



**Notice of a public meeting of
Decision Session - Cabinet Member for Transport, Planning &
Sustainability**

To: Councillor Merrett (Cabinet Member)
Date: Monday, 16 September 2013
Time: 6.00 pm
Venue: The Auden Room - Ground Floor, West Offices (G047)

AGENDA

Notice to Members – Calling In

Members are reminded that, should they wish to call in any item on this agenda, notice must be given to Democracy Support Group by:

4.00pm on Wednesday 18th September 2013 if an item is called in after a decision has been taken.

Items called in will be considered by the Corporate and Scrutiny Management Committee.

Written representations in respect of items on this agenda should be submitted to Democratic Services by 5.00pm on Thursday 12th September 2013.

1. Declarations of Interest

At this point in the meeting, Members are asked to declare:

- any personal interests not included on the Register of Interests
- any prejudicial interests or
- any disclosable pecuniary interests

which they may have in respect of business on this agenda.

2. Public Participation - Decision Session

At this point in the meeting, members of the public who have registered their wish to speak at the meeting can do so. The deadline for registering is **5:00pm on Friday 13th September 2013**.

Members of the public may speak on:

- An item on the agenda,
- an issue within the Cabinet Member's remit,
- an item that has been published on the Information Log for the current session. Information reports are listed at the end of the agenda.

3. Dunnington Parish Council Neighbourhood Plan (Pages 3 - 12)

This report provides an update on the proposed Dunnington Neighbourhood Plan and specifically requests that the Cabinet Member approves the formal application to allow the Plan to progress.

4. Urgent Business

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

Democracy Officer:

Name: Laura Bootland

Contact Details:

- Telephone – (01904) 552062
- Email – laura.bootland@york.gov.uk

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

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

Contact details are set out above

About City of York Council Meetings

Would you like to speak at this meeting?

If you would, you will need to:

- register by contacting the Democracy Officer (whose name and contact details can be found on the agenda for the meeting) **no later than 5.00 pm** on the last working day before the meeting;
- ensure that what you want to say speak relates to an item of business on the agenda or an issue which the committee has power to consider (speak to the Democracy Officer for advice on this);
- find out about the rules for public speaking from the Democracy Officer.

A leaflet on public participation is available on the Council's website or from Democratic Services by telephoning York (01904) 551088

Further information about what's being discussed at this meeting

All the reports which Members will be considering are available for viewing online on the Council's website. Alternatively, copies of individual reports or the full agenda are available from Democratic Services. Contact the Democracy Officer whose name and contact details are given on the agenda for the meeting. **Please note a small charge may be made for full copies of the agenda requested to cover administration costs.**

Access Arrangements

We will make every effort to make the meeting accessible to you. The meeting will usually be held in a wheelchair accessible venue with an induction hearing loop. We can provide the agenda or reports in large print, electronically (computer disk or by email), in Braille or on audio tape. Some formats will take longer than others so please give as much notice as possible (at least 48 hours for Braille or audio tape).

If you have any further access requirements such as parking close-by or a sign language interpreter then please let us know. Contact the Democracy Officer whose name and contact details are given on the order of business for the meeting.

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interpreter providing sufficient advance notice is given. Telephone York (01904) 551550 for this service.

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Yeteri kadar önceden haber verilmesi koşuluyla, bilgilerin terümesini hazırlatmak ya da bir tercüman bulmak için mümkün olan herşey yapılacaktır. Tel: (01904) 551 550

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Informacja może być dostępna w tłumaczeniu, jeśli dostaniemy zapotrzebowanie z wystarczającym wyprzedzeniem. Tel: (01904) 551 550

Holding the Cabinet to Account

The majority of councillors are not appointed to the Cabinet (39 out of 47). Any 3 non-Cabinet councillors can 'call-in' an item of business following a Cabinet meeting or publication of a Cabinet Member decision. A specially convened Corporate and Scrutiny Management Committee (CSMC) will then make its recommendations to the next scheduled Cabinet meeting, where a final decision on the 'called-in' business will be made.

Scrutiny Committees

The purpose of all scrutiny and ad-hoc scrutiny committees appointed by the Council is to:

- Monitor the performance and effectiveness of services;
- Review existing policies and assist in the development of new ones, as necessary; and
- Monitor best value continuous service improvement plans

Who Gets Agenda and Reports for our Meetings?

- Councillors get copies of all agenda and reports for the committees to which they are appointed by the Council;
- Relevant Council Officers get copies of relevant agenda and reports for the committees which they report to;
- York Explore Library and the Press receive copies of **all** public agenda/reports;
- All public agenda/reports can also be accessed online at other public libraries using this link

<http://democracy.york.gov.uk/ieDocHome.aspx?bcr=1>



**Decision Session – Cabinet Member for
Transport, Planning & Sustainability**

16 September 2013

Proposed Dunnington Neighbourhood Plan

Summary

1. This report provides an update on the proposed Dunnington Neighbourhood Plan and specifically requests that the Council approves the formal application to allow the Plan to progress.

Background

2. As part of the Localism Act 2011, local communities are encouraged to come together to get more involved in planning for their areas by producing Neighbourhood plans for their area. Neighbourhood plans are centred specifically round creating plans and policies to guide new development.
3. Neighbourhood planning is about letting the people who know about and care for an area plan for it. It is led by the residential and business community, not the council, and is about building neighbourhoods – not stopping growth.
4. Neighbourhood planning is optional but if adopted by the Council, neighbourhood plans and orders will have weight becoming part of the plan making framework for that area. Designation of a Neighbourhood Area is the first stage in the preparation of a Neighbourhood Plan.
5. Dunnington Parish Council submitted an application on 11th April. This application and associated boundary map is attached at Annex A.
6. The proposal is from the Parish Council and the application boundary is the same as that of the Parish Boundary. It is this 'area application' that we are asking Members to approve.

Next Steps

7. If the area application is approved, the Council must publish the following details of the Plan:
 - The name of the neighbourhood area
 - A map identifying the area
 - The name of the Parish Council who applied for the designation.
8. If they receive formal approval, Dunnington Parish Council can prepare the Neighbourhood Plan with assistance from the Council. They are then required to undertake pre submission consultation by publicising the proposals and inviting representations for a period of not less than 6 weeks.
9. The Parish Council can then submit the Neighbourhood Plan to the Council along with a consultation statement containing details of those consulted, how they were consulted, summarising the main issues and concerns raised and how these have been considered, and where relevant addressed in the proposed Neighbourhood Plan.
10. On receipt of the draft Neighbourhood Plan, the Council needs to publicise the Plan and invite representations for a period of not less than 6 weeks. Once the Council is satisfied that the Plan meets the requirements of the Town and Country Planning Act 1990 the Council then appoints an independent inspector. The Council is responsible for paying the costs of the examination (see Table 2 below) so it is in the Council's interests to ensure that the proposed plan meets the requirements.
11. The Examination and subsequent Referendum will follow. Should the vote be in favour (50% plus 1), then the Council will publish the Neighbourhood Plan.

Timetable

12. Table 1 below sets out an estimated timetable based on the experience of other Local Authorities. This will be influenced by the progress on the York Local Plan as a Neighbourhood Plan must be in conformity with it.

Table 1

Task	Date
Decision session	16 th September 2013
Preparation of the Plan	September – December 2013
Pre-submission consultation (6 weeks)	January-February 2014
Plan submitted to Council	End February 2014
Council publish draft Plan (6 weeks)	April 2014
Appoint inspector	June 2014
Examination	TBC
Referendum	TBC
Publish Neighbourhood Plan	TBC

Costs

13. Based on examples from other Local Authorities, costs to the Council per Neighbourhood Development Plan could be as follows, albeit the costs of preparing neighbourhood development plans will vary depending on the complexity and size of the proposal, and the available supporting evidence:

Table 2

Tasks	Cost
Consultation/publicity	£4,000-£8,000
Examination	£5,000-£8,000
Referendum	£8,000
Total	£17,000-£24,000

14. In addition to the costs above it is important that the human resource costs are also recognised. This would require officer input at an appropriate level to ensure legal conformity, plan content and appropriate liaisons with Parish Councils.

Consultation

15. The Localism Act (Regulation 6) requires that the information to be published is:

- *A copy of the application*
- *Details of how to make representations*
- *Details of the deadline for representations, not less than 6 weeks after the date of publication.*

This should be published on the website and in such other manner as is considered likely to bring the area application to the attention of people who live, work or carry on business in the area to which the area application applies.

16. The Council formally published the Dunnington Parish Council's application on 2nd August for a 6 week period until 13th September 2013.

17. The application was published in the following ways which are legally compliant with the Act:

- A letter, with the application attached was sent to the Parish Council (for info), Derwent ward councillors, and relevant internal bodies;
- A notice and a copy of the application was put up at several prominent locations around Dunnington including the Parish notice board;
- A letter with the application attached was sent to all businesses in Dunnington;
- A webpage has been created at www.york.gov.uk/neighbourhoodplanning where the Dunnington application is available to view as well as additional information on the Neighbourhood Planning process.
- A specific email address neighbourhoodplanning@york.gov.uk has been set up for representations as has a freepost address.

18. To date, we have received just over 480 representations. All of these support the application for a Dunnington Neighbourhood Plan. There is one week left of the publishing period and therefore an up to date figure will be given verbally at the decision session on 16th September.

Option Choices

19. The following options are available for the Cabinet Member to consider:

Option 1 – approve the application for a Dunnington Neighbourhood Plan, including the proposed boundary (attached at Annex A);

Option 2 – approve the application subject to amendments to the Neighbourhood Plan boundary;

Option 3 – reject the application.

Analysis

20. In accordance with the Regulations, the Council needs to consider how desirable it is to designate the whole of the Parish area as a neighbourhood area. Given that the proposed boundary is the existing Parish boundary and it is the Parish Council who wishes to proceed with Neighbourhood Plan, it is advisable that the application is viewed favourably. In addition, the extensive level of support received from residents and businesses of Dunnington, would mean that the Plan would be beneficial to the community.

Council Plan

21. The proposed Dunnington Neighbourhood Plan will be a positive contribution to the Council Plan priority of “Building strong communities”.

Implications

22. **Financial/Programme** – The Council will be required to pay for the examination and the subsequent referendum as per the estimates in table 2. This could be met through the Local Plan reserve. This funding will not however be able to meet the cost of any subsequent requests for the production of similar plans. In addition officers are currently exploring alternative central government funding sources from the Department for Communities and Local Government.
23. **Human Resources** – None.
24. **Equalities** – None.
25. **Legal** – We have obtained legal sign off for the process so far.

- 26. **Crime and Disorder** – None.
- 27. **Information Technology** – None.
- 28. **Property** – None.

Risk Management

- 29. No risk.

Recommendations

- 30. The Cabinet Member is recommended to:
 - (i) Approve the application including the proposed boundary as per Option 1.

Reason: To enable to plan to progress.

Contact Details:

Authors

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Chief Officer Responsible for the report

Michael Slater
Assistant Director Development
Services, Planning and
Regeneration

**Report
Approved**

Date 6/9/2013

Specialist Implications Officer(s)

There are no specialist officer implications.

Wards Affected: Derwent

AI

For further information please contact the authors of the report.

Background Papers:

None.

Annexes:

Annex A – Dunnington Neighbourhood Plan application

Dunnington Parish Council, York

Chairman : Cllr Alf Deuchars, [REDACTED]
Tel : [REDACTED] Email : [REDACTED]
Clerk : Mrs. Louise Platt, [REDACTED]
Tel : [REDACTED] Mob : [REDACTED] Email : [REDACTED]

Mr. Darren Richardson,
Director of City and Environmental Services,
City of York,
West Offices,
York YO1 6GA

*cc. Richard Wood.
Marta Granger.*

11th April 2013

Our Ref : DPC/NP/1/APP

Dear Mr. Richardson,

DUNNINGTON PARISH COUNCIL : APPLICATION FOR DESIGNATION OF NEIGHBOURHOOD PLAN AREA.

I have the pleasure of enclosing a formal application to permit Dunnington Parish Council, York to commence with the formation of its Neighbourhood Plan in conjunction with the awaited relevant parts of the City of York Local Plan 2013.

The application should be non controversial since it confines the scope of plan to that of existing parish boundaries. It is also realized that the process through your departments and formal channels shall take a minimum of 6 weeks from this date.

Should there be any matters requiring attention within this submission then please do not hesitate to contact me.

Kind regards,

Yours sincerely,

[REDACTED]

ALF DEUCHARS

APPLICATION TO CITY OF YORK FOR
DESIGNATION OF NEIGHBOURHOOD PLAN AREA.

11th April 2013

1 INTRODUCTION

Dunnington Parish has recognized official boundaries within the City of York and there are no changes proposed to such boundaries for the purpose of this application.

A plan entitled Dunnington Parish Boundary Map is attached as Appendix A to this application.

2 STATEMENT - EXPLAINING WHY IT IS CONSIDERED TO BE AN
APPROPRIATE NEIGHBOURHOOD AREA

Dunnington is a parish with strong views upon the retention of its heritage combined with the need to conform with the change in government legislation relative to planning aspects that were introduced in March 2013.

The Parish Council has been proactive with the local community during recent months which canvassed the benefits of having a Neighbourhood Plan for our community. This, coupled with our locality of reaching very prominent status nationally (Annual Awards every year plus being 14th Best Place to Live in the national survey of some 2400 locations), it comes as no surprise to be given overwhelming support from the residents.

3 DUNNINGTON PARISH COUNCIL AS THE RELEVANT BODY


Our Parish Council is already the recognized representatives for the Parish and prepared to engage and lead the way forward establishing a Neighbourhood Plan in conjunction with the City of York and other government/professional parties as is likely to be required.

4 CONCLUSION

Progress through the government Neighbourhood Plan process formally starts with this application. We strive to work in harmony with the City of York Council to achieve our goal of having such plan in place within 12 months from this date.

MR. ALF DEUCHARS
CHAIRMAN
DUNNINGTON PARISH COUNCIL

Tel 

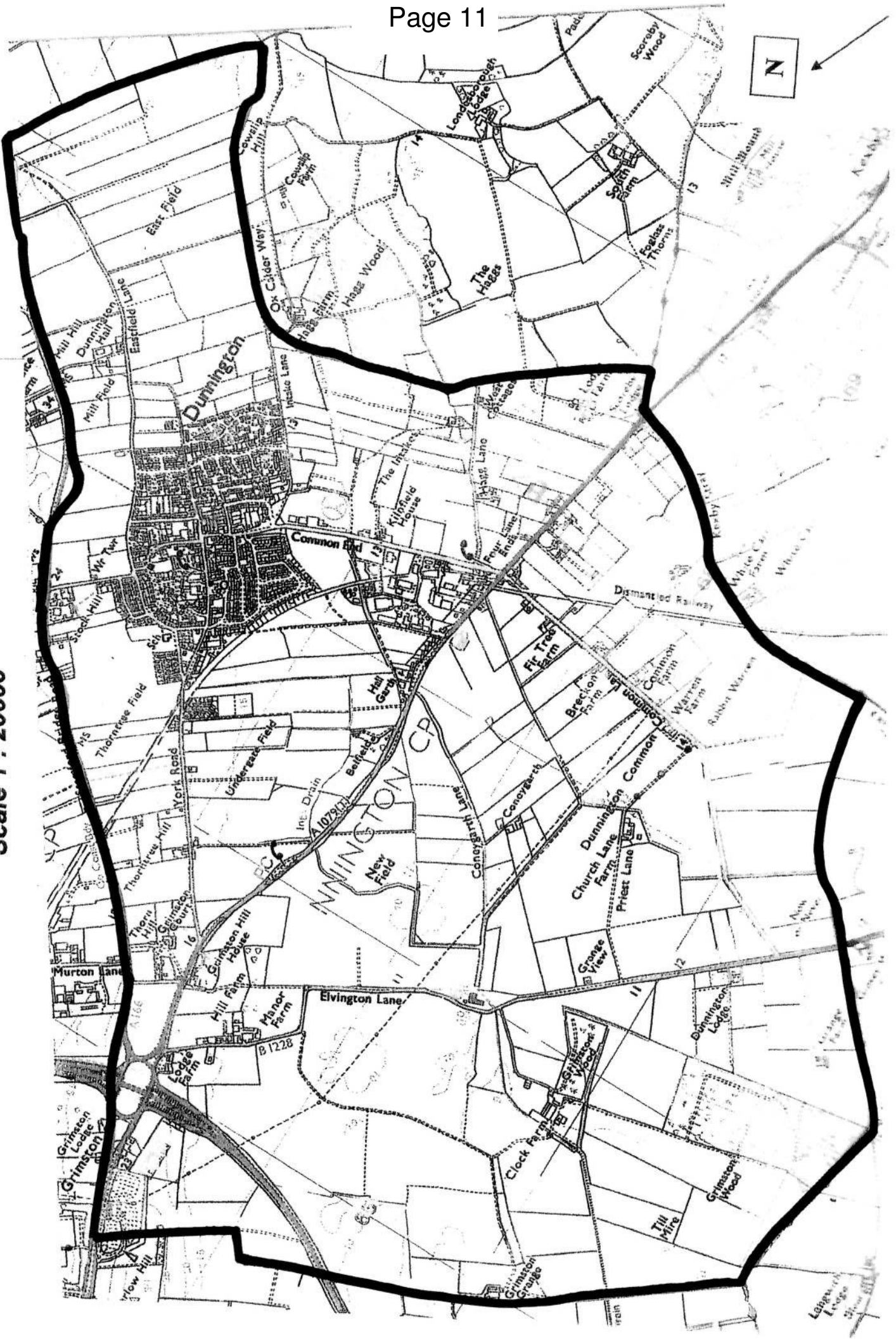
Email : 

APPENDIX A.



Dunnington Parish Boundary Map

Scale 1 : 20000



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