

# Statement of Community Involvement

Leeds Local Development Framework

Involving local people and others in town  
planning matters and planning applications



Adopted 21st February 2007

## Contact Details

The Statement of Community Involvement is available on the City Council's website [www.leeds.gov.uk](http://www.leeds.gov.uk). Go to the speed link for Local Development Framework.

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## If you do not speak English:

If you do not speak English and need help in understanding this document, please phone: **0113 247 8092** and state the name of your language. We will then put you on hold while we contact an interpreter.

We can assist with any language and there is no charge for interpretation.

यदि आपनि इंग्लिशते कथा बलते ना पारेंन एवं एही दलिलटि बुवते पारार जन्य साहाय्योर दरकार हय, ताहले दया करे 0113 247 8092 एही नम्बर फोन करे आपनार भाषाटि नाम बलून। आमरा तखन आपनाके लाईने थाकते बले कोन दोभाषीर (इंटरप्रीटार) साथे योगायोग करव।

凡不懂英語又須協助解釋這份資料者，請致電 0113 247 8092 並說明本身所需語言的名稱。當我們聯絡傳譯員時，請勿掛斷電話。

यदि आप इंग्लिश नहीं बोलते हैं और इस दस्तावेज़ को समझने में आपको मदद की जरूरत है, तो कृपया 0113 247 8092 पर फोन करें और अपनी भाषा का नाम बताएं। तब हम आपको होल्ड पर रखेंगे (आपको फोन पर कुछ देर के लिए इंतज़ार करना होगा) और उस दौरान हम किसी इंटरप्रीटर (दुभाषिए) से संपर्क करेंगे।

ਅਗਰ ਤੁਸੀਂ ਅੰਗਰੇਜ਼ੀ ਨਹੀਂ ਬੋਲਦੇ ਅਤੇ ਇਹ ਲੇਖ ਪੱਤਰ ਸਮਝਣ ਲਈ ਤੁਹਾਨੂੰ ਸਹਾਇਤਾ ਦੀ ਲੋੜ ਹੈ, ਤਾਂ ਕਿਰਪਾ ਕਰ ਕੇ 0113 247 8092 ਟੈਲੀਫ਼ੋਨ ਕਰੋ ਅਤੇ ਅਪਣੀ ਭਾਸ਼ਾ ਦਾ ਨਾਮ ਦੱਸੋ। ਅਸੀਂ ਤੁਹਾਨੂੰ ਟੈਲੀਫ਼ੋਨ 'ਤੇ ਹੀ ਰਹਿਣ ਲਈ ਕਹਾਂ ਗੇ, ਜਦ ਤਕ ਅਸੀਂ ਦੁਭਾਸ਼ੀਏ (Interpreter) ਨਾਲ ਸੰਪਰਕ ਬਣਾਵਾਂ ਗੇ।

اگر آپ انگریزی نہیں بولتے ہیں اور آپ کو یہ دستاویز سمجھنے کیلئے مدد کی ضرورت ہے تو براہ مہربانی اس نمبر 0113 247 8092 پر فون کریں اور ہمیں اپنی زبان کا نام بتائیں۔ اس کے بعد ہم آپ کو لائن پر ہی انتظار کرنے کیلئے کہیں گے اور خود ترجمان (انٹر پریٹر) سے رابطہ کریں گے۔

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# 1.0 Introduction

- 1.1** This Statement of Community Involvement (SCI) was adopted by Leeds City Council on 21<sup>st</sup> February 2007 and has been prepared in response to the key changes proposed by the Government's Planning & Compulsory Purchase Act (2004). This new planning system replaces development plans with Regional Spatial Strategies (RSSs) and Local Development Frameworks (LDFs). The Leeds LDF will eventually replace the current Leeds Unitary Development Plan (UDP) Review.
- 1.2** A central component of the new planning system is community involvement. Councils are required to set out how and by what means the 'community' will be involved in planning applications and the preparation of planning policies. The Statement of Community Involvement is therefore a statutory document and the Council will have to act in accordance with it. This document has been subject to scrutiny and tested for soundness by an independently appointed Planning Inspector.
- 1.3** A Local Development Framework (LDF) is similar to the Unitary Development Plan (UDP) in that it will set out policies and proposals to guide development in Leeds. However, instead of a single document, the LDF is the collective name for a series of documents which can be revised and updated individually, where necessary. This enables the LDF to be flexible and responsive to changes.
- 1.4** More details of the LDF process are provided in Section 4.
- 1.5** A glossary of terms used within this document and suggested further reading is provided in Appendix 9.



## 2.0 Leeds - the Implications and Opportunities for Consultation and Engagement

2.1 The "Vision for Leeds" is the City's Community Strategy, prepared by the Leeds Initiative. It will guide the development of Leeds over the next 15 years. It was produced after research and consultation with thousands of people from across the city and answers the questions:

- what sort of city should Leeds be in the future?
- what are the main priorities for action?
- how will communities, groups and agencies work together to deliver what is needed?

2.2 There are three main challenges and opportunities which lie ahead for Leeds:-

- To **go up a league as a city** - making Leeds an internationally competitive city, one of the best places in the country to live, work and learn, with a high quality of life for everyone.
- To **narrow the gap** between the most disadvantaged people and communities and the rest of the city.
- To develop Leeds' role as the **regional capital**, contributing to the national economy as a competitive European city,

supporting and supported by a region that is becoming increasingly prosperous.

2.3 Within this context, Leeds City Council is preparing its Local Development Framework (LDF). The engagement of communities and stakeholders is fundamental to achieving these three key aims. The Statement of Community Involvement (SCI) reflects the community involvement priorities identified in the "Vision for Leeds". Effective community involvement is essential in improving the quality of life in Leeds. Structures developed by Leeds Initiative over the last few years, such as strategic partnerships, community forums and projects have allowed more local people to get involved in the services that the Council delivers.

2.4 'A Leeds guide to involving the community in decision making' published by the Leeds Initiative offers guidance for partners to help make the way we work more effective and consistent. The SCI builds on this by providing more specific guidance in relation to involving local people and stakeholders in town planning matters and planning applications.

2.5 **What currently makes up the communities in Leeds?**

- Leeds is recognised as the regional capital of Yorkshire and the Humber, an area with a population of around five million - similar to that of Scotland or Denmark.
- The population of Leeds is 715,402 people (based on 2001 Census information). The age structure is broadly similar to that of England and Wales, however there are more people in the 20-29 age band. Children under the age of 15 account for 20% of the population of Leeds, while people over the age of 65 account for 15%.



- The majority of the population of Leeds is from "white" ethnic groups. The "non-white population" is made up of 58,300 people (8% of Leeds population). The Pakistani community represents the largest ethnic population in Leeds (15,064 persons), living mainly in the Gipton & Harehills, Chapel Allerton and Hyde Park and Woodhouse wards. Other ethnic groups include the Indian community (12,303), the Bangladeshi community (2,537), various black groups (10,318) and the Chinese community (4,914).
- The Leeds Metropolitan District covers 217 square miles of land. Over two-thirds of Leeds is green belt land and the city centre is less than 20 miles from the Yorkshire Dales National Park.
- There are 33 wards in Leeds represented by 99 City Councillors. There are 4 Town Councils (Horsforth, Morley, Otley and Wetherby) and 28 Parish Councils.
- Leeds is the major employment centre in the region. Around 448,000 people work in the city and Leeds is expected to provide 45% of employment growth in the region over the next 10 years. Leeds is the centre for jobs in our region as well as the biggest shopping centre and home to world class artistic, cultural and educational institutions. It is estimated that 80,000 commuters per day travel into Leeds.
- Unemployment is estimated to be around 17,000 (approximately 3% of the working age population).
- There are 294 schools in Leeds accommodating over 114,000 pupils - making the city the second largest provider of education in England.
- Leeds has eight colleges of further education and two higher education colleges. There are two universities of international renown and these alone have a combined total of over 120,000 full and part-time students.

**2.6** However, despite the remarkable success of Leeds in recent years, far too many people still remain excluded from the opportunities and quality of life that this success has brought: 7 wards are among the top 10% most deprived wards in England, made up of 150,000 people.

## **2.7 What does this mean for Community Involvement?**

- **Language barriers for written and oral communication** - the Council needs to provide clear and appropriate translation and interpretation of consultation documents. Also, the arrival of asylum seekers in the area is presenting the challenge of meeting the needs of people with many language needs. Contact details are provided on the inside of the front cover, if assistance is required on the translation of documents.
- **Relatively low uptake of online services** - access to the internet is not available to everyone. Low uptake of online services may be due to low incomes, skills, education and limited access to services and information. The methods of consultation used will incorporate elements of both online and offline consultation.
- **High levels of young people in the city** - may present greater opportunities for consultation but this will require a different approach to traditional methods as young people have not always been adequately involved in the past.
- **Poor literacy may reduce the effectiveness of traditional written consultation** - More face-to-face consultation opportunities could be used. Some online delivery may provide non-written information. Promotion of visual displays in consultation exercises will also contribute to dealing with this issue.
- **Higher levels of unemployment and retired persons** - may present greater opportunities for consultation during working hours. However, many residents in employment will find it difficult to attend meetings/ workshops during working hours. Meetings will need to be undertaken in a way that addresses the needs of both groups and consider those people who work in the city but live outside.
- **Some areas are dominated by businesses and some by residents** - need to ensure that an appropriate mix of consultation is undertaken, meeting the needs of all groups. Consultation methods will be assessed for their effectiveness in reaching the communities of Leeds through ongoing monitoring and feedback.



## 3.0 Statement of Community Involvement - Outline and Principles

### What is a Statement of Community Involvement?

- 3.1** A Statement of Community Involvement shows how a local authority will involve local people and stakeholders in decision making on planning matters, plan making and planning applications. It also outlines how consultation will take place with other stakeholders (any interested groups) and statutory consultees (groups the Council has to consult by law).

### What does it include?

- 3.2** This Statement of Community Involvement outlines the levels of involvement and methods Leeds City Council will use to encourage you to have your say in plans that the Council produce and in planning applications that the Council determine.
- 3.3** Practical matters are also included in this statement: including how the activities will be resourced, how the Council will report back to people who have been involved and how the Statement of Community Involvement will be monitored.

### Why is it needed?

- 3.4** The Government has produced guidance for local authorities on how to prepare new plans for their area, as well as guidance on their content and format. The aim is for plans to be 'tailor-made' to the needs of communities.
- 3.5** It is important to involve local people in the development of plans, proposals and planning matters. This will help ensure that the Council continues to develop as a great place to live and work.

### What does this mean for you?

- 3.6** The activities and programmes undertaken through the Statement of Community Involvement will be informed by:
- Listening to other people
  - Looking at what the Council already does to involve communities
  - Finding out what other councils do well
  - Learning from what the Council has done in the past

**3.7** The following principles will ensure that the community has an opportunity to be heard, have concerns responded to and to receive feedback:

Principle	What this means for the community
<b>Early contact</b>	<ul style="list-style-type: none"> <li>□ In all cases Leeds City Council will involve stakeholders at the earliest practical possible point, this is sometimes known as 'front loading'</li> </ul>
<b>Access to information</b>	<ul style="list-style-type: none"> <li>□ All documents will be set out clearly and written using straight forward language without jargon or abbreviations. Where abbreviations have to be used, a full explanation will be provided</li> <li>□ It will be made clear what you can comment on or change and when comments should be made</li> <li>□ Information will be made available in a range of accessible formats</li> <li>□ Summaries of all longer documents will be published (documents that are longer than 25 pages of A4)</li> <li>□ Where possible all documents will be made available in electronic form</li> </ul>
<b>Appropriate methods</b>	<ul style="list-style-type: none"> <li>□ Consultation and involvement activities will be planned in a consistent way to ensure that the processes used are the right ones to use in each case</li> </ul>
<b>Reduce barriers</b>	<ul style="list-style-type: none"> <li>□ Leeds City Council will make every effort to meet the requirements of the Race Relations Act (2000) and the Disability Discrimination Act (1995)</li> <li>□ The Council will seek to carry out involvement activities that fit your time, knowledge and experience</li> <li>□ Opportunities will be provided to consult those parts of the community which do not normally get involved in planning issues</li> <li>□ Involvement processes will be at a suitable level in relation to the planning issue under consideration. Appendix 1 sets out the methods which can be used for engaging with people</li> <li>□ As far as resources permit, documents will be made available for free</li> <li>□ Documents will also be made available on the Leeds City Council web site and, where possible, in local community venues like libraries</li> <li>□ The Council may actively seek out your involvement</li> </ul>
<b>Collaboration</b>	<ul style="list-style-type: none"> <li>□ Leeds City Council will work with other Leeds' organisations and other parts of the Council to ensure that duplication is avoided, and that best use of resources and consistent consultation is delivered</li> </ul>
<b>Feedback</b>	<ul style="list-style-type: none"> <li>□ Leeds City Council will make feedback available to you on comments received in a summary format and within a specified time period. The Council may choose to exclude some comments from feedback documents if they are deemed to be inappropriate, racist, sexist, homophobic, slanderous or in some other way inflammatory</li> </ul>
<b>Learn and improve</b>	<ul style="list-style-type: none"> <li>□ Leeds City Council will continue to improve our involvement practice through evaluating what the Council does</li> <li>□ The Council will seek out ways to assess and improve involvement skills</li> <li>□ The community will be invited to comment on the Council's involvement activities to help improve consultation</li> </ul>



### Who will Leeds City Council involve?

- 3.8** For a copy of the list of who the Council will involve, please contact (0113) 247 8075 or email [ldf@leeds.gov.uk](mailto:ldf@leeds.gov.uk). The contact information for this list will be reviewed on a regular basis.
- 3.9** When the Council involve communities and other stakeholders (any interested groups) the existing community involvement strategies and structures within Leeds will be the starting point. These are outlined in Appendix 2. This will enable the Council to be more efficient, and to contact a wide range of local people and others.
- 3.10** Appendix 3 sets out the stakeholders, which includes local people, businesses and others (including other Council departments), that the Council will consult.

### What measures will Leeds City Council take to involve people who are often excluded from the planning process?

- 3.11** It is important for everyone to have the opportunity to have their say and everybody's opinions are important. The Council will work to involve people who are often excluded from the planning process, referred to as 'groups not yet reached'. The Council will do this at the earliest possible opportunity, using established

forums, and attending meetings held by and for members of the identified groups. The Council shall work with other experienced practitioners within Leeds, such as the Equalities Team.

### 3.12 Leeds City Council will consider:-

- the accessibility of venues and location of meetings
- the timing of events
- child and other care needs
- appropriate languages for publicity and information
- provision of interpreters
- 'One-to-one' sessions
- the use of facilitators
- what other support people need to become involved

### What guarantee does Leeds City Council make on the amount of community involvement?

- 3.13** For all documents the Council will engage with stakeholders (all interested groups) early in the process and establish what their key issues are. Summary documents for all planning documents that the Council produce (over 25 pages) will be provided. All documents will be made available electronically and on paper to the following:

Electronic copies	Paper copies
City Councillors	<ul style="list-style-type: none"> <li>• Statutory consultees</li> </ul>
Key consultative organisations and structures	<ul style="list-style-type: none"> <li>• At the Development Enquiry Centre and other places within the Leeds area as the Council considers appropriate. For the key Consultation Structures and Organisations in Leeds see Appendix 2</li> </ul>
Leeds City Council (LCC) website	<ul style="list-style-type: none"> <li>• Local and Mobile Libraries (see Appendix 6)</li> </ul>



**3.14** The Council will also give notice of key details of each draft document at [www.leeds.gov.uk/ldf](http://www.leeds.gov.uk/ldf) and follow the speedlink for Leeds Development Framework and, where appropriate, in 'About Leeds', the civic newspaper and other local media, along with details of the places and times at which the document can be inspected. The Council will also use community newsletters and others will be used to publicise consultation and to seek views.

#### **What will Leeds City Council do with comments received?**

**3.15** In all cases the Council will report on the results of consultation and involvement processes. These reports will summarise comments and show how the comments have influenced the process, and if not, why not.

**3.16** After the involvement process a summary report will be made available to participants on request. These summary reports will be provided as either electronic or paper formats. These reports will also be made available on the Council web site [www.leeds.gov.uk](http://www.leeds.gov.uk) as well as through local libraries and the Development Enquiry Centre. All summary reports will clearly show what has changed as a result of community involvement and how the involvement has influenced the preparation of documents.

#### **How will adopted documents be made available?**

**3.17** Documents will be available as paper copies for inspection and purchase at the Development Enquiry Centre and at local libraries for inspection, where relevant. They will also be included on the Council's website.

#### **How will Leeds City Council evaluate the success of consultation?**

**3.18** Using ongoing monitoring the Council will evaluate our involvement activities annually. The Council will seek the views of participants and other stakeholders in this process and ensure that our monitoring processes reflect best practice.

**3.19** To ensure effectiveness the Council will focus on the following key questions:

- How have the views of the community and other stakeholders influenced documents and the planning of developments?
- How well has the Council involved those who are often excluded from the planning process?
- How satisfied have participants been with the consultation and the processes used?

**3.20** As a basis for continued improvement, the Council will use a range of methods to evaluate the effectiveness of consultation undertaken, these may include:

- consultation evaluation forms
- questionnaires
- interviews
- review of written records, including minutes of meetings and consultation reports

**3.21** The results of this evaluation will be published on the Council web site [www.leeds.gov.uk](http://www.leeds.gov.uk) and made available through local libraries and the Development Enquiry Centre. The Annual Monitoring Report (an annual report required to assess the implementation of the Local Development Scheme - see Section 4 for further explanation), will also review the effectiveness of the policies set out in the Local Development Framework (LDF), including the Statement of Community Involvement.

**3.22** If new consultation techniques are identified as a result of experience and monitoring, these will be included in a future review of the Statement of Community Involvement.



## 4.0 The Local Development Framework

### What is a Local Development Framework?

**4.1** The Leeds Local Development Framework (LDF) will eventually replace the Unitary Development Plan. It sets out policies for meeting economic, environmental and social aims and objectives where this affects the development of land. The LDF is a collective name for a series of documents which can be revised and updated individually.

### 4.2 What is it made up of?

- **The Local Development Scheme (LDS)** - this sets the timetable over the next 3 years for the documents that will be produced (it is updated every year)
- **The Statement of Community Involvement (SCI)** (which is this document)
- **Development Plan Documents (DPDs)** - these set out core policies and strategies
- **Supplementary Planning Documents (SPDs)** - these expand on policies set out in a development plan document, or provide more detail

- **The Annual Monitoring Report (AMR)** - this will monitor the Local Development Scheme and assess the extent to which policies are successful.

**4.3** The **Development Plan** is the starting point for planning decisions. The Development Plan consists of:

- **The Regional Spatial Strategy (RSS)** prepared by Yorkshire and Humber Regional Assembly
- **Local Development Frameworks (LDFs)** prepared by local authorities

### What will Leeds City Council involve you in?

**4.4** The Council will seek to involve you in the two main types of documents:

- preparing **Development Plan Documents (DPDs)**
- preparing **Supplementary Planning Documents (SPDs)**, and in
- annually reviewing the effectiveness of **The Statement of Community Involvement (SCI)**

### What is the difference between a Development Plan Document (DPD) and a Supplementary Planning Document (SPD)?

**4.5** **Development Plan Documents (DPDs):**

- set out core policies and strategies, and are statutory documents, subject to independent examination
- The Inspector's report is a binding document and if the DPD is found to be 'sound', the DPD must be adopted on receipt of the Inspector's report

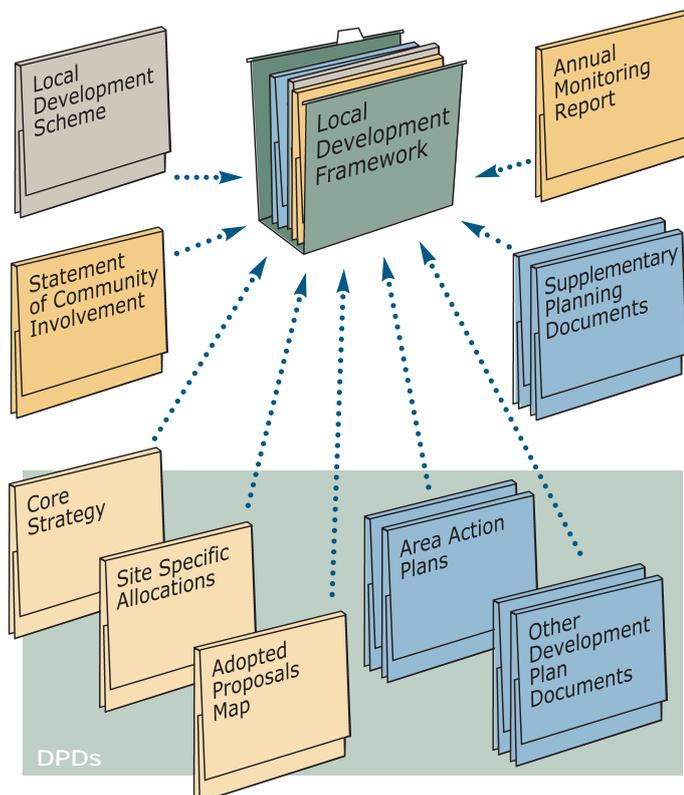
- the LDF has to include the following DPDs:
  - Core Strategy
  - Site Specific allocations of land
  - Area Action Plans (where needed)

(See Glossary, Appendix 9 for further explanation of terms).

#### 4.6 Supplementary Planning Documents (SPDs):

- explain and help implement the policies contained within Development Plan Documents. They tend to deal with specific issues that affect the whole city, such as trees, or they are specific to particular areas of the city
- are not subject to independent examination by an Inspector
- the consultation process for SPDs is a shorter one than that for DPDs (see Appendix 5)

**4.7** Existing Supplementary Planning Guidance documents (SPGs), which includes some Village/Neighbourhood Design Statements (VDS/NDS) and Conservation Area Appraisals (CAAs) are to be saved under the transitional arrangements of the new Local Development Framework (LDF) system. Whilst it is recognised that such documents have no formal status as part of the LDF, the Council considers



that such documents provide a detailed source of information on a range of planning matters for its many customers. As appropriate and subject to available resources, SPDs will need to be prepared to replace former SPGs. All new planning documents, to become an SPD, will need to be identified in the LDS programme. Where planning documents are published that are not identified in the LDS programme, and are not SPDs, the Council may use them in consideration of determining planning applications (where they are in accordance with adopted policies).

#### How will Leeds City Council engage and consult on Development Plan Documents and Supplementary Planning Documents?

**4.8** Appendix 4 shows in detail how the Council will engage and consult on DPDs. Appendix 5 shows how the Council will engage and consult on SPDs. In short, the Council will:

- provide access to information for all
- allow the people of Leeds to contribute their ideas
- allow the people of Leeds and stakeholders to influence the development of proposals and options
- give reasonable time and information on all proposals, subject to the time limits set by the Regulations
- continuously work to increase the interest and participation in the future planning of Leeds

**4.9** For both DPDs and SPDs, the Council are required to produce a Sustainability Appraisal (SA). An SA is a formal requirement of the new planning system. The main purpose of an SA is to appraise the economic, social and environmental effects of plans, policies and strategies, from the outset of the preparation process, so that decisions can be made that accord with the objectives of sustainable development and comply with the Strategic Environmental Assessment Directive. As identified in Appendices 4 and 5, the SA accompanies draft DPDs and SPDs during the preferred options (Regulation 26) consultation period of six weeks. At this stage the SA becomes part of the DPD or SPD document for the purposes of consultation/examination. Appendix 3 sets out the statutory bodies which the Council has to consult on the SA.

### When will these documents be prepared?

**4.10** Local Development Documents will be prepared in accordance with a specified timetable known as the Local Development Scheme (LDS). This outlines which documents the Council will produce (see below). This is subject to yearly review. To see the LDS, for key dates view: [www.leeds.gov.uk](http://www.leeds.gov.uk) and follow the speedlink for Leeds Development Framework or alternatively, ring (0113) 247 8075 for a copy.

### 4.11 What Development Plan Documents are currently being produced?

- Core Strategy, setting out overall principles for the development of Leeds
- Area Action Plan for the City Centre, including site allocations
- Area Action Plan for Aire Valley Leeds, including site allocations
- Area Action Plan for East And South East Leeds (EASEL) including site allocations
- Area Action Plan for the West Leeds Gateway, including site allocations
- Waste

### 4.12 What Supplementary Planning Documents are currently being produced?

- City Centre Public Realm Contributions - for developers to improve the public realm
- Public Transport Improvements - Developer contributions - to provide guidance to developers on contributions arising from development proposals
- Designing for Community Safety - a residential guide - to provide guidance on community safety best practice
- Householder Design Guide - to provide straightforward advice to home owners on house extensions etc
- Highways Design Guide - to provide guidance to developers on detailed aspects of highway design
- Tall Buildings Policy - promoting tall buildings in specific parts of the City

- Trees - offering advice on works to trees to help maintain their health and community value

**4.13** Progress on all these LDF documents and recently adopted SPDs, can be viewed on the Council's web site: [www.leeds.gov.uk](http://www.leeds.gov.uk) or alternatively, ring (0113) 247 8075 to request copies of documents.

**4.14** Remember, the lists above are the current (LDS) work programme which will be subject to change. Other Development Plan Documents and Supplementary Planning Documents will be produced in future. (These will be listed in the Local Development Scheme as it is revised and updated).

### What steps will Leeds City Council take to engage and consult on all new documents?

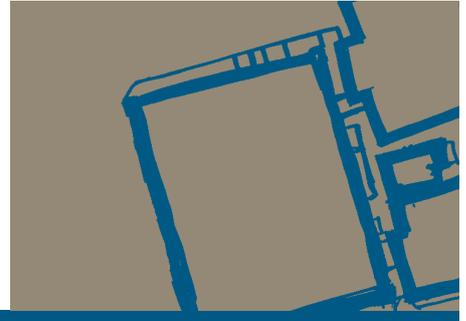
**4.15** Appendices 4 and 5 show how the Council will consult you on Development Plan Documents and on Supplementary Planning Documents.

**4.16** The Local Development Scheme (work programme) provides the basis for the overall Local Development Framework. This will be reviewed on an annual basis as part of the Annual Monitoring Report (AMR) and formally updated and revised as appropriate. The community can make suggestions for the inclusion of new areas into the Local Development Scheme. These will be considered within the overall context of the current priorities and resources.

**4.17** The community can make suggestions in writing to:

Head of Planning and Economic Policy  
Development Department  
Leeds City Council  
2 Rossington Street  
Leeds LS2 8HD

Or e-mail [ldf@leeds.gov.uk](mailto:ldf@leeds.gov.uk)



## 5.0 Community Involvement in Planning Applications

**5.1** The 2004 Planning & Compulsory Purchase Act places emphasis on the involvement of communities in the consideration of planning applications. This section of the SCI sets out the guidelines for community involvement in planning applications, in particular the role of the applicant in engaging with the wider community in major applications or applications of community significance and how communities can be involved in planning applications.

### Leeds City Council Planning Application Service

**5.2** The Council deal with a wide range of planning applications, making recommendations and decisions on all kinds of potential development in Leeds. National and local planning policy and guidance is continually evolving, as are the procedures and systems which the Council employs to deliver this service to the people of Leeds. The service has recently introduced a new and vastly improved computer system which will have wide ranging possibilities for improvements to the quality of service and how the Council undertake community involvement. A review is currently underway which may result

in future changes and improvements to the ways in which Planning Services consult on planning applications. It is likely that future methods will include wider neighbour notification and the display of application plans on the Council's website.

### How does Leeds City Council currently consult on planning applications?

**5.3** When planning permission is sought the Council uses a range of methods to inform and consult. Dependent on the scale and nature of the development some or all of these methods may be employed:-

- site notices
- notices in the local press
- weekly list of planning applications on the Council's website ([www.leeds.gov.uk/planning](http://www.leeds.gov.uk/planning))
- planning applications available for inspection in the Development Enquiry Centre and libraries. Appendix 6 provides a list of the libraries which receive copies of planning applications

- notification to Parish and Town Councils
- ward member notification
- neighbour notification
- specific consultation with statutory and non-statutory consultees, including community organisations and other local organisations
- public exhibitions, meetings, presentations

**5.4** The minimum standards for publicising planning applications are set out in the Town and Country Planning (General Development Procedure) Order 1995 (Article 8). For most planning applications the Council is required to publicise either by the display of a site notice in at least one place on or near the site or by notification to any adjoining owner or occupier. There are additional requirements for site notices and/or press advertisements for major development proposals, proposals which depart from the Council's Unitary Development Plan (or Local Development Framework) policy, proposals which require an environmental statement and certain other types of applications. Similar requirements apply for publicising listed building applications and those involving development and/or demolition in a conservation area.

**5.5** The Council publicises planning applications to standards beyond the legal minimum. Appendix 7 provides a table setting out in more detail the consultation methods the Council use for publicising different types of planning applications.

**5.6** The process of consultation for each application should be related to its scale and potential significance. It is important that sufficient time is provided for community involvement in applications, however, this needs to be balanced with the statutory time periods for determining applications - 13 weeks for major applications and 8 weeks for other applications.

### **The Role of the Applicant/ Developer**

**5.7** The Council will seek greater community involvement for major applications or applications of community significance:

By 'Major' as defined by the Town & Country Planning (General Development Procedure) Order 1995), we mean:-

- residential developments (including houses and flats) of 10 units or more or on a site of 0.5 ha or more
- any development (including change of use) with a gross floor area of 1,000sqm or more or a site area of 1 ha or more
- minerals applications (winning or working of minerals or the use of land for mineral working deposits)
- waste development (for the purposes of community involvement, only larger waste developments would fall into this category)

By 'Community Significance' we mean applications that may give rise to local controversy, such as:-

- developments that require an environmental statement
- developments that involve the closure or alteration of a public right of way
- developments that affect playing fields or public open spaces
- developments that conflict with any significant plans or policies of the City Council
- telecommunications masts

### **Before a Planning Application is submitted**

**5.8** Subject to the nature of the application, the Council strongly encourage applicants to involve the community before submission of an application. This should be discussed with the planning officer from Planning Services as part of the pre-application talks, when the officer will be able to comment on whether the application falls within the definition of "major" or "community significance". Where the application does fall into either of these categories as far as possible an agreement should be reached with regard to the form and extent of consultation to be undertaken by the applicant before the application is submitted.



**5.9** The onus of responsibility will be with the developer in ensuring that appropriate consultation at the pre-application stage is carried out. The Council strongly encourage applicants to use the best methods possible, as outlined below, and to refer to current best practice guides such as the Leeds Guide to Community Involvement produced by the Leeds Initiative or any appropriate future best practice guidance.

**5.10** A planned approach to community involvement for major or significant developments should include an appropriate combination of all or some of the following:-

- Advert in local paper giving people a contact to find out more
- Publicise on the Council's web site
- Notify people by letter and/or site notice who live near by (neighbours and others, who are located in close proximity to the proposed application and could, therefore, be directly affected by the proposal) and tell them where they can find out more information
- Hold at least one public event near to the development site (e.g. an open day, public meetings, road shows, focus and discussion groups and workshops). Events like these should describe the development and provide an opportunity for local people to say what they think and/or ask questions. Officers from Planning Services could be present at such meetings but the onus would be on the developer to establish such meetings as part of their responsibility.
- Attend one Area Committee meeting to provide information and receive comments, if the timing of Area Committee meetings will allow
- Contact local community organisations to find out what they think about the proposed development
- Liaison with the local ward members
- Make a presentation to the relevant Plans Panel
- Take a record of all comments received. This should be retained and made available for inspection if requested.

**5.11** For householder proposals, Leeds City Council encourage, as a minimum, that applicants discuss the proposals with immediate neighbours.

#### **Requirements for Planning Application Submission**

**5.12** Guidance is provided on the Council's website on the information to be provided as part of planning application submission. Developers should have due regard to adopted planning policies and guidance notes which may be relevant to the application site.

**5.13** As part of submitting a planning application for major applications or applications of community significance Leeds City Council strongly encourages the submission of a statement of community involvement. This should include:-

- Details of the consultation undertaken, including a list of residents, organisations/ interest groups contacted and a commentary on the events held (format, location and duration)
- Summary of all comments made
- Confirmation of where the comments have resulted in revisions to the scheme and provide an explanation where comments have not been taken on board
- Highlight any criticism by groups or individuals about the consultation process

#### **Failure to undertake community involvement**

**5.14** The Council cannot refuse to accept a valid application if the applicant has not consulted the community sufficiently or not made reasonable attempts to consult, before application submission. However, failure by the applicant to consult could lead to objections being made which could be material to the determination of the application. Likewise, the absence of objections does not necessarily mean the proposal will be acceptable. The aim of community involvement before application submission, is to avoid objections at a later stage on matters which could have been resolved earlier, which may cause delays in the processing of the application and to add quality to the scheme. The absence of, or



insufficient community involvement by the applicant will be reported to the Plans Panel who may wish to seek the views of the community on a material planning matter before making a decision.

### Community Involvement in Planning Applications

#### Pre-Application (before an application is submitted)

**5.15** The community should be given an opportunity to be involved and shape the form of development proposed before an application is submitted. This is particularly important for major applications and those of community significance as outlined above. The Council will encourage and provide advice to developers at the pre-application stage to identify the most effective methods for consulting the community and to ensure comments are noted and revisions made to a scheme, where appropriate.

#### Commenting on Applications (after an application is submitted)

**5.16** The statutory minimum period for commenting on planning applications is 21 days, however, the Council specify a date which is 28 days from the date of the serving of notice (letter, site or press notice). It is desirable that comments are received within this time period. However, in practice, the Council is usually able to take late representations into account if they are received in good time before the decision is made (usually two days before the decision date). If you wish to comment on a planning application, you may submit your views to the Council. All comments (including objections) received will be taken into account when considering the application.

**5.17** You can comment on a planning application by writing to the Chief Planning and Development Services Officer (Development Department, The Leonardo Building, 2 Rossington Street, Leeds LS2 8HD), filling in a comments form or you can email your comments on our feedback form provided on the Council's website ([www.leeds.gov.uk/planning](http://www.leeds.gov.uk/planning)).

**5.18** Whichever method you use, please quote the application reference number and site address.

**5.19** Your comment will be acknowledged within 10 working days of receipt. All comments made about an application are made public and the applicant has the right to see the comments if requested.

**5.20** The Council can only take account of matters which are relevant to making a decision on the planning application. These material planning considerations vary from case to case, but could include:-

- Conservation of buildings and the natural environment
- Preservation of trees/impact of the loss of trees
- Design, appearance and layout
- Character of an area
- Visual impact
- Noise, disturbance and smells
- Highway safety and traffic
- Previous planning applications
- Compliance with planning policy (local and national)
- The effect of a proposal on sunlight and daylight
- The effect on the privacy of neighbours
- Whether the proposal will have an overbearing effect on neighbouring properties

**5.21** There are other matters which may be of concern to objectors but are not material planning considerations:-

- Issues covered by other laws e.g. licensing, building control, health and safety regulations
- Private property rights e.g. boundary or access disputes
- The applicant's moral, motivation or activities
- Perceived impact on property values
- Competition between businesses



**5.22** The planning officer dealing with the application will form a professional view on the acceptability, or otherwise of the proposal. This will involve weighing up all the issues arising from the proposal before making a recommendation. An objection, even if made on good planning grounds, may not necessarily result in refusal of planning permission. Likewise, when weighted against the overall benefits of the scheme, the absence of objections does not necessarily mean the proposal will be accepted.

#### **Consulting on Revised Applications**

**5.23** Amendments may be made to a planning application during the course of the Council dealing with it. Most amendments and revisions are made to address representor's concerns and/or to achieve a better quality of development. As part of the review of our notification procedures, the Council is intending that (following its further development) amended plans and other information relevant to the progress of an application will be displayed on the Council's web site ([www.leeds.gov.uk](http://www.leeds.gov.uk)). The Council do not routinely carry out re-notification and/or re-publicity. This is carried out at the discretion of the planning officer and is only likely to occur in cases where he/she considers further material planning matters could arise. In such cases the time period for response is usually reduced to 10 days.

#### **Determination of Planning Applications**

**5.24** As set out in the Council's constitution, most decisions on planning applications are made by a Principal Planning Officer or Area Planning Manager. These are called delegated decisions. Larger, more complex or controversial applications may be decided by a panel of Councillors. There are three Plans Panels - covering the east side of the city, the west side of the city, and the City Centre. Each Panel meets every four weeks. Meetings are held in the Civic Hall and usually take place on a Thursday, commencing at 1.30 pm. Members of the Panel will receive a report which includes details of representations made and the issues raised, together with the Officer's recommendation. This report is available for public inspection five days before the meeting.

**5.25** At the Panel, a presentation of the application will be made by an officer. The public may attend the meeting and a representative of any supporters or objectors may make a short address to the Panel to set out their views. There may also be an opportunity for the applicant (or agent) or someone else with a contrary view to address the Panel. If more than one person wishes to speak in support of, or against an application, agreement will need to be made on who will do this. Appendix 8 provides the Council's protocol for public speaking in panels.

**5.26** Once a decision has been made on the application, those people who have provided written comments will be notified in writing within 15 working days of the decision on the application.

**5.27** Exceptionally, an application may be called in for determination by the Secretary of State, where for example, it gives rise to planning policy issues which are of more than local significance.

**5.28** Only applicants have the right of appeal against a decision. There is no third party right of appeal although interested parties will be notified of any appeal and may make representations as part of the appeal process. The Officer's report and decision notice is available to view (from April 2006) on our website and at the Development Enquiry Centre.



## 6.0 Resources

### How can Leeds City Council make effective use of consultation?

- 6.1** The Council is engaged with the community in many different ways and will make best use of existing structures and resources. Existing consultation and involvement structures in Leeds are identified in Appendix 2. Consultation on the documentation within the Local Development Framework (LDF) will seek to "piggy back" (i.e. feed into or attend) existing forums and events across the city.
- 6.2** Effective community involvement will require officers to adopt different roles and develop new skills: facilitating, listening, consensus building and problem solving. The Council will continually monitor these skills to achieve best practice.
- 6.3** Appendix 1 to this report sets out the different types of consultation methods and indicates the resource implications attached to each. For example, sending letters and emails have low resource implications, whereas organising exhibitions/open days/road shows will have a much higher cost implication. The resource implications cannot be easily quantified as it refers to both actual cost and staff time, which

will vary depending on the level of consultation appropriate to different documents/applications.

- 6.4** Approximately 8,000 planning applications are processed by the Council every year. This involves hundreds of interactions with customers (including applicants, members of the public and interest groups). In order to reach a maximum number of people and provide the most efficient and effective planning service, the Council is making substantial investment to the development of its website. This will provide access to information and enable involvement in the planning process 24 hours a day. Resources will continue to be provided for other methods of community involvement for customers not able to access the planning service electronically.

### How can consultation material be accessed?

- 6.5** Consultation will be at a level appropriate to the document being consulted upon and the resources available within the timescales set for public participation. The Regulations (6 weeks formal consultation) and the Government's



targets for achieving decisions on major planning applications (13 weeks) and other planning applications (8 weeks) set the context for the timescales in which public consultation will take place.

- 6.6** The Council will ensure that information will be made available in an accessible format for community groups and individuals, including groups that are often excluded, such as those that are less mobile, people whose first language is not English, and those that do not have ready access to a computer.
- 6.7** Documents will be made available at the main Council offices, including one-stop shops and local libraries. The use of the internet offers a major improvement to accessing information on the planning system and the Council will provide updated documentation at [www.leeds.gov.uk](http://www.leeds.gov.uk).
- 6.8** Where possible the Council will provide paper copies of consultation documents free of charge to community organisations/groups and individuals on request.

#### **Will Leeds City Council be able to fund the consultation exercises?**

- 6.9** The level of consultation will be at a level appropriate to the document being consulted upon and the resources available. Two of the main budget considerations for providing consultation are staff resources and the ability to "piggy-back" (i.e. link in) with other events in order to share costs.
- 6.10** The Statement of Community Involvement (SCI) is based on the continuation of resources allocated to the Development Department and specific resourcing will reflect the priorities of the Council's Local Development Scheme. The Council's resources and priorities will be annually reviewed and monitored.
- 6.11** Applicants for 'Major' developments and applications of community significance, will be asked to carry out their own pre-application consultation with the wider community. In these circumstances the costs will be borne by the developer and not the Council. There may be some instances where applicants for smaller developments will be expected to undertake consultation, beyond that undertaken by the Council (See Appendix 7).

#### **Can Leeds City Council ensure Value for Money?**

- 6.12** The level of consultation will be at a level appropriate to the document being consulted upon and the resources available.
- 6.13** The allocation of resources will reflect the need to achieve value for money and will focus on ensuring that the costs of undertaking consultation and carrying out involvement exercises represent efficient and effective use of funds.



# Appendix 1

## Consultation and Participation Methods

Methods Leeds City Council will use to increase and sustain community involvement for Supplementary Planning Documents and Development Plan Documents.

**A1.1** Community involvement can fall within three broad categories:-  
**Involvement - Providing clear, relevant and well presented information to gain community interest, including:**

- Stakeholder meetings
- Website
- Public exhibitions
- Local media
- Newsletters

**Engagement - Providing opportunities for dialogue, including:**

- Workshops/Planning for Real
- Focus and group discussions
- Community group meetings
- Accessible and transparent internal officer meetings
- Advertising
- Making consultation documents widely accessible

**Feedback - Re-assure that views will be fully considered and acted on, examples include:**

- Website
- Local media
- Newsletters

**A1.2** The above methods outline a selection of consultation methods, which can be used and shaped to the specific planning document and stage in the consultation process.

**How can the community get involved in the planning process?**

**A1.3** Consultation should be a two-way process. Whilst the Council/developers are responsible for ensuring that consultation is carried out

for all planning documents and planning applications, the community should be given every opportunity to contribute to and initiate consultation/suggest new planning documents/proposals.

**A1.4** The following table shows the wide range of consultation methods which may be used and highlights at which stage these methods will be applied and where the community can get involved. This table should be read together with Appendices 4 & 5 which set out the engagement and consultation processes for Development Plan Documents and Supplementary Planning Documents.

**What is meant by resource implications?**

**A1.5** In the consultation methods table that follows, reference is made to the likely level of resource implications. As highlighted in Section 6, these resource implications cannot easily be quantified as resources will vary depending on the level of consultation appropriate to different documents/applications. The "low", "medium" and "high" resource implications in the table have been used to indicate the likely level of costs and staff resources needed for undertaking the consultation methods. For example, sending out letters would involve the writing, printing and postage costs. These resource implications are considered to be relatively low compared to the example of public meetings which will have a much higher implication on resources given the potential need to hire venues and the need to have potentially more than one officer present.

**A1.6** It should be noted however that costs can be significant, even for "low" levels of engagement, where a series of Local Development Documents are being prepared at the same time. In these circumstances every effort will be made to use resources efficiently by combining consultation activity where this is possible and appropriate.

## Consultation methods and when they may be used

Consultation Method	Benefits	Relevant planning documents	When this method will be used	Resource implications
Letters	Direct contact to statutory bodies identified in Appendix 3, elected members and other groups/ individuals (community/interest groups) identified on the LDF database.	<ol style="list-style-type: none"> <li>1. Development Plan Documents</li> <li>2. SCI</li> <li>3. Supplementary Planning Documents</li> <li>4. All planning applications</li> </ol>	<ol style="list-style-type: none"> <li>1. Issues &amp; Alternative Options; Preferred Options; Submission; Examination; Adoption</li> <li>2. Informal Pre-Submission; Formal Pre-Submission; Submission consultation; Examination; Adoption</li> <li>3. Draft SPD; Adoption of SPD</li> <li>4. Registration; Revised plans; Appeal</li> </ol>	Low
Email	Correspondence can be targeted to consultee groups/individuals. Faster and more cost effective than post.	<ol style="list-style-type: none"> <li>1. Development Plan Documents</li> <li>2. Supplementary Planning Documents</li> <li>3. SCI</li> <li>4. Planning applications</li> </ol>	<ol style="list-style-type: none"> <li>1. Issues &amp; Alternative Options; Preferred Options; Submission; Examination; Adoption</li> <li>2. Informal Pre-Submission; Formal Pre-Submission; Submission consultation; Examination; Adoption</li> <li>3. Draft SPD; Adoption of SPD</li> <li>4. Targeted to specific applications at consultation stage</li> </ol>	Low
Website	Providing information and opportunities for people to feed in their comments via the internet. Documents can be downloaded and questionnaires completed on-line. Information can be updated on a regular basis. Faster and more cost effective than post.	<ol style="list-style-type: none"> <li>1. Development Plan Documents</li> <li>2. SCI</li> <li>3. Supplementary Planning Documents</li> <li>4. All planning applications</li> </ol>	<ol style="list-style-type: none"> <li>1. Issues &amp; Alternative Options; Preferred Options; Submission; Examination; Adoption</li> <li>2. Informal Pre-Submission; Formal Pre-Submission; Submission consultation; Examination; Adoption</li> <li>3. Draft SPD; Adoption of SPD</li> <li>4. Weekly list of planning applications</li> </ol>	Low
Newsletter/ Leaflets	Provides regular information and opportunities for individuals to feed back comments	<ol style="list-style-type: none"> <li>1. Development Plan Documents</li> <li>2. SCI</li> <li>3. Major planning applications</li> </ol>	<ol style="list-style-type: none"> <li>1. Issues &amp; Alternative Options; Preferred Options</li> <li>2. Formal Pre-Submission</li> <li>3. Advertising consultation process/events</li> </ol>	Medium

Consultation Method	Benefits	Relevant planning documents	When this method will be used	Resource implications
'About Leeds' Civic newspaper	Provides information and articles in free newspaper circulated to all Leeds households	<ol style="list-style-type: none"> <li>1. Development Plan Documents</li> <li>2. SCI</li> <li>3. Supplementary Planning Documents</li> </ol>	<ol style="list-style-type: none"> <li>1. Issues &amp; Alternative Options; Preferred Options</li> <li>2. Formal Pre-submission</li> <li>3. Draft SPD</li> </ol>	Medium
Surveys/ Questionnaires	Research exercise used to gather quantifiable information on uncomplicated issues. Used to gather views and opinions and to measure attitudes, satisfaction and performance	<ol style="list-style-type: none"> <li>1. Development Plan Documents</li> <li>2. Supplementary Planning Documents</li> </ol>	<ol style="list-style-type: none"> <li>1. Issues &amp; Alternative Options; Preferred Options</li> <li>2. Early consultation</li> </ol>	High
Local media/ press releases	Providing interviews, media releases or placing notices of forthcoming consultation documents. The primary aim is to disseminate information to a wide audience	<ol style="list-style-type: none"> <li>1. Development Plan Documents</li> <li>2. SCI</li> <li>3. Supplementary Planning Documents</li> <li>4. Planning applications</li> </ol>	<ol style="list-style-type: none"> <li>1. Issues &amp; Alternative Options; Preferred Options</li> <li>2. Formal Pre-Submission</li> <li>3. Draft SPD</li> <li>4. Consultation process and events</li> </ol>	Medium
Site notices	Notice placed near or on site to advertise planning application. Raises awareness of those living near, using or visiting proposal site	<ol style="list-style-type: none"> <li>1. Planning applications</li> </ol>	<ol style="list-style-type: none"> <li>1. Consultation</li> </ol>	Low
Documents available for inspection at Council offices, libraries and public venues	Documents under consideration should be provided for inspection throughout the consultation period. Provides free and easy access for all stakeholders during normal office hours	<ol style="list-style-type: none"> <li>1. Development Plan Documents</li> <li>2. SCI</li> <li>3. Supplementary Planning Documents</li> <li>4. Planning applications</li> </ol>	<ol style="list-style-type: none"> <li>1. Issues &amp; Alternative Options; Preferred Options; Submission; Examination; Adoption</li> <li>2. Informal Pre-Submission; Formal Pre-Submission; Submission consultation; Examination; Adoption</li> <li>3. Draft SPD; Adoption of SPD</li> </ol>	Low
Exhibitions / open days / road shows	Providing information to members of the public. Obtaining views through contact with attending officer and completion of comments form. Staff may be present to respond to questions	<ol style="list-style-type: none"> <li>1. Development Plan Documents</li> <li>2. Supplementary Planning Documents</li> <li>3. SCI</li> <li>4. Major planning applications</li> </ol>	<ol style="list-style-type: none"> <li>4. Registration; Revised plans; Appeal</li> <li>1. Issues &amp; Alternative Options; Preferred Options</li> <li>2. Draft SPD</li> <li>3. Formal Pre-Submission</li> <li>4. Consultation</li> </ol>	High

Consultation Method	Benefits	Relevant planning documents	When this method will be used	Resource implications
Public meetings	Informing a large group of people and receiving feedback	<ol style="list-style-type: none"> <li>1. Development Plan Documents</li> <li>2. Supplementary Planning Documents</li> <li>3. Planning applications</li> </ol>	<ol style="list-style-type: none"> <li>1. Issues &amp; Alternative Options; Preferred Options</li> <li>2. Draft SPD</li> <li>3. Consultation</li> </ol>	High
Workshops / Planning for Real	Involving local people, key stakeholders and community groups to establish key issues and solutions. The format can be modified to suit the project, including formalised presentation, small group discussions and feedback	<ol style="list-style-type: none"> <li>1. Development Plan Documents</li> <li>2. SCI</li> <li>3. Supplementary Planning Documents</li> <li>4. Planning applications</li> </ol>	<ol style="list-style-type: none"> <li>1. Issues &amp; Alternative Options; Preferred Options</li> <li>2. Formal Pre-Submission</li> <li>3. Early consultation; Draft SPD</li> <li>4. Pre-application</li> </ol>	High
Focus & discussion groups	Structured group process where people's views on complex issues can be sought. Can be directed to a particular group within the community. Sometimes used to generate ideas	<ol style="list-style-type: none"> <li>1. Development Plan Documents</li> <li>2. SCI</li> <li>3. Supplementary Planning Documents</li> <li>4. Planning applications</li> </ol>	<ol style="list-style-type: none"> <li>1. Issues &amp; Alternative Options; Preferred Options</li> <li>2. Formal Pre-Submission</li> <li>3. Draft SPD</li> <li>4. Consultation</li> </ol>	High
Stakeholder meetings	Individual meeting with stakeholders most affected by document under consultation. Opportunity to obtain in-depth comments regarding document and resolution of potential issues	<ol style="list-style-type: none"> <li>1. Development Plan Documents</li> <li>2. SCI</li> <li>3. Supplementary Planning Documents</li> <li>4. Planning applications</li> </ol>	<ol style="list-style-type: none"> <li>1. Issues &amp; Alternative Options; Preferred Options</li> <li>2. Formal Pre-Submission</li> <li>3. Early consultation; Draft SPD</li> <li>4. Pre-application; Consultation</li> </ol>	High
'Piggy backing' other events	Attending existing meetings of groups and organisations, particularly groups often excluded from the planning process. Provides opportunity to pass on information and receive feedback	<ol style="list-style-type: none"> <li>1. Development Plan Documents</li> <li>2. SCI</li> <li>3. Supplementary Planning Documents</li> <li>4. Planning applications</li> </ol>	<ol style="list-style-type: none"> <li>1. Issues &amp; Alternative Options; Preferred Options</li> <li>2. Formal Pre-Submission</li> <li>3. Early consultation; Draft SPD</li> <li>4. Pre-application; Consultation</li> </ol>	Medium
Working with other Council departments	Working with other Council departments in decision making and seeking their views. Some departments also have specific consultation experience and contacts with specific sections of the community.	<ol style="list-style-type: none"> <li>1. Development Plan Documents</li> <li>2. SCI</li> <li>3. Supplementary Planning Documents</li> <li>4. Planning applications</li> </ol>	<ol style="list-style-type: none"> <li>1. Issues &amp; Alternative Options; Preferred Options</li> <li>2. Informal Pre-Submission; Formal Pre-Submission</li> <li>3. Early consultation; Draft SPD</li> <li>4. Consultation</li> </ol>	Medium

# Appendix 2

## Key Consultation Structures and Organisations in Leeds

**A2.1** When Leeds City Council involve communities and other stakeholders, good use will be made of what already works well:

- The full list of who Leeds City Council may involve is available on request. This list will be reviewed annually.

### Existing Consultation and Involvement Structures in Leeds

**A2.2** The following networks and organisations are listed as they are established routes of consultation and engagement within the Leeds area.

**Leeds Initiative** - The Leeds Initiative is the Local Strategic Partnership for Leeds. It is managed by a Board and two executive groups, the 'Going up a League' Executive and the 'Narrowing the Gap' Executive. Members include a wide range of organisations such as Leeds City Council, West Yorkshire Police, the Health Service, Passenger Transport Executive, further education colleges, Leeds University and Leeds Metropolitan University, as well as Leeds Chamber of Commerce and Industry and private companies. Through its Community Network the Leeds Initiative has developed commitment, expertise and routes to community involvement.

Leeds Initiative have published "Leeds Compact", 2003 (an agreement between Leeds Initiative partners, including the City Council, and the voluntary and community sector to improve working relationships for the benefit of all), and "Leeds Initiative, Community Involvement - A guide to involving the community in decision making", 2002.

**Area Committees** - The Council has also devolved responsibility for delivering many of its functions to Area Committees. There are two Area Committees in each wedge, one for the inner part of the wedge and one for the outer part. Committee meetings are open to the public.

**Ward Forums** - These are linked to the area committees. They provide opportunities for local people to comment on service delivery in the city.

**Citizens Panel** - The Citizens panel has been in place in Leeds since 1999. It is made up of a demographically representative sample of 1960 local people, 60 people per ward. The members of the panel are regularly consulted by the Council and others on issues related to services and governance.

**Housing Forums** - These give tenants opportunities to meet with housing management officers, as a regular consultative structure they may be used to consult on Local Development Documents.

**Leeds Access Advisory Group** - This group is made up of people who represent disabled people's organisations in Leeds. The group has been used as a consultative body for a range of issues.

**Leeds Local Access Forum** - under the Countryside and Rights of Way Act, 2000, local and National Park Authorities have a duty to establish local access forums made up of representatives of users, landowners and other interests, such as conservation, tourism and businesses, as statutory advisory bodies on improving public access to land in their areas for all types of open air recreation.

**Leeds Gate** - The Leeds Gypsy and Traveller Exchange (GATE) is a community members association for gypsies and travellers who live in, or resort to Leeds. They are working to find ways for gypsies and travellers to get their voices heard.

**Leeds Community Safety Partnership** - The Leeds Community Safety partnership brings agencies together to develop ways to reduce crime in the City.

**Leeds Older People's Forum** - This forum has over 90 members who represent older people's organisations and networks. It currently monitors plans and strategies that affect older people, as well as giving feedback to organisations about proposed policies and developments.

**Leeds Race Equality Advisory Forum** - This is a forum of over 100 representatives of minority ethnic groups, which is used to inform and consult with minority ethnic groups around issues that affect their lives and the development of Leeds. It also services a Gypsy and Traveller Accommodation Group.

**Leeds Voice** - Leeds Voice is a well established and effective structure which works to represent communities and the voluntary sector, at a strategic level, while maintaining contact with communities at a grassroots level and supporting local people to get their voices heard.

**Leeds Voluntary Sector Learning Disability Forum** - This forum is made up of over 40 Leeds based organisations working with people with learning disabilities. It aims to help services and people with learning disabilities to consult together.

**Leeds Voluntary Sector Mental Health Forum** - This is an alliance of 40 organisations which provide services for people experiencing mental health problems and living in the community. It seeks to improve representation and input into policy making from people experiencing mental health problems.

**Leeds Women's Advisory Group** - A body made up of women representing over 30 women's organisations which works to inform and consult with women on a range of issues.

**Leeds Youth Council** - The Youth Council meets regularly to discuss youth services and issues that affect young people in Leeds.

**Parish and Town Councils** - A number of areas in Leeds have Parish or Town Councils. These councils maintain close relationships with their communities, and form a useful structure for consulting on Local Development Documents.

**Registered Tenants Groups** - The Council works with registered tenants groups through the **Tenant Involvement Committee**, which is an umbrella body for all registered tenants groups across the city.

# Appendix 3

## Community and Stakeholder Groups in Leeds

**A3.1** The following consultation bodies are specific to the legislation on Local Development Frameworks and are not statutory consultees for planning applications (however, some of these will be consulted upon, subject to the nature of specific planning applications). Please note, this list is not exhaustive and also relates to successor bodies where reorganisations occur. Appendices 4 and 5 outline the processes or stages for producing Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs). They refer to 'specific consultation bodies' and 'general consultation bodies'.

### Specific Consultation Bodies

- A3.2**
- The Regional Planning Body, which is the Yorkshire and Humber Assembly
  - The Regional Development Agency, which is Yorkshire Forward
  - Adjoining Local Planning Authorities (which are: Wakefield, Bradford, Kirklees, Harrogate, Selby and North Yorkshire County Council. York City Council and Calderdale Council may also be consulted, as appropriate, although they do not directly adjoin Leeds' boundary).
  - The Highways Agency
  - Town and Parish Councils (including adjoining Town and Parish Councils in the adjoining Local Planning Authorities listed above)
  - The Environment Agency
  - The Countryside Agency
  - Natural England
  - Historic Buildings and Monuments Commission for England (English Heritage)
  - Relevant sewerage and water undertakers
  - Relevant Telecommunications Companies
  - Strategic Health Authority

**A3.3** The 'Specific' bodies listed above must be consulted if the local planning authority considers that body will be affected by proposals (as required by Regulation 17 and 25 of the Town and Country Planning (Local Development) (England) Regulations 2004).

**A3.4** In addition, Leeds City Council will consult with the Government Office for Yorkshire and the Humber (GOYH), who will be the first point of contact for consultation with other central government departments (as set out in Annex E of PPS12).

### General Consultation Bodies

- A3.5**
- Voluntary bodies
  - Bodies which represent the interests of different racial, ethnic or national groups in the Leeds District.
  - Bodies which represent the interests of different religious groups in the Leeds District
  - Groups which represent the interests of disabled persons in the Leeds District
  - Groups which represent the interests of persons carrying on business in the Leeds District

**A3.6** The 'general' bodies will be consulted if Leeds City Council considers it is likely that the organisation will be affected by the DPD or SPD concerned, (as required by Regulation 25 of the Town and Country Planning (Local Development) (England) Regulations 2004).

**A3.7** In addition, Leeds City Council will engage and consult with relevant Council departments, any other groups, stakeholders or individuals who the Council think may be interested in a particular issue or if they have expressed a desire to be involved.

### Other Consultees

- A3.8** Leeds City Council will also consider the need to consult, where appropriate the following agencies and organisations in the preparation of Development Planning Documents and Supplementary Planning Documents and, where applicable, to specific planning applications:-
- 20th Century Society
  - Age Concern
  - Airport Operators
  - Ancient Monuments Society
  - British Chemical Distributors and Traders Association

- British Geological Survey
- British Waterways, canal owners and navigation authorities
- Centre for Ecology and Hydrology
- Chambers of Commerce, Local CBI and local branches of the Institute of Directors
- Church Commissioners
- Civil Aviation Authority
- Coal Authority
- Commission for Architecture and the Built Environment (CABE)
- Commission for Racial Equality
- Council for British Archaeology
- Crown Estate Office
- Diocesan Board of Finance
- Disability Rights Commission
- Disabled Persons Transport Advisory Committee
- Electricity, Gas and Telecommunications Undertakers, and the National Grid Company
- English Partnerships
- Environmental groups at national, regional and local level, including Council for the Protection of Rural England; Friends of the Earth; Royal Society for the Protection of Birds; and Wildlife Trusts
- Equal Opportunities Commission
- Fire and Rescue Services
- Forestry Commission
- Freight Transport Association
- Garden History Society
- Georgian Group
- Gypsy Council
- Health and Safety Executive
- Help the Aged
- Housing Corporation
- Learning and Skills Council
- Local Agenda 21 including Civic Societies; Community Groups; Local Transport Operators; and Local Race Equality Councils and other local equality groups
- National Playing Fields Association (NPFA)
- Network Rail
- Passenger Transport Authorities
- Passenger Transport Executives
- Police Architectural Liaison Officers
- Rail Companies and the Rail Freight Group
- Ramblers Association
- Regional Development Agency
- Regional Housing Board

- Regional Sports Board
- Road Haulage Association
- Royal Mail Property Holdings
- Society for the Protection of Ancient Buildings
- Sport England
- The Home Builders Federation
- Traveller Law Reform Coalition
- Victorian Society
- Water companies
- Women's National Commission

**A3.9** Leeds City Council will also consult and engage with people who are often excluded from the planning process. This is something that the Council will pay particular attention to. Leeds City Council consider the following broad groups to fall into this category:

- Black and minority ethnic groups
- Carers
- Gay, Lesbian and Transgendered
- Gypsies and travellers
- Inner city residents
- Young people and students
- People with disabilities
- People with learning difficulties
- Rural residents/the farming community
- Single parents
- The economically disadvantaged
- The elderly

#### Consultation Bodies for Sustainability Appraisals (SA)

**A3.10** As part of the consultation of DPDs and SPDs, the following organisations must be consulted in relation to the Sustainability Appraisal:

- Countryside Agency
- English Heritage
- Environment Agency
- Natural England

**A3.11** In addition to the statutory consultees, the following organisations should be consulted:-

- Adjoining Local Planning Authorities (listed above) (including adjoining Town and Parish Councils)
- Leeds Initiative
- Yorkshire Forward
- Yorkshire & Humber Assembly

**A3.12** All of the above (whatever the grouping) form the **community and stakeholder groups in Leeds.**

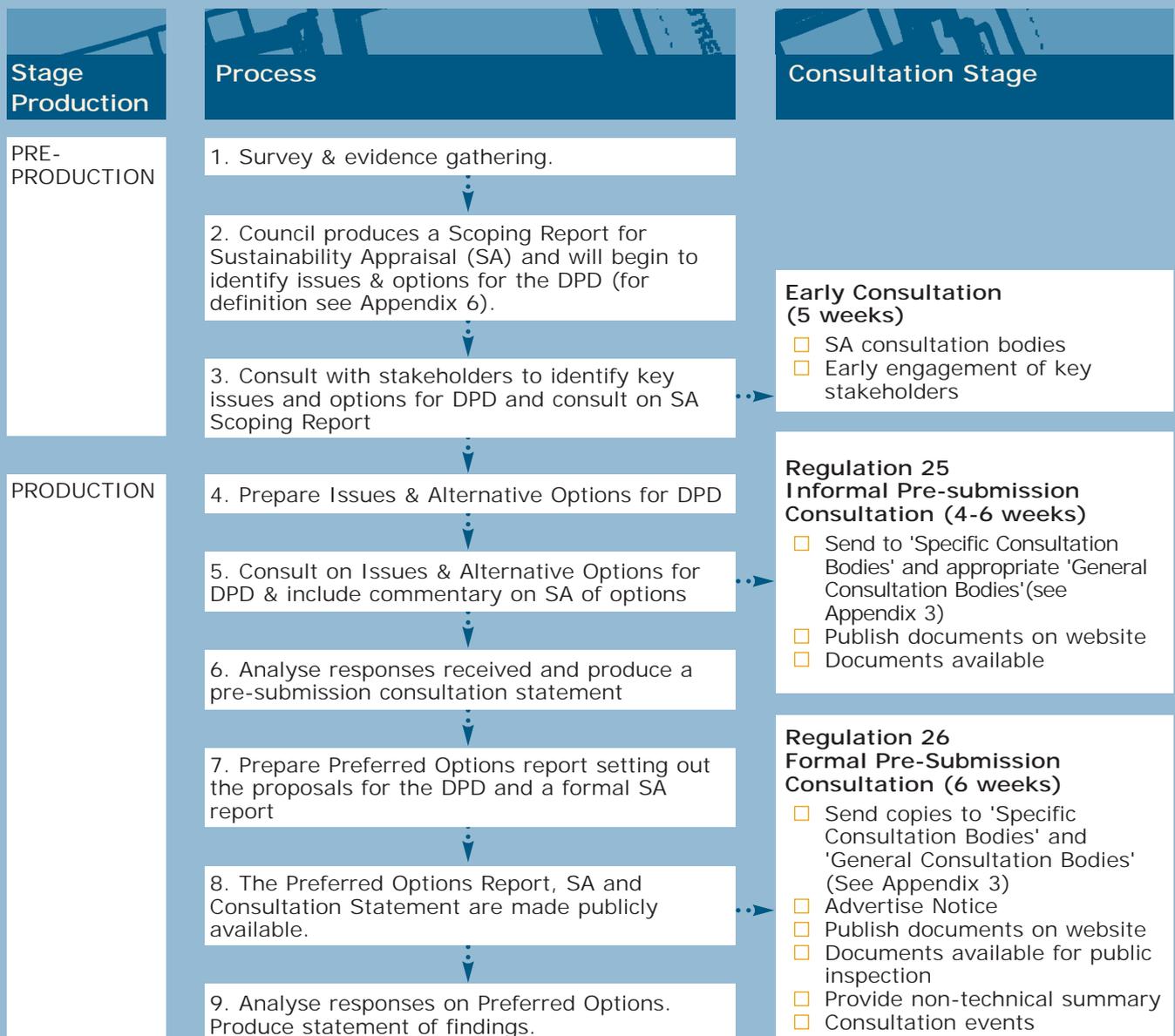
- A3.13** Leeds City Council's Planning & Economic Policy section will hold a database of community and stakeholder groups, which will be regularly updated.
- A3.14** To check that your community group/organisation is included telephone (0113) 247 8075.
- A3.15** Please let us know if you want your group/organisation to be added onto the database. Leeds City Council will provide the opportunity for you to agree to your information being available.
- A3.16** Subject to the Freedom of Information Act, 2000 and the Data Protection Act, 1998, the SCI database of consultees will be made available on request.

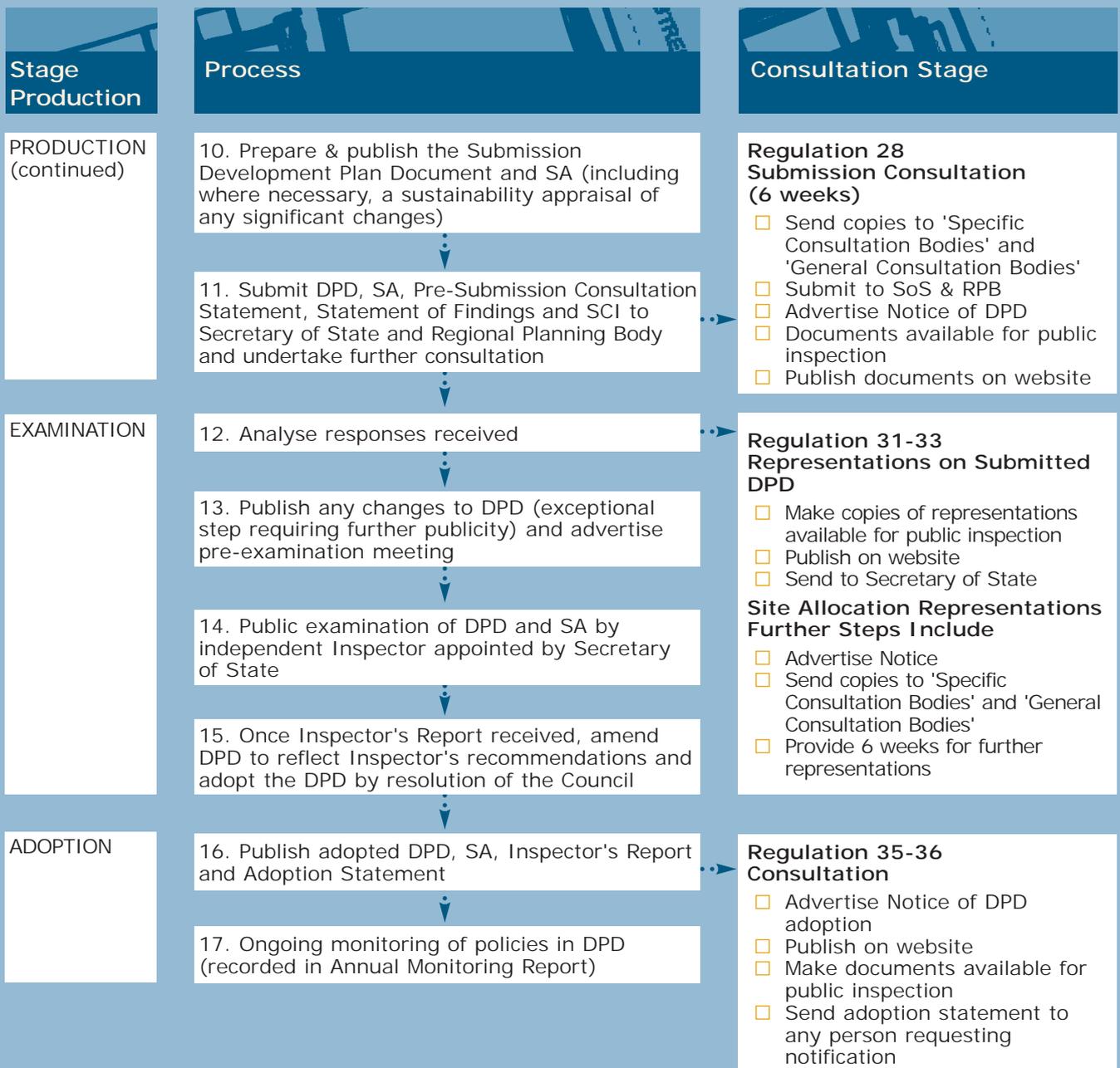
# Appendix 4

## Engagement and Consultation for Development Plan Documents

**A4.1** This chart shows how Leeds City Council will prepare Development Plan Documents (DPDs). This can be changed to suit the needs

of individual DPDs. The Local Development Scheme (LDS) sets out the timescale for the key stages in the production of each DPD.



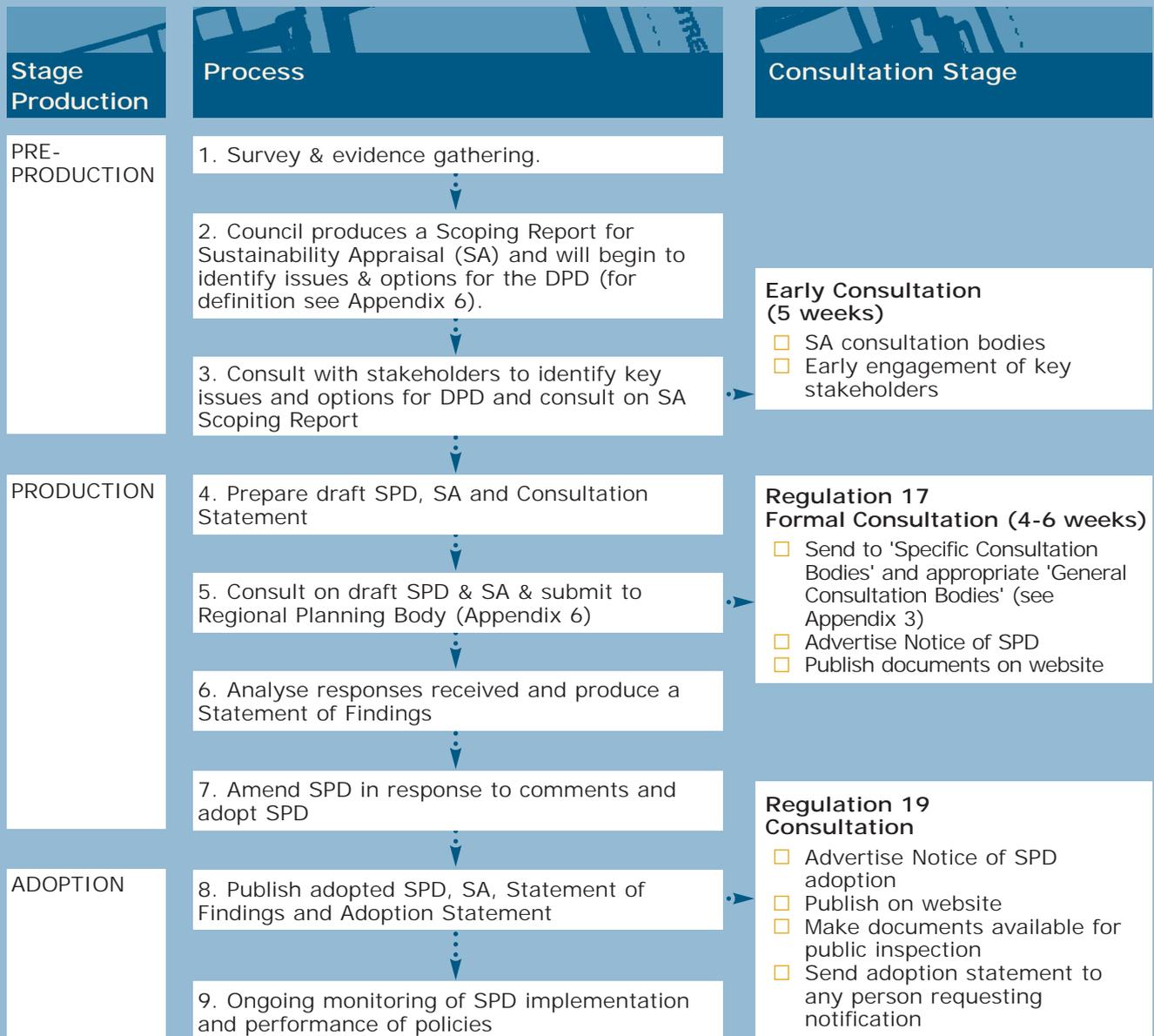


# Appendix 5

## Engagement and Consultation for Supplementary Planning Documents

**A5.1** This chart shows how Leeds City Council will prepare Supplementary Planning Documents (SPDs). This will not be a prescriptive process

but will be tailored to suit the individual SPD. The Local Development Scheme (LDS) sets out the timescale for the key stages in the production of each SPD.



# Appendix 6

## List of Leeds City Council Libraries Holding Planning Applications

**A6.1** There are 55 libraries in Leeds, of these, 24 libraries hold copies of current planning applications. Leeds City Council goes beyond the minimum requirements for publicising applications by providing copies to libraries. It is not practical to distribute plans to all libraries as many of the smaller libraries have limited opening hours which restricts public access. Site notices and neighbour notification letters state which local library to go to in order to inspect planning applications.

**A6.2** The libraries that hold copies of planning applications are shown below.

**A6.3** For further details of opening times, the libraries may be contacted on the above telephone numbers shown in the table or go to the Council's website [www.leeds.gov.uk/libraries](http://www.leeds.gov.uk/libraries)

Library	Location	Telephone Number
Armley	2 Stocks Hill	395 1010
Beeston	Hugh Gatskill School, St Anthony's Drive	214 1766
Belle Isle	Aberfield Gate, Belle Isle Road	214 1768
Chapel Allerton	106 Harrogate Road	214 5812
Crossgates	Farm Road	224 3328
Dewsbury Road	190 Dewsbury Road	395 1581
Garforth	Lidgett Lane	224 3291
Guiseley	Otley Road	(01943) 872 675
Halton	273 Selby Road	214 1320
Headingley	North Lane	214 4525
Holt Park	Ralph Thoresby High School, Village Square, Farrar Lane	214 1025
Horsforth	Town Street	214 4801
Kippax	Westfield Lane	214 6802
Middleton	St Georges Centre, St Georges Road	224 3119
Moor Allerton	Moor Allerton Centre	214 5624 / 214 5625 / 214 5626
Morley	Commercial Street	214 5418
Oakwood	1 Oakwood Lane	214 4192
Otley	Nelson Street	(01943) 466 572
Pudsey	Church Lane	214 6035
Richmond Hill	Pontefract Lane	214 3155
Rothwell	Marsh Lane	224 3288
Seacroft	Seacroft Crescent	214 4171
Wetherby	17 Westgate	(01937) 583 144
Yeadon	Town Hall Square	214 6501

# Appendix 7

## How the Council Publicises Planning Applications

Application Type	Weekly list of applications rec'd 1.	Written details on website 2.	Site notice by City Council	Site notice by applicant	Press notice
Applications to display adverts	✓	✓	✓ <sup>10.</sup>		
Application for conservation area consent	✓	✓	✓		✓
Application for certificate of existing lawful use	✓	✓			
Application for certificate of proposed lawful use	✓	✓			
Agricultural determination	✓	✓	✓	✓	
Demolition notification	✓	✓		✓	
Telecommunications notification	✓	✓	✓		✓ <sup>11.</sup>
Full planning application (householder)	✓	✓	✓ <sup>11.</sup>		✓ <sup>11.</sup>
Full planning application in a residential area (where a residential site up to a maximum of 10 dwellings or 0.5 hectares where number of dwellings is not known)	✓	✓	✓ <sup>11.</sup>		✓ <sup>11.</sup>
Full planning application (all other cases)	✓	✓	✓		✓ <sup>11.</sup>
Hazardous substances consent	✓	✓		✓	✓ <sup>12.</sup>
Listed building application	✓	✓	✓		✓
Outline planning application in a residential area (where a residential site up to a maximum of 10 dwellings or 0.5 hectares where number of dwellings is not known)	✓	✓	✓ <sup>11.</sup>		✓ <sup>11.</sup>
Outline planning application (all other cases)	✓	✓	✓		✓ <sup>11.</sup>
Reserved matters application in a residential area (where a residential site up to a maximum of 10 dwellings or 0.5 hectares where number of dwellings is not known)	✓	✓	✓ <sup>11.</sup>		✓ <sup>11.</sup>
Reserved matters application (all other cases)	✓	✓	✓		✓ <sup>11.</sup>

1. Available at the Development Enquiry Centre and can be viewed on our website at [www.leeds.gov.uk](http://www.leeds.gov.uk).
2. Including officer's report and decision notice (we are expecting to have an incremental programme for making this information available on the website over the next year i.e. by April 2007).
3. By "neighbour" we mean those who occupy land and property immediately adjacent to or directly opposite the application site.
4. View at the Development Enquiry Centre (2 Rossington Street, Leeds) including amended plans.
5. See Appendix 6 for list of libraries holding planning applications. The

6. Including amended plans (we are expecting to have an incremental programme for making plans available on the website over the next year i.e. by April 2007).
7. These are prescribed timescales and should be adhered to wherever possible. In practice we will usually be able to accept "late" representations so long as we receive them in sufficient time before a decision is made (i.e. usually 2 days before decision).
8. See Public Speaking Protocol for full details of how public speaking site notice and/or neighbour notification letter will name the particular library where the application can be viewed.

Neighbour notification letter 3.	Parish/Town Council notification	View plans at Dev Enq Centre 4.	View plans at local library 5.	View plans on web site 6.	Days for written representations 7.	Opportunity to speak if it is a Plans Panel decision 8.	Neighbour notification letters on appeal 9.
		✓			28	✓	✓
	✓	✓	✓		28	✓	✓
		✓					
		✓			28		
		✓			28		
	✓	✓	✓		28	✓	✓
✓	✓	✓	✓		28	✓	✓
✓	✓	✓	✓		28	✓	✓
	✓	✓	✓		28	✓	✓
	✓	✓	✓		28		
	✓	✓	✓		28	✓	✓
✓	✓	✓	✓		28	✓	✓
	✓	✓	✓		28	✓	✓
✓	✓	✓	✓		28	✓	✓
	✓	✓	✓		28	✓	✓

arrangements are operated. If there is more than one objector or supporter, usually only one spokesperson from each is permitted to speak.

9. Notification letters are sent only to those parties who made representations at application stage.

10. Only for hoardings.

11. Only where required by Orders and Regulations, including the Town and Country Planning (General Development Procedure) Order 1995 and the Planning (Listed Building and Conservation Areas) Regulations 1990.

12. By applicant.

# Appendix 8

## Protocol for public speaking at Plans Panels

### Introduction

**A8.1** At a joint meeting of the Development Control Panels on the 20th March 2003 it was resolved to allow public speaking at Panel meetings for a trial period of six months. A subsequent joint meeting of the Plans Panel decided to allow public speaking at Plans Panel for an indefinite period with some amendments to the original Protocol. This Protocol sets out the procedures to be adopted to give effect to that decision. It is not concerned with the wider issues of community participation and applies only to meetings where a decision on an application is due to be made.

### Procedures

**A8.2** Applicants or supporters and objectors to an application before the Panel for a decision will normally be allowed to speak to the Panel on giving written notice of their wish to do so.

**A8.3** The Chief Planning and Development Services Officer shall on the receipt of such written notice use reasonable endeavours to notify the applicant/ objectors of the request and their right to respond where time permits.

**A8.4** The Chair, at his or her absolute discretion, may allow representations to be made to the Panel where no written notice has been given where the normal rules of natural justice would not be prejudiced.

**A8.5** Where more than one objector has given notice of a request to speak, the objectors will be required to nominate a spokesperson. In exceptional circumstances the Chair may allow more than one person to speak provided that the total presentation does not exceed the time limit set out in Paragraph A8.6.

**A8.6** The objectors to an application will be allowed to speak to the Panel for a maximum of three minutes. Members of the Panel may then ask questions and seek clarification of any point arising.

**A8.7** Subject to Paragraph A8.9 the Applicant or supporters will be allowed to speak to the Panel for a maximum of three minutes. Members of the Panel may then ask questions and seek clarification of any point arising.

**A8.8** In the event that an Applicant or supporter wishes more than one person to speak in support of the application the total presentation shall not exceed three minutes.

**A8.9** The Applicant or supporter and objectors shall take no further part in the Panel debate but may answer questions of fact put by the Chair to clarify matters arising during the debate.

**A8.10** If an objector wishes to speak on an application, the Applicant or supporter will not normally be invited to speak unless the officer recommendation is to refuse the application or, in the Chair's opinion, the Panel is likely to refuse the application, against the officer recommendation.

### Review

**A8.11** This Protocol may be reviewed, revised or revoked by a joint meeting of the Plans Panel at any time.

## Note not forming part of the Protocol

- i The Courts have made it clear that the requirements of the Human Rights Act are satisfied where written representations have been submitted and summarised in the officers report and there is no absolute requirement to allow oral representations. The principle of whether to allow public speaking is very much a matter for the local authority concerned, but it is considered that where it is, clear protocols should be in place.
- ii Representations should be limited to emphasising or expanding on the submitted application or objection and should not introduce new issues or non material considerations on which the officer is unable to comment. In those circumstances consideration should be given to deferring the matter if it is felt that the new issues need further exploration.
- iii Equality of treatment is an important issue. The requirement as to notice should only be waived where the Chair is satisfied that there is no prejudice and advice should be taken as appropriate. If in doubt, a late application should be refused or the application deferred but members should consider the implications of any deferral.
- iv Objectors need not appear in person but may be represented by a Councillor (but not a member of the relevant Development Control Panel), Town or Parish Councillor, member of the Area Committee, a professional advisor or other nominated person.
- v No Member of Leeds City Council, whether a member of the Plans Panel or not, may speak in a private capacity or as a Ward representative for or against an application in which they have, or may be perceived as having, a personal and prejudicial interest. No Member, whether a member of the Plans Panel or not, should remain in the meeting room or area set aside for the public if he or she has such an interest.
- vi An applicant may be represented by an agent or professional advisor.
- vii Notwithstanding anything in the Protocol the normal Council Procedural Rules concerning disturbance by the public apply.

# Appendix 9

## Glossary

### Glossary

<b>AMR</b>	<b>Annual Monitoring Report</b>	Local Planning Authorities are required to produce <b>AMRs</b> to assess the implementation of the Local Development Scheme ( <b>LDS</b> ) and the extent to which policies are being achieved.
<b>AAP</b>	<b>Area Action Plans</b>	<b>AAPs</b> are intended to focus upon making things happen. They help to ensure development of an appropriate scale, mix and quality.
	<b>Area Committee Meetings</b>	Leeds City Council has divided the city into 5 areas or "wedges". Each wedge has an "inner" and an "outer" Area Committee. For General Enquires contact Tel: (0113) 395 0647
	<b>Community</b>	A 'Community' includes all individuals, groups and organisations that live, work and operate within specific geographic areas. This can apply to streets, neighbourhoods or the city of Leeds as a whole.
	<b>Community Significance</b>	All developments/proposals will have a varying impact on the surrounding community. Community significance in relation to Planning Applications refers to applications that may give rise to local controversy (see section 5).
	<b>Community Strategy</b>	The "Vision for Leeds" is the Council's Community Strategy. The Vision for Leeds: 2004 to 2020 is a long-term plan for the ongoing economic, cultural and environmental development of the city. Copies can be obtained from Leeds Initiative online at <a href="http://www.leedsinitiative.org">www.leedsinitiative.org</a> or alternatively call (0113) 247 8989 for a paper copy.
	<b>Compact for Leeds</b>	A compact sets out and clarifies the responsibilities and expectations of both the Local Authority and the voluntary sector in working together. It sets out best practice in the allocation and management of public resources. It promotes greater participation in the formulation and implementation of public money, enhancing and broadening the democratic process. It sets a structure for fair and effective co-operation in taking forward strategic programmes. In September 2003, a 'Compact for Leeds' was launched by the Leeds Initiative. It is an agreement between Leeds Initiative partners, including the City Council, and the voluntary and community sector to improve working relationships for the benefit of all. Copies can be obtained from Leeds Initiative at <a href="http://www.leedsinitiative.org">www.leedsinitiative.org</a> or alternatively call (0113) 247 8989 for a paper copy.

## Glossary

CAA	<b>Conservation Area Appraisal</b>	The designation of Conservation Areas brings official recognition of the area's special character or appearance and brings certain developments, including most demolition, under planning control. There is also some protection given to most trees. To date there are 63 conservation areas in Leeds. There is now a need that the Council should review its conservation areas and bring forward proposals for their protection and enhancement through <b>CAAs</b> .
	<b>Core Strategy</b>	A Development Plan Document ( <b>DPD</b> ) setting out the key elements of the Local Development Framework ( <b>LDF</b> ) for Leeds - comprising a spatial vision and strategic objectives for the district.
	<b>Council Constitution</b>	Leeds City Council's constitution (December 2001) provides the framework within which the Council conducts its business and makes decisions. It describes who is responsible for making decisions and how decisions are taken and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people. Some of these processes are required by law, while others are a matter for the Council to choose. It can be viewed on the Leeds City Council website <a href="http://www.leeds.gov.uk">www.leeds.gov.uk</a> (under Council & Democracy/Councillors, Democracy and Elections/Council Publications) or you can contact the Governance Service Unit on (0113) 247 8408.
	<b>Database</b>	A list of contacts for local consultation groups and stakeholders.
	<b>Data Protection Act 1998</b>	<p>The Data Protection Act, 1998 says that any personal data collected and held about people has to be;</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Processed fairly and lawfully.</li> <li><input type="checkbox"/> Used only for the purposes Leeds City Council tell you about when you provide details.</li> <li><input type="checkbox"/> Accurate, relevant and not excessive.</li> <li><input type="checkbox"/> Kept secure and not kept any longer than necessary.</li> <li><input type="checkbox"/> Not shared with anyone else unless you have given your consent, or we are required to do so by law.</li> </ul> <p>Guidance on Leeds City Councils data protection policy can be downloaded from the Leeds City Council website, or alternatively you can contact Jayne Conboy (Development Department) on (0113) 247 7897.</p>
DEC	<b>Development Enquiry Centre</b>	<p>This is the reception for the Council's Development Department. It is located at:            The Leonardo Building            2 Rossington Street,            Leeds LS2 8HD            Tel: (0113) 247 8000            Minicom (0113) 247 4305</p> <p>Fax: (0113) 247 4117            Email: <a href="mailto:planning@leeds.gov.uk">planning@leeds.gov.uk</a>            Open: Monday to Friday 08:30 - 17:00,            except Wednesdays 09:30 - 17:00.</p>
DCLG	<b>Department of Communities and Local Government</b>	The Department of Communities and Local Government was created on 5th May 2006, under the leadership of Ruth Kelly. It aims to create prosperous and cohesive communities, offering a safe, healthy and sustainable environment for all, working with other Government Departments, local councils, businesses, the voluntary sector and communities themselves. The Communities and Local Government website provides access to planning guidance and policy documents, research and statistics and links to other related sites which further explain the planning system ( <a href="http://www.communities.gov.uk">www.communities.gov.uk</a> ) or telephone the general helpdesk on 020 7944 4400 (08.30-17.30 Mon-Fri).

## Glossary

DPD	<b>Development Plan Document</b>	<p>These are spatial planning documents (identified in the Local Development Scheme (<b>LDS</b>) and will be subject to rigorous procedures of community involvement, consultation and independent examination. The following are types of <b>DPD</b>:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Core strategy</li> <li><input type="checkbox"/> Site specific allocations of land</li> <li><input type="checkbox"/> Area Action Plans (where needed);</li> <li><input type="checkbox"/> And Proposals Map (with inset maps, where necessary)</li> </ul>
	<b>Freedom of Information Act 2000</b>	<p>The Freedom of Information Act gives people the right to request information from any public authority. It promotes openness and accountability among public sector organisations, so that everyone can understand how authorities make decisions, carry out their duties and spend public money.</p> <p>The Act gives you a general right of access to recorded information held by Leeds City Council.</p>
GOYH	<b>Government Office for Yorkshire and the Humber</b>	<p>The main role of <b>GOYH</b> is to advise and act for Government Ministers on important planning issues affecting the region. <b>GOYH</b> liaises between the <b>DCLG</b>, regional stakeholders and the public on planning issues.</p>
	<b>Leeds Community Involvement Guide</b>	<p>The Local Strategic Partnership (the Leeds Initiative) has produced a Leeds guide to involving the community in decision making. A copy of the Leeds Community Involvement Guide can be downloaded from the Leeds City Council website at <a href="http://www.leedsinitiative.org">www.leedsinitiative.org</a> or alternatively call (0113) 247 8989 for a paper copy.</p>
	<b>Leeds Initiative</b>	<p>Leeds Initiative is the city's strategic partnership group. Founded in 1990, it brings together the public, private, community and voluntary sectors to work together to achieve success, encourage improvement, and tackle and overcome problems for the benefit of all citizens now and in the future. In 2004 it published the <b>Community Strategy</b> "Vision for Leeds".</p>
	<b>Local Community Organisations</b>	<p>A community organisation or group is run by the individual users, members or residents. Community groups or organisations tend to be smaller organisations with limited funding and no or very few paid staff . There are some larger organisations that are community organisations such as some community centres, or residents' organisations by virtue of the fact they are for mutual benefit and are controlled by their members. Local Community organisations are those that represent a local geographical or local interest group.</p>
LDD	<b>Local Development Document</b>	<p><b>LDD</b> is the collective term given to <b>DPDs</b> and <b>SPDs</b> and related to these are the <b>SCI</b>, <b>SEA/SA</b> and <b>AMR</b>.</p>
LDF	<b>Local Development Framework</b>	<p>The <b>LDF</b> will contain a portfolio of <b>LDDs</b>, made up of <b>DPDs</b> and <b>SPDs</b>, which will provide the local planning authority's policies for meeting economic, environmental and social aims and objectives where this affects the development of land. The <b>LDF</b> will eventually replace the <b>UDP</b>.</p>
LDS	<b>Local Development Scheme</b>	<p>The <b>LDS</b> sets out a 3-year programme for preparing the <b>LDF</b>. This will be reviewed every year. The <b>LDS</b> can be viewed online at <a href="http://www.leeds.gov.uk">www.leeds.gov.uk</a> and follow the speedlink for Leeds Development Framework or alternatively paper copies are available on request by phoning (0113) 247 8075.</p>

## Glossary

<b>LPA</b>	<b>Local Planning Authority</b>	Leeds City Council (LCC)
	<b>Major Development</b>	<p>The Town &amp; Country Planning (General Development Procedure) Order, 1995 defines 'major development' as:</p> <ul style="list-style-type: none"> <li>□ Residential developments (including houses and flats) of more than 10 units or more on a site of 0.5ha or more;</li> <li>□ Any development (including change of use) with a gross floor area of 1,000sq.m or more or a site area of more than 1ha.</li> <li>□ Mineral applications (winning or working of minerals or the use of land for mineral working deposits)</li> </ul>
	<b>Natural England</b>	English Nature, together with the landscape, access and recreation elements of the Countryside Agency and the environmental land management functions of the Rural Development Service formed a new agency in January 2007.
<b>NDS</b>	<b>Neighbourhood Design Statements</b>	See Village Design Statements ( <b>VDS</b> )
	<b>Online</b>	Information available on the internet, including Leeds City Council's website: <a href="http://www.leeds.gov.uk">www.leeds.gov.uk</a>
	<b>Parish Council</b>	There are 30 Parish/Town Councils within the Leeds Metropolitan District. By their very nature, parish and town councils should maintain a close relationship with the local community. They encourage the public to attend council meetings as observers and they are obliged to organise at least one town or parish meeting each year which all local electors may attend and may raise issues of local concern.
	<b>'Piggy Backing'</b>	Linking into or attending existing meetings of groups and organisations.
	<b>Planning</b>	Planning is about how we plan for, and make decisions about, the future of our cities, towns and countryside. Over the centuries, a formal way of making these decisions was set up. The local planning authority is responsible for deciding whether a development - anything from an extension on a house to a new shopping centre - should go ahead. The planning system is needed to control development in your area.
	<b>Planning Aid</b>	Planning Aid is a voluntary service offering free, independent and professional advice and support on town planning matters to community groups and individuals who cannot afford to employ a planning consultant. <a href="http://www.rtpi.org.uk">www.rtpi.org.uk</a> , or telephone (0121) 693 1201.
	<b>Planning for Real</b>	Is a consultation tool (registered by Neighbourhood Initiatives) which uses simple 3-dimensional models as a focus for people to forward and prioritise ideas on how their area can be improved. It is a highly visible, hands-on approach.
	<b>Planning and Compulsory Purchase Act, 2004</b>	The Act provides the legislative framework to Local Planning Authorities in producing the <b>LDF</b> . It came into force on the 31st October 2004.

## Glossary

	<b>Planning Inspectorate</b>	The Planning Inspectorate processes planning and enforcement appeals and hold inquiries into <b>LDFs</b> . They also deal with a wide variety of other planning related casework including listed building consent appeals, advertisement appeals, and reporting on planning applications called in for decision by the <b>DCLG</b> . <a href="http://www.planning-inspectorate.gov.uk">www.planning-inspectorate.gov.uk</a>
PPS	<b>Planning Policy Statement</b>	Government statements of national planning policy. <b>PPSs</b> will replace Planning Policy Guidance notes (PPGs). <b>PPSs</b> can be obtained from the <b>DCLG</b> by contacting their Enquiry Helpdesk on, 020 7944 4400 or viewed online at <a href="http://www.communities.gov.uk">www.communities.gov.uk</a> .
	<b>Regional Planning Body</b>	Yorkshire and Humber Regional Assembly is the regional planning body, developing and maintaining "Advancing Together", the region's strategic framework. There are 41 members, led by the region's 22 local authorities, along with a range of social, economic and environmental organisations across Yorkshire and Humber. The police have Associate membership of the Assembly, and there are a range of formal observers - Yorkshire Forward, Government Office, the Environment Agency, the Countryside Agency and the Highways Agency. The Yorkshire and Humber Regional Assembly are responsible for preparing the Regional Spatial Strategy ( <b>RSS</b> ).
RSS	<b>Regional Spatial Strategy</b>	The <b>RSS</b> , incorporating the regional transport strategy, provides a spatial framework to inform the preparation of local development documents ( <b>DPD's</b> ) in contributing to the achievement of Sustainable Development objectives.
	<b>Scoping Report</b>	The Scoping Report is the first stage of the Sustainability Appraisal ( <b>SA</b> ). It sets out how the sustainability appraisal will be undertaken. The Scoping report is prepared during the pre-production stage of the plan, before work begins on production of the draft plan.
	<b>Site Specific Allocations</b>	A Development Plan Document ( <b>DPD</b> ) identifying land which is allocated for a specific use (including mixed uses).
	<b>Sound</b>	Considered in the context of <b>LDF</b> within its ordinary meaning of 'showing good judgement' and 'able to be trusted' and within the context of fulfilling the expectations of legislation.
	<b>Stakeholders</b>	Public, private or community organisations or individuals with a stake, an interest, or an investment who can affect or is affected by the planning process. Key Stakeholders are those that are identified in Appendices 2 and 3.
SCI	<b>Statement of Community Involvement</b>	Document outlining how and when stakeholders and the community will be involved in the preparation of the <b>LDF</b> and consideration of planning applications. The <b>SCI</b> was subject to independent examination.
	<b>Statutory Instrument 2004 No. 2204 The Town &amp; Country Planning (Local Development) (England) Regulations 2004</b>	The statutory instrument sets out the legislative framework for producing the new planning system ( <b>LDF</b> ) and came into force on the 28th September 2004.

## Glossary

SEA	<b>Strategic Environmental Assessment</b>	A general term used to describe environmental assessments of policies, plans and initiatives.
SPD	<b>Summary Documents</b>	Summaries will be produced for <b>LDDs</b> over 25 pages of A4.
	<b>Supplementary Planning Document</b>	<b>SPDs</b> are intended to elaborate upon the policy and proposals in <b>DPDs</b> . They do not form part of the development plan and are not subject to independent examination.
SA	<b>Sustainability Appraisal</b>	A method used to check that plans produced are sustainable and reflect sustainability objectives (social, environmental and economic factors). This is required for Development Plan Documents ( <b>DPDs</b> ) and Supplementary Planning Documents ( <b>SPDs</b> ).
	<b>Sustainability</b>	The widely used definition was drawn up by the World Commission on Environment and Development in 1987: "Development that meets the needs of the present without compromising the ability of future generations to meet their own needs".
	<b>Town Council</b>	The term "town council" is synonymous with "parish council" in that any parish council can style itself "town council" if it considers it appropriate so to do. There are four town councils in Leeds (Horsforth, Morley, Otley and Wetherby).
UDP	<b>Unitary Development Plan</b>	The Leeds <b>UDP</b> is a single development plan in the form of a Written Statement and Proposals Map. It outlines planning policies and proposals and provides a framework for considering planning applications. It was adopted in July 2006.
	<b>Unit Residential</b>	A unit, in terms of residential, refers to a property - be it a flat, a house or a bungalow.
VDS	<b>Village Design Statement</b>	Village Design Statements ( <b>VDS</b> ) are promoted by the Countryside Agency, produced by local communities and supported by Leeds City Council, as a means of fostering good design, appropriate to its local context.
	<b>Vision for Leeds</b>	See ' <b>Community Strategy</b> '.

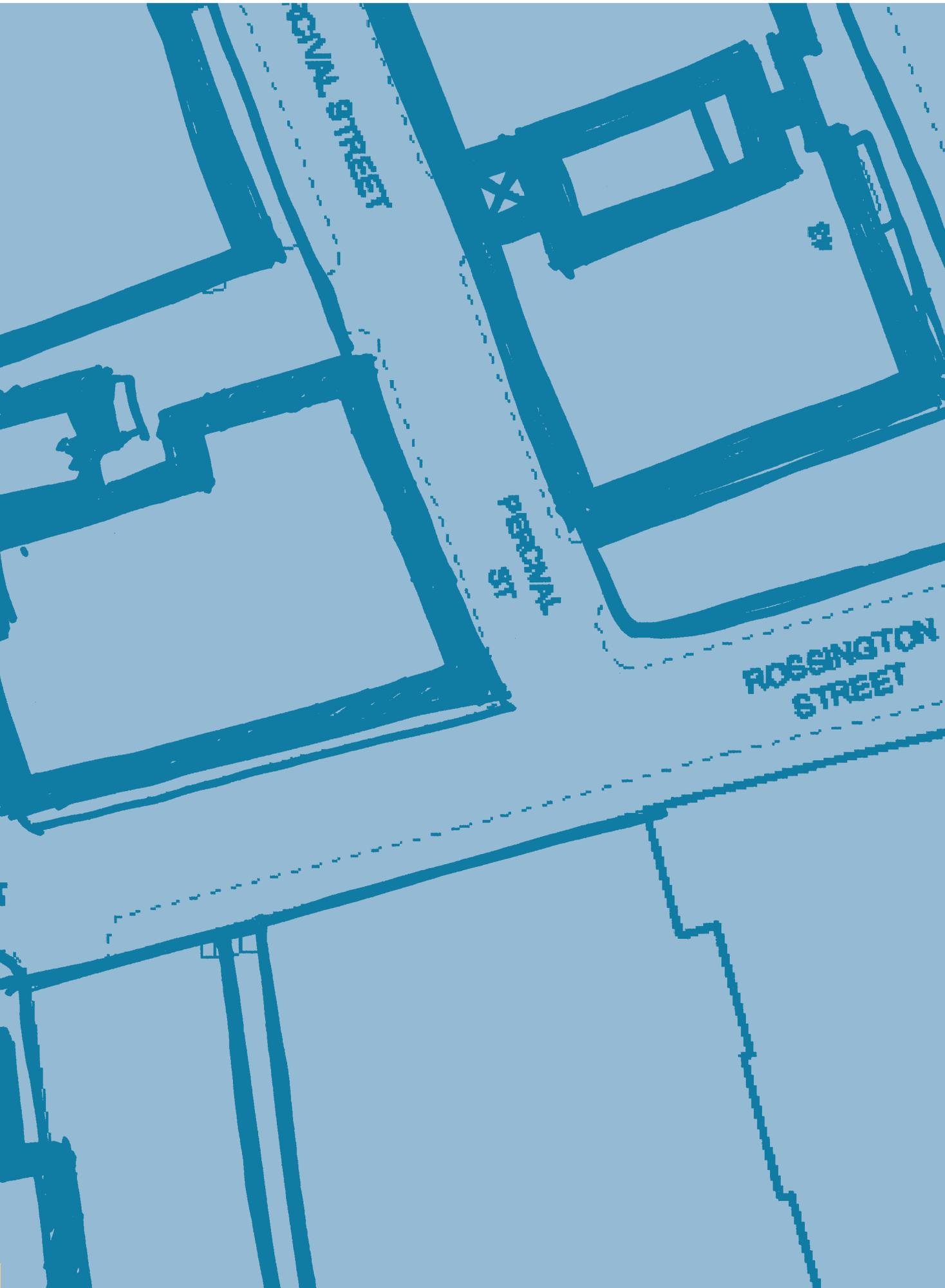
## Relevant legislation, guidance and further reading

Please note that this list is not comprehensive - a number of other guidance documents have been published.

- Town and Country Planning (Local Development) (England) Regulations, 2004
- Planning and Compulsory Purchase Act, 2004
- Town and Country Planning (General Development Procedure) Order, 1995
- The Planning (Listed Building and Conservation Areas) Act, 1990
- The Race Relations (Amendment) Act, 2000
- The Disability Discrimination Act, 1995
- Planning Policy Statement No.12 (PPS12): Local Development Frameworks, 2004 (DCLG)
- Creating Local Development Frameworks: A Companion Guide to PPS12, 2004 (DCLG)
- Community Involvement in Planning: The Governments Objectives, 2004 (DCLG)
- Statements of Community Involvement and Planning Applications, 2004 (DCLG)
- Development Plans Examination - A guide to the process of assessing the soundness of Development Plan Documents, 2005 (The Planning Inspectorate)
- Leeds Initiative, Community Involvement - A Leeds Guide to involving the community in decision making, 2002 ([www.leeds.initiative.org](http://www.leeds.initiative.org))
- Code of Practice on Consultation, 2005 ([www.cabinetoffice.gov.uk](http://www.cabinetoffice.gov.uk))
- Compact for Leeds - Making an agreement between the voluntary and community sector and your local authority, 2002 ([www.leeds.initiative.org](http://www.leeds.initiative.org))
- Compact Code of Good Practice, 1998 ([www.thecompact.org.uk](http://www.thecompact.org.uk))
- Listen Up! Effective Community Consultation, 1999 ([www.audit-commission.gov.uk](http://www.audit-commission.gov.uk))
- National Council for Voluntary Organisations, best value - a Guide for voluntary organisations, 2000 ([www.ncvo-vol.org](http://www.ncvo-vol.org))



ROSSINGTON STREET





## Seeking Independent Advice and Support

Planning Aid England provides free, independent and professional advice on planning issues to community groups and individuals who cannot afford to pay a planning consultant.

*To contact Planning Aid's national office:*

Planning Aid England, RTPI,  
41 Botolph Lane, London EC3R 8DL

*Telephone:* 020 7929 8338  
*E-mail:* [advice@planningaid.rtpi.org.uk](mailto:advice@planningaid.rtpi.org.uk)  
*Website:* [www.planningaid.rtpi.org.uk](http://www.planningaid.rtpi.org.uk)

# Statement of Community Involvement

## Leeds Local Development Framework

Adopted 21st February 2007