Environment Forum/Partnership
- York Central Steering Board
- Local Residents: Ward committee meetings at Holgate and Acomb wards. Officers will be in attendance at the ward surgery for Micklegate ward.

Meetings

Individual, bespoke meetings will be offered to the following external parties:

- Specific consultees including Government Office, the Environment Agency and English Heritage.
- Landowners specifically affected by transportation routes including Evans of Leeds (York Business Park), Civil Service Sports Ground, Royal Mail, Ashtenne (Holgate Business Park), York Railway Institute and Leeman Road Millennium Green Trust.
- Key stakeholders including Yorkshire Forward and the National Railway Museum (NRM).

5. Summary of Consultation Methods

The following table summarises how the principal groups of consultees will be consulted.

Consultee	Consultation Method
Specific Consultees ('Statutory' consultees, including Government Office, Environment Agency, English Heritage, Regional Assembly)	Letter with hard copy of I&O documents and/or Summary report, Questionnaire, Leaflet and Q&A sheet.
	Individual meetings with the Government Office, the Environment Agency and English Heritage as required.
Immediate Site Interests (Those with a direct interest in the area - residents, businesses and ownerships within a defined radius)	Reference copies of the Issues and Options Document, Baseline Report, Sustainability Statement and copies to take away of the Information Leaflet, Q&A's leaflet, Schedule of Events, Summary Report and Questionnaires will be available at the Guildhall, 9 St Leonard's Place and all Libraries, together with a submission box for return of questionnaires.
	Posters and information leaflets giving details of how and when people can be involved in the consultation process will be on display at local schools, local places of worship, local health centres and local community centres.
	Council web site for the York Northwest area.
	Article in Your City
	Press release
	Advert for exhibitions in local press and media
	Letter to landowners and key stakeholders with specific interest in the area with full set of I&O documents and/or Summary Report and Questionnaire.
	Information leaflet delivered to over 4,000 houses and businesses within a defined area
	Public exhibitions - 4 venues within direct area.
	Presentation to: <ul style="list-style-type: none"> ▪ 3 local ward committees (Micklegate, Holgate and Acomb). ▪ York Central Steering Board
	Article in local ward newsletters for Micklegate, Holgate, Acomb and Rural West York.
	Workshop for: <ul style="list-style-type: none"> ▪ Commercial and Business interests ▪ Transport interests ▪ Environmental and design interests ▪ York Central Task Group
	Individual meetings with landowners and key stakeholders specifically affected by transportation routes.

City Wide Interests (Those who live and work in York and who have an interest the development of the area, including special interest groups)	Reference copies of the Issues and Options Document, Baseline Report, Sustainability Statement and copies to take away of the Information Leaflet, Q&A's leaflet, Schedule of Events, Summary Report and Questionnaires will be available at the Guildhall, 9 St Leonard's Place and all Libraries, together with a submission box for return of questionnaires.
	Posters and information leaflets giving details of how and when people can be involved in the consultation process will be on display at local schools, local places of worship, local health centres and local community centres.
	Council web site for the York Northwest area.
	Article in Your City
	Press release
	Advert for exhibitions in local press and media
	Copy of Issues & Options documents on request.
	<ul style="list-style-type: none"> ▪ Focus Group drawn from Talkabout Panel
	Workshop for: <ul style="list-style-type: none"> ▪ Commercial and Business interests ▪ Transport interests ▪ Environmental interests
	Presentation to: <ul style="list-style-type: none"> ▪ Inclusive York Forum ▪ Environmental Partnership ▪ WOW Partnership
	Individual meetings with key stakeholders
Councillors	Letter Summary Report, Questionnaire, Leaflet and Q&A sheet. Hard copy of full set of I&O documents on request.
	Hard copy of full set of I&O documents to be available in Group Rooms and Members Library.
	Hard copy of Evidence Base documents will be available in the Members library.
Internal Chief Executive, Directors, Assistant Directors and other relevant officers.	Hard copy of full set of I&O documents/Summary Report and details of consultation to Chief Officers and relevant officers.

6. **Programme of Events**

The table below sets out the main consultation events:

Event	Venue	2007/08
Surgery & Presentation to Holgate Ward Committee	19:00-21:00 Poppleton Road School	Wednesday 3 October
Surgery & Presentation to Acomb Ward Committee	19:00-20:30 Carr Junior School	Wednesday 10 October
Surgery Micklegate Ward Committee	18:30-19:00 St Clements Church	Thursday 11 October
Presentation to York Central Steering Board	11:45-12:15 Guildhall	Friday 2 November
Exhibition	10:00-16:00 Parliament Street	Friday 9 November
Presentation to Environment Forum/Partnership	16:00- 17:30 Guildhall	Tuesday 13 November
Transport Workshop	10:00-13:00 Early Music Centre	Thursday 15 November
Business Workshop	10:00-13:00 Merchant Taylor's Hall	Tuesday 20 November
Report to Without Walls	pm Guildhall	Wednesday 21 November
Exhibition	14:00-18:00 Holy Redeemer Church	Friday 23 November
Exhibition	14:00-18:00 St Paul's Church	Wednesday 28 November
Presentation to York Central Task Group	10:00-13:00 Bedern Hall	Thursday 29 November
Environment/Design Workshop	10:00-13:00 Merchant Taylor's Hall	Monday 3 December
Exhibition	14:00-18:00 St Barnabas' Church Hall	Wednesday 5 December
Presentation to Inclusive York Forum	10:00-10:45 Priory Street	Wednesday 12 December
Focus Group	18:00 –20:00 Merchant Taylor's Hall	Wednesday 9 January 2008