

Annex 2

Draft SPD for the former British Sugar/Manor School site

CONSULTATION PLAN

Programme

Consultation on the draft SPD for the former British Sugar/Manor School site will start on 15th December 2010 and finish on 26th January 2011.

Scope of Consultation

Consultation will be broad based and will include:

- **Immediate site interests** - residents, businesses and major site landowners within the immediate area.
- **Specific consultees** – includes those who would previously been referred to as statutory consultees such as neighbouring local authorities, Parish Councils and key stakeholder organisations.
- **Members** – in particular local ward members for Acomb, Holgate and Rural West York wards.
- **Internal directorates** – relevant officers within the Council.

Database

A database specific for York Northwest has been developed and will be used to provide the basis for consultation on the draft SPD for the former British Sugar/Manor School site. This incorporates information from the Statement of Community Involvement, specific and general consultees, a mailing list of those organisations, companies, groups and individuals who have expressed an interest on the York Northwest area and responded to previous consultation and the database for the Core Strategy/Community Strategy.

Consultation Information

The following consultation information will be prepared and where relevant will be sent to consultees for comment:

- **Draft SPD:** Copies of the draft SPD will be available online from the council's York Northwest website and by request. Reference copies will be available at the Guildhall, 9 St Leonard's Place and all Libraries.
- **Summary:** A Summary will be produced to give a brief overview of the principles of the draft SPD. Copies will be available online from the council's York Northwest website, by request and from the Guildhall, 9 St Leonard's Place and all Libraries.
- **Comment Form/Online Survey Form:** This will be produced separately alongside the draft SPD and Summary Leaflet. Copies of the online survey form will be available from the council's York Northwest website. Copies of the comment form will be available by request or from the Guildhall, 9 St Leonard's Place and all Libraries, and together with a facility for return of comment forms.
- **Posters** will be produced for display in schools and health centres in the vicinity of the site together with council receptions, Libraries and public places.

- **Your City:** Subject to agreement it is intended that a short 'news in brief' item will be placed in the December edition of Your City to signpost the forthcoming consultation.
- **Your Ward:** Subject to local Ward Member's agreement a short article outlining the consultation process will be placed in the February edition of ward newsletters for the 3 local wards in the immediate vicinity of British Sugar – Acomb, Holgate and Rural West York.
- **Press release** for the local press and media.
- **Council website** for the York Northwest area to provide information, the documents to download and the online survey form. The council's website will provide a link to the ABF website/online activity which will provide information on masterplanning and preparation of the planning application for the site.

It is proposed that the council will attend the Acomb Ward Committee on Tuesday 1 February 2011, Holgate Ward Committee on Wednesday 2 February 2011 and the Rural West York Ward Committee on Wednesday 9 February 2011 to give feedback on the SPD consultation.

The proposed programme of consultation for the draft SPD outlined above will be closely aligned with the programme of consultation activities in respect of masterplanning which is currently being prepared by ABF. Members will be advised of this once further information on the programme is known.