

A NEW VISION FOR DEVELOPING WAKEFIELD DISTRICT



# Local Development Framework

## Statement of Community Involvement

# Statement of Community Involvement



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## Information

This Statement of Community Involvement is also available to view and download on the Council's web-site at: [www.wakefield.gov.uk/ldf](http://www.wakefield.gov.uk/ldf)

Copies are also available to view at main libraries and Council offices and can be obtained free of charge from the address below or by ringing (01924) 306495.

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**If you would like an extract or summary of the document on cassette, large type, Braille or other format, please call the Access to Services Implementation Group, (01924) 306764.**

دیکھو سنو

اگر آپ کو اس لیفلٹ کی کاپی آڈیو کیسٹ، بڑی  
لکھائی، بریل یا کسی اور زبان میں اس کا ترجمہ  
چاہیے تو ہمیں اس نمبر پر فون کریں:

(01924) 306764

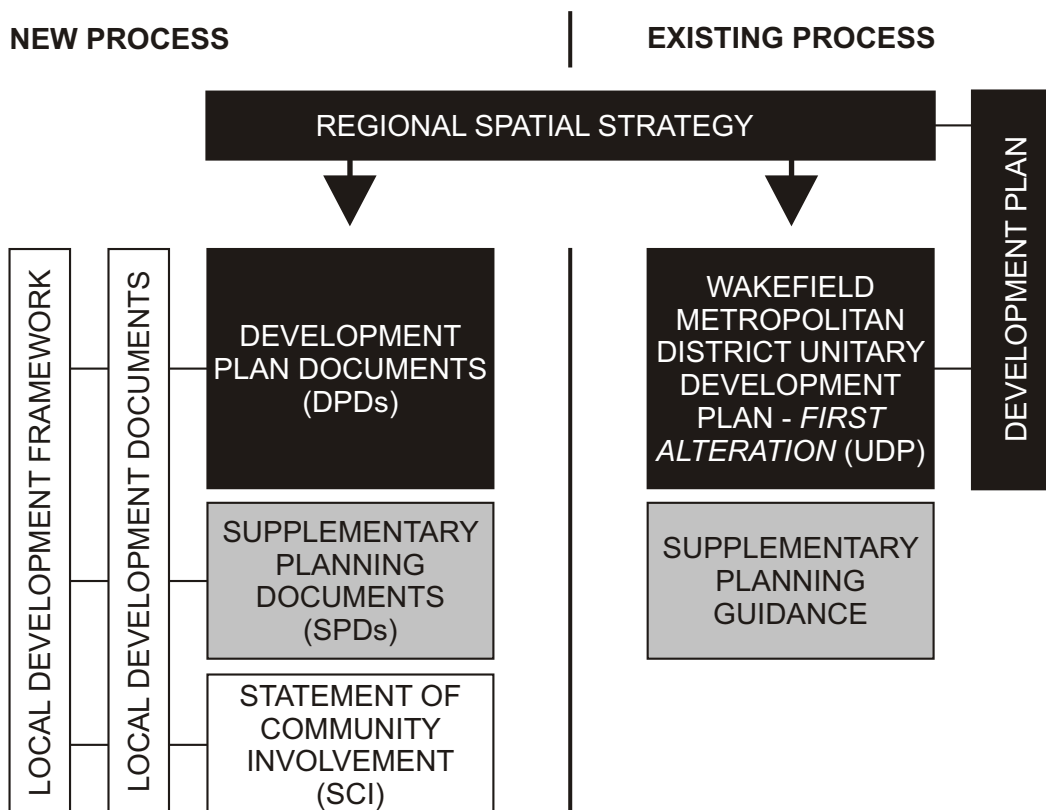
# 1. Introduction

- 1.1 It is vital to involve the community in decisions and changes that affect them. The Government is changing the way in which the planning system operates. One aim of the changes is to strengthen community involvement in the preparation of development plans and in decisions about planning applications.
- 1.2 This Statement of Community Involvement (SCI) sets out how people and organisations will be involved in the planning process. The Council will ensure that Local Development Documents are prepared and planning applications considered in accordance with the SCI.
- 1.3 Engagement with citizens lies at the heart of wider changes that are occurring in the public sector. Public sector organisations must communicate with, listen to and involve citizens in planning and strategic decision-making so that the services they provide are appropriate, accessible and meet expectations. The Wakefield District Partnership - which involves key organisations within the Wakefield District working together to improve everyone's quality of life - is committed to the effective engagement of citizens and other stakeholders in the planning and evaluation of services and strategic decision-making. Involving citizens and other key organisations in the planning and delivery of development plans and in decisions about planning applications, therefore, fits with its vision - outlined in the Community Strategy, Fast Forward - and approach - set out in its Engagement Framework (see Appendix 1 for more information relating to the Engagement Framework).

## 2. Preparation of Development Plans

- 2.1 Government changes are affecting the way in which local authorities prepare development plans for their area and their content and format. The Local Development Framework (LDF) will replace Wakefield's Unitary Development Plan, which was adopted by the Council on 17<sup>th</sup> January 2003. In addition, the Regional Spatial Strategy for Yorkshire and the Humber now forms part of the development plan. The Regional Spatial Strategy is prepared for the Government by the Regional Assembly and provides a broad strategy and key policies for the development and use of land in Yorkshire and The Humber for the period up to 2016. The Council must take the Regional Spatial Strategy into account when preparing its LDF and Local Transport Plan.
- 2.2 The LDF will be made up of a number of separate Local Development Documents. Some of these will be statutory Development Plan Documents, others will be non-statutory Supplementary Planning Documents. Development Plan Documents will contain the core strategy, site specific proposals for the use of land such as housing, proposals maps and policies for the control of development. Issues covered in Supplementary Planning Documents include site development briefs and guidance on topics such as affordable housing. Figure 1 outlines how all the elements of the new and existing processes relate to one another, and where this document, the SCI, is positioned.

Figure 1. The Local Development Framework and the Development Plan



- 2.3 It is the Council's intention to ensure that all relevant stakeholders are actively involved in the preparation, alteration and review of all Local Development Documents.
- 2.4 The Council has prepared a Local Development Scheme showing which Local Development Documents it will prepare in the first three years of operating the new planning system . The Local Development Scheme sets out the timetable for the preparation of each Local Development Document, showing the key stages in the process and when consultation on any particular Local Development Document can be expected. The Local Development Scheme will be reviewed annually so that members of the public and stakeholders are aware of any changes in timetabling. The Local Development Scheme is available to view on the Council's web site at [www.wakefield.gov.uk/ldf](http://www.wakefield.gov.uk/ldf)
- 2.5 The requirements for engagement in the preparation of Local Development Documents are set out in the Town & Country Planning (Local Development) (England) Regulations 2004 and Planning Policy Statement 12 "Local Development Frameworks". The following groups need to be consulted when Local Development Documents are being prepared (see Appendix 2 for further information):
- 'Specific' organisations to be consulted
  - 'General' organisations to be consulted
  - 'Government departments and additional' organisations to be consulted
  - 'Interested parties' (*that is those who have asked to be kept informed of progress of the Local Development Document or who have commented at a previous stage e.g. landowners, businesses, developers and citizens*)
  - 'Residents and residents groups' (*that is those residents that are likely to be affected by the Local Development Document*)
- 2.6 For the 'Specific' and 'General' organisations as well as 'Government departments and additional' organisations specified by legislation and identified in Appendix 2, it is appropriate to send copies of the Local Development Documents, covering letters and comments forms for them to consider. 'Interested parties' who have asked to be kept informed about the LDF process will also be consulted using this method.
- 2.7 For local 'General' organisations the Council will use both this method and will also, where appropriate, contact the representative groups and organisations for consultation. Discussions with the representative groups will help decide the most appropriate method of consultation for the various organisations. This will be done via:
- Wakefield District Partnership (as this involves organisations and agencies which work in partnership with the Council to improve the quality of life in the District)
  - Local Area Partnerships (forums for local area community planning, through which there are a range of engagement activities within the Area Partnership Constituency areas)
  - Parish Councils (as representatives of geographic areas)
  - Voluntary Action Wakefield District (VAWD) and the VOX network of community and voluntary groups in the District (as these represent most of the voluntary and community groups in the area)
  - Black and Minority Ethnic Steering Group (as this represents most of the black and minority ethnic communities in the District)
  - Involving Young People Team (A Council service for engaging young people through a range of activities, including "Wakies Watchdog" a group of young people representing the interests of young people in the District and "Wakies World" a Council website for young people)



- Older Peoples Forums (four independent groups supported by the Wakefield District Partnership considering the interests of older people across the District)
  - Various Community Groups (see Appendix 2)
- 2.8 This approach is relatively straightforward, and one that is familiar, and therefore appropriate, to the organisations targeted. This method also has the advantage that it helps to reach residents who are sometimes hard to engage such as young people, ethnic minorities and elderly people.
- 2.9 Where appropriate and practical, local area events, focus groups or workshops which involve a presentation about the Local Development Document followed by discussions of issues with stakeholders, will be organised by Council officers. Every effort will be made to hold meetings with local residents, community groups and relevant stakeholders at times and in venues that are accessible and will allow the majority of people to attend. Venues such as local community centres/Council buildings with appropriate facilities and disabled access will be chosen.
- 2.10 Use of some of, or a range of, the community based activities and events is more likely to be appropriate for documents that deal with issues in detail over a defined local area or site e.g. Area Action Plans, Supplementary Planning Documents and detailed planning applications that incorporate Masterplans, rather than documents such as the Core Strategy. These documents will provide the opportunity for local people to be involved with issues directly related to their neighbourhood. Nevertheless, as identified in paragraph 5.2 below it will be necessary to decide at the time documents are being produced what are the most appropriate techniques to use.
- 2.11 In addition printed copies of the Local Development Documents will be available at the main council offices and libraries throughout the District, and will also be available on the Council's internet page at [www.wakefield.gov.uk/ldf](http://www.wakefield.gov.uk/ldf). Each stage of the LDF process and consultations on Local Development Documents will be advertised within the Wakefield Express group of newspapers which circulate in the District. Information will also be published in 'The Citizen' which is the Council's newspaper that is distributed to all residents in the District.
- 2.12 Charts 1 and 2 (on pages 15 and 18) set out how the Council will engage and consult on Development Plan Documents and Supplementary Planning Documents. These give details of the methods of engagement used at the various stages in the preparation of the documents, and outline how the Council will take account of comments received in response to consultations. The Council will carefully consider reports which set out the issues, concerns and opinions of the community and stakeholders before decisions are taken. The following table sets out in some detail the various methods that may be used for community engagement depending on the nature and circumstances of the document being consulted on. For the sake of completeness it also sets out methods to be used in relation to planning applications.
- 2.13 Of importance in this context is the agreed 'Compact' between the Council and the voluntary/community sector. The Wakefield District Compact is a written agreement between the statutory sector (Wakefield Council, the primary care trusts, the police and other local government organisations) and the community sector - charities, community groups, housing organisations, voluntary groups, religious organisations, sports groups, arts groups and environmental groups. The Compact sets out the key principles and ways of working towards better co-ordinated services and quality of life for the people of Wakefield District. We will use the opportunities the Compact provides to engage hard to reach groups and maximise the use of the forums and the enthusiasm that exists within the voluntary and community sectors.

## Methods that will be used for Community Engagement

METHOD	CONSULTING ON	BENEFITS	RESOURCE COSTS	TARGET GROUPS
Documents and letter by post	LDF documents	Provides detailed information allowing detailed responses and ensures everyone with an interest is fully informed	Cost – medium Staff time - high	Statutory consultees, Councillors, and interested parties such as developers/agents on the LDF database
Local Newspapers	LDF documents and planning applications	Wide coverage of the District	Cost – low Staff time – low	Citizens and general public
Council's website	LDF documents and planning applications	Provides detailed information which is accessible any time	Cost – low Staff time – medium	General public, agents and developers
The Citizen newsletter	LDF documents	Distributed to every household in the District	Cost – low Staff time - medium	Citizens of Wakefield District
Wakefield District Partnership meetings	LDF documents	Uses existing network of strategic partners which includes a wide range of stakeholders	Cost – low Staff time - medium	Strategic Partnership organisations in Wakefield District
Local Area Partnership meetings	LDF documents	Uses existing network of local community partners which includes a wide range of stakeholders	Cost – low Staff time - medium	Community groups and organisations in Wakefield District
VAWD/VOX meetings	LDF documents	Uses existing network of local community and voluntary action groups which includes a wide range of stakeholders	Cost – low Staff time - medium	Some of the harder to reach groups such as disabled people, young people, the elderly, and carers.
Black and Minority Ethnic Steering Group meetings	LDF documents	Uses existing network of local groups and representatives	Cost – low Staff time - medium	Some of the harder to reach groups such as ethnic minority and refugee groups
Public meetings	LDF documents and planning applications	Able to inform the public and get their views on issues of local interest	Cost – low Staff time - high	Communities affected by specific proposals
Workshops	LDF documents	Able to inform organisations and community representatives and get their views on issues	Cost – low Staff time - high	Target organisations and communities affected by specific proposals, Members of the Council and Town & Parish Councillors
Focus groups	LDF documents	Able to inform target groups and get their views on specific issues	Cost – medium Staff time - high	Target groups such as young people, low income families and elderly people
Letter by post	Major planning applications	Interested parties are informed of proposals	Cost – low Staff time - medium	Neighbours and community groups which may be affected by specific proposals
Copies of plans and letter	Planning applications	Provides detailed information allowing detailed responses	Cost – medium Staff time - medium	Statutory consultees and organisations on specific types of planning proposal
Site notice	Planning applications	Informs neighbours who may be affected by proposals	Cost – low Staff time - medium	Communities affected by specific proposals

### 3. Determining Planning Applications

- 3.1 Planning permission is required from the Council for many new buildings, alterations or extensions to existing buildings and changes of use of land or buildings.
- 3.2 Each year, the Council handles over 3,000 planning applications. These applications fall into three categories:
- **Major Applications** - This category includes housing, offices, research and development, light and general industry, warehousing, retailing and service uses such as restaurants, pubs and takeaways. For housing developments, these are where 10 or more houses or flats are to be built or, if this is not known, where the site area is 0.5 hectares or more. For other types of development, this is where the floor space to be built is 1,000 square metres or more, or the site area is 1 hectare or more
  - **Minor Applications** - Smaller developments than those described above, which do not fall into the category of "Other Applications"
  - **Other Applications** - These include changes of use, householder developments, advertisements, works to listed buildings and the demolition of buildings in conservation areas, works to protected trees, and "prior notifications" for such things as agricultural buildings and telecommunications masts
- 3.3 When the Council makes a decision on a planning application, it must take account of the policies and proposals in the development plan and any other planning considerations which apply. The Council will take account of relevant comments made by people who would be affected by a proposal. General advice on the issues which the Council can and cannot consider is provided on the Council's website, at [www.wakefield.gov.uk/Planning/WMDCBuildingsAndPlanning/EnvironmentalPlanning/PlanningBoard/guidancenotes.htm](http://www.wakefield.gov.uk/Planning/WMDCBuildingsAndPlanning/EnvironmentalPlanning/PlanningBoard/guidancenotes.htm)
- Information and advice are also available by contacting Planning & Development Control, see Appendix 3 for details.
- 3.4 The Council is required to inform the Secretary of State before making decisions on certain applications. In a small number of cases, the Secretary of State decides to intervene, and make the final decision. Where this happens it is usual for a local inquiry to be held, providing a further opportunity for people to comment on proposals. Further details of this process can be found at [www.planning-inspectorate.gov.uk/pins/appeals/index.htm](http://www.planning-inspectorate.gov.uk/pins/appeals/index.htm)
- 3.5 Part 10 of the Town and Country Planning (General Development Procedure) Order 1995 (as amended) sets out the requirements for consulting Government Agencies and organisations about planning applications. Up to date details of which agencies/organisations must be consulted for various types of planning application can be found at [www.hmso.gov.uk/si/si1995/Uksi-19950419-en-1.htm](http://www.hmso.gov.uk/si/si1995/Uksi-19950419-en-1.htm)
- 3.6 Part 8 of the Town and Country Planning (General Development Procedure) Order 1995 (as amended), and Section 67 & 73 of the Planning (Listed Buildings and Conservation Areas) Act 1990 set out the requirements for publicity of planning applications. The Council will publicise planning applications by means of an advertisement in a local newspaper, by a site notice or notification by letter (depending on the type of application) and on the Council's website.
- 3.7 Charts 3 and 4 (on pages 20 and 22) set out how the Council will engage and consult on planning applications. Engagement and consultation for most planning applications will follow the arrangements set out in Chart 4. Some major applications, such as large-scale regeneration projects or particularly complex or controversial proposals, justify more engagement and consultation. The arrangements for these applications are set out in Chart 3. Further detailed guidance will be provided by the Development Control Section about the operation and procedures for engagement and consultation on planning applications.

## 4. Resources

- 4.1 It is acknowledged that a high level of skill and experience will be needed to achieve effective engagement and the Council will involve officers who are responsible for corporate engagement activities as well as those directly responsible for planning. Similarly, the Council's budget makes annual provision to provide effective community and stakeholder engagement. Council buildings and community centres will also be used to accommodate community engagement activities.
- 4.2 The Head of Regeneration and Economic Development in the Council's Regeneration and Housing Services will be responsible for preparing all documents and other information required for engagement and consultation on Local Development Documents. The Head of Planning and Environment will be responsible for preparing all documents and other information required for engagement and consultation on planning applications. Dedicated teams of planning policy officers and development control officers supported by appropriate service based budgets to fund engagement activities are in place to consult with stakeholders and produce these documents. It is anticipated that the main additional service based costs associated with engagement identified in the SCI will be staff time, printing and publicity. External resources will be used to supplement internal skills and capacity to deliver certain engagement activities such as focus groups. The core resource available for preparing the LDF is the Land Use Strategy Team comprising of 8 staff, who will take the lead on preparing the initial documents including the Core Strategy, Site Specific Policies and Proposals, and Development Control Policies. The team will work collaboratively throughout with officers in other parts of Regeneration and Housing Services, notably with Development Control, the Area Regeneration Teams and Strategic Housing. Other Council services will contribute to policy development and site identification. The Wakefield City Regeneration Team will take the lead in preparing the Central Wakefield Area Action Plan providing the equivalent of a further 4 staff. Development Control comprising of 21 professional staff and 16 technical and support staff will be responsible for engagement and consultation as part of the process of determining planning applications. It is anticipated that this will be achieved through refining existing practices and working collaboratively with the Area Regeneration Teams when appropriate.
- 4.3 The Head of Partnerships & Neighbourhoods and the Head of Corporate Communications in the Chief Executive's Office will be jointly responsible for overseeing the process of involving local communities and stakeholders at the appropriate time and using appropriate methods as outlined in this SCI. Officers from the corporate community engagement team comprising of 18 staff will assist planning officers when consultation is carried out in order to ensure appropriate community engagement takes place.
- 4.4 Every effort will be made to link consultation on Local Development Documents and planning applications with other community engagement activities relating to the preparation of the Community Strategy, Local Community Plans and other relevant corporate strategies, in order to avoid duplication and 'consultation fatigue'. The principles of engagement contained in the Community Strategy and Engagement Framework, together with any subsequent reviews of these, will be incorporated into the emerging Local Development Documents. Where engagement for other strategies is carried out, consultation which is relevant to the Local Development Documents will be incorporated within the process. The Local Development Documents will be available corporately so that as new strategies and documents are prepared they will be co-ordinated. Wherever possible engagement will be through the established forums such as the Wakefield District Partnership and the representative community groups outlined in paragraph 2.7 in order to maximise these links and minimise the additional costs.

## 5. The Processes

- 5.1 Four charts follow: Chart 1 outlines the process for preparing Development Plan Documents; Chart 2 outlines the process for preparing Supplementary Planning Documents; Chart 3 outlines the process for major planning applications and Chart 4 outlines the process for determining the majority of planning applications. Each chart shows:
- Who will be consulted and involved at each stage of preparing a Local Development Document or determining a planning application
  - At what stages engagement and consultation will take place
- 5.2 The charts give examples of engagement techniques which may be used, however the most appropriate technique, as well as the specific groups to be consulted, will vary for each document or planning application in order to ensure that consultation is meaningful rather than prescriptive. A variety of techniques may be used for each document in order to ensure that the Council involves residents who can be hard to engage.
- 5.3 The Council is in the process of modernising its computer systems to allow more information about LDF documents, planning applications and associated plans and documentation to be made available on its website. As part of this modernisation all relevant documents, including consultation responses, officers' reports and Committee agendas will be posted on the website as soon as practicable after they are completed or sent out to Elected Members. This will improve access to information and allow people to respond to consultations and comment on proposals electronically.
- 5.4 A LDF consultation database has been set up by the Spatial Policy Team and includes statutory consultees, local organisations identified from the Engagement Directory, and any interested parties who have requested that they be consulted on the LDF. The database is reviewed and updated at each consultation stage in the LDF process.
- 5.5 The Engagement Directory held within the Head of Partnerships and Neighbourhoods Engagement Team will be used to identify local organisations which may be consulted. The list includes representatives from over 600 voluntary, community sector and other organisations, along with minority interest groups in the District. Consultees for the LDF are identified with advice from the Community Engagement Team. The Engagement Directory is updated continually by the Community Engagement Team.
- 5.6 Appendix 2 sets out the various organisations or government departments that will be consulted about Local Development Documents and explains how relevant organisations or government departments will be chosen. In addition, interested parties who have asked to be kept informed of progress in preparing the Local Development Document or determining a planning application and who have commented at a previous stage of the process will be consulted. The four charts also explain how residents will be involved.
- 5.7 Comments made about planning policies and proposals will be carefully considered by the Council when determining planning applications or preparing the development plan. However, planning by nature often has a number of conflicting issues which must be assessed and balanced. The Council takes comments into account but there will be instances where the outcome may not satisfy all concerned.

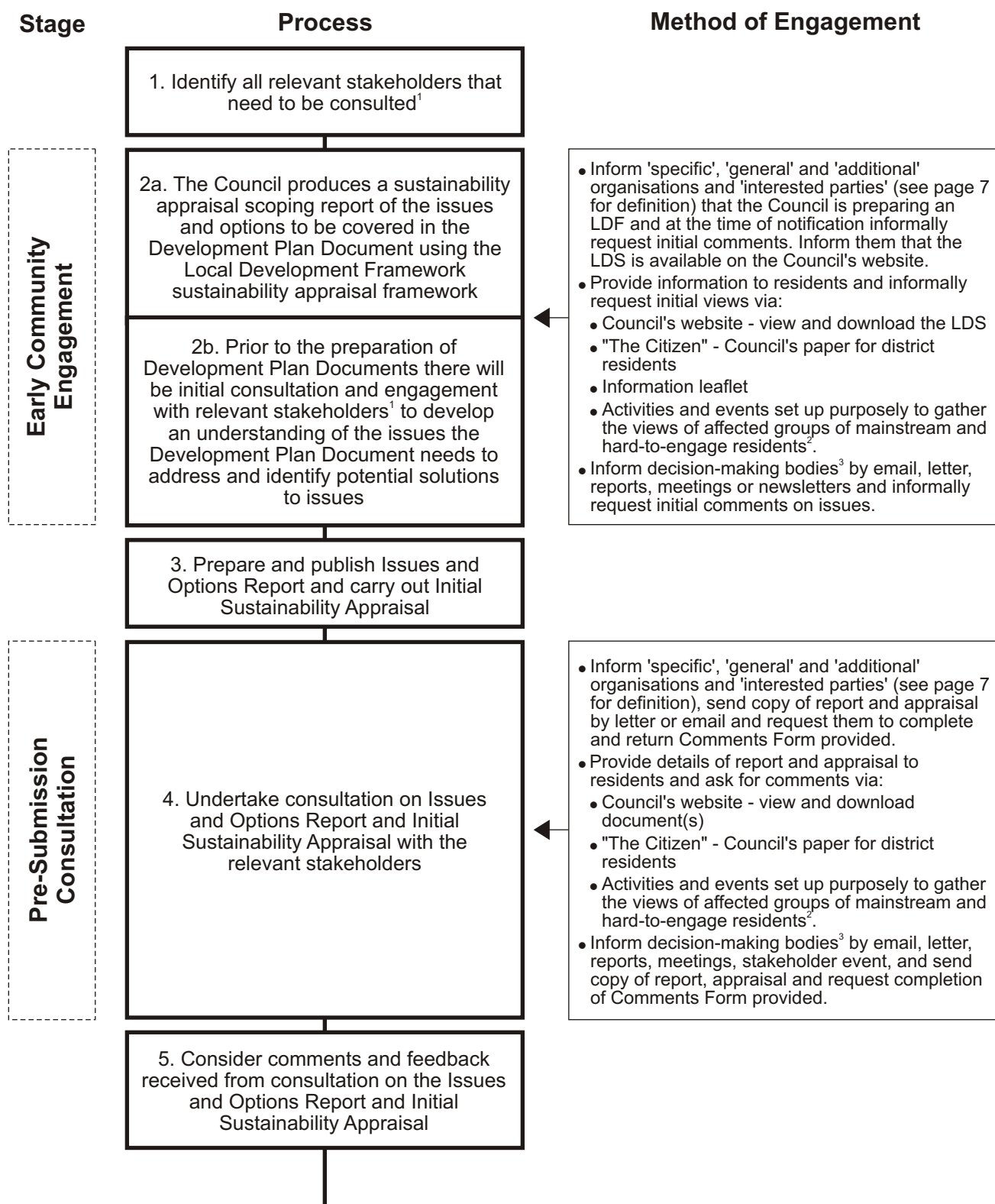
## 6. Review of the Statement of Community Involvement

- 6.1 The Statement of Community Involvement will be kept under review through the LDF Annual Monitoring Report and changes made in the following circumstances:
- If there are changes in the Planning Regulations, Government guidance or other related legislation
  - If the Council makes new arrangements for community engagement such as changes to the Engagement Framework, the area based forums or other community forums
  - If alterations are made to related strategies such as the Community Strategy, or if new Council strategies emerge
  - If there are significant changes to the structure of the Council or Wakefield District Partnership
  - If in the light of experience and monitoring through the LDF Annual Monitoring Report changes are considered necessary to maintain or improve the effectiveness of the engagement processes
- 6.2 When consulting on the Local Development Documents the Council may use the following methods of monitoring to find out how effective consultation has been and whether people think improvements can be made:
- A monitoring form will be attached to the representations form. Following consultations for each Development Plan Document the returned forms will be analysed
  - At consultation events such as workshops or public meetings an evaluation form will be distributed and analysed after each event

Monitoring will be an ongoing process carried out as consultations on documents are undertaken. If it is found that the consultation methods do not successfully involve people in the LDF process then the methods used, and if appropriate the SCI, will be reviewed.

# CHART 1

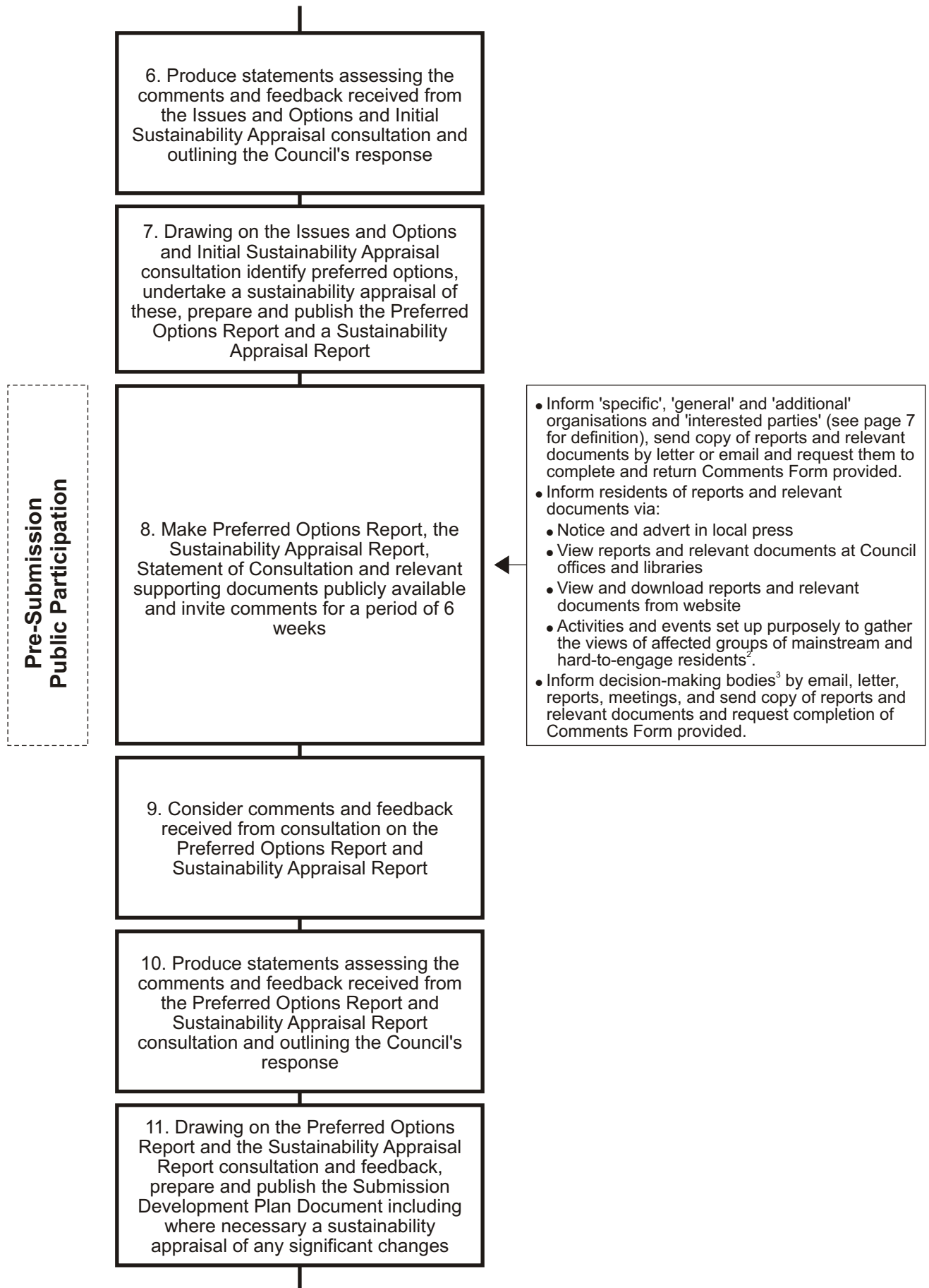
## The Engagement and Consultation Process for Development Plan Documents



<sup>1</sup>Relevant stakeholders mean any 'specific', 'general' and 'additional' organisations, interested parties or residents and resident groups (see Appendix 2) likely to be affected by the document.

<sup>2</sup>For example local area events, focus groups or workshops as appropriate depending on type of document.

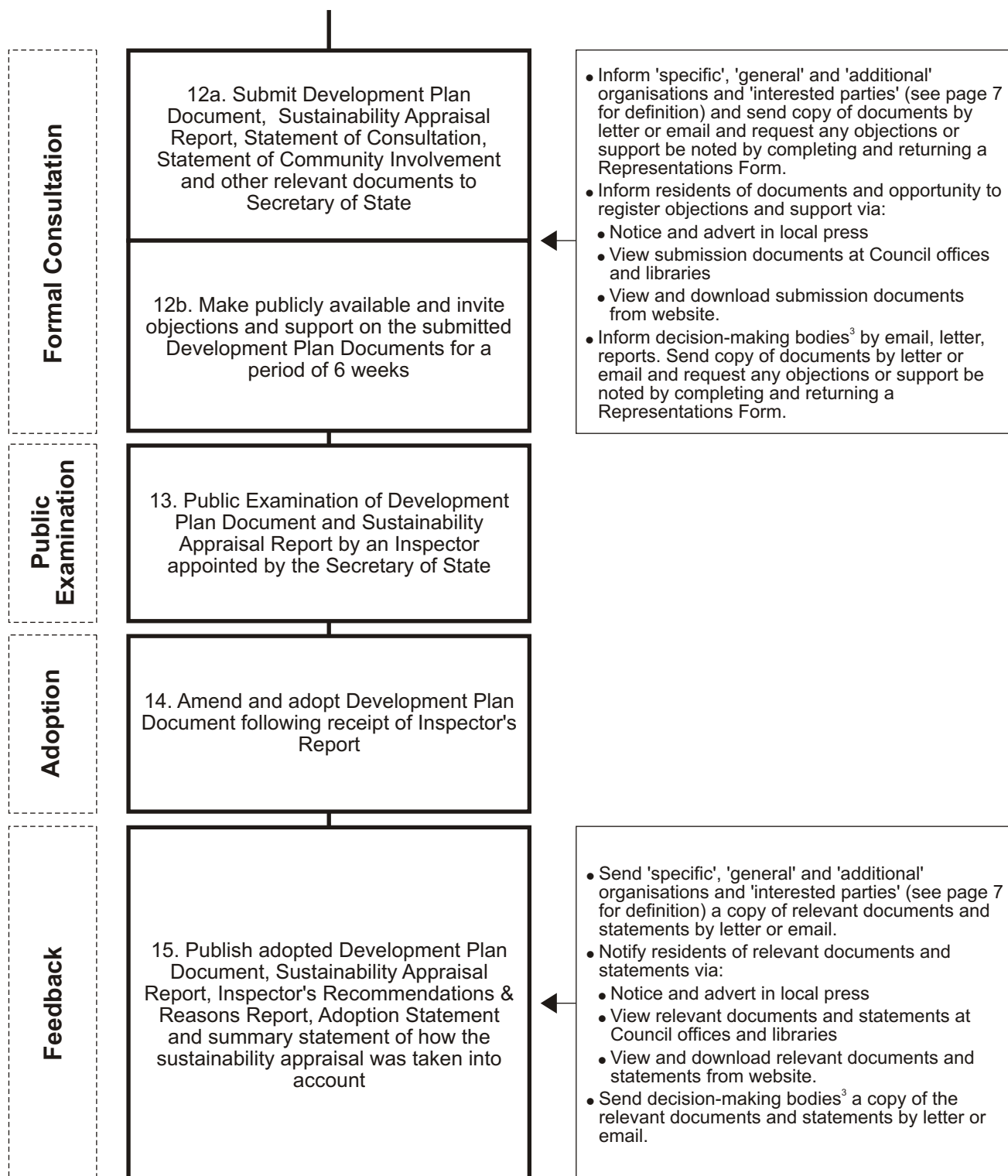
<sup>3</sup>For example Elected Members, Area Partnerships, Wakefield District Partnership / Local Delivery Forum.



<sup>2</sup>For example local area events, focus groups or workshops as appropriate depending on type of document.

<sup>3</sup>For example Elected Members, Area Partnerships, Wakefield District Partnership / Local Delivery Forum.

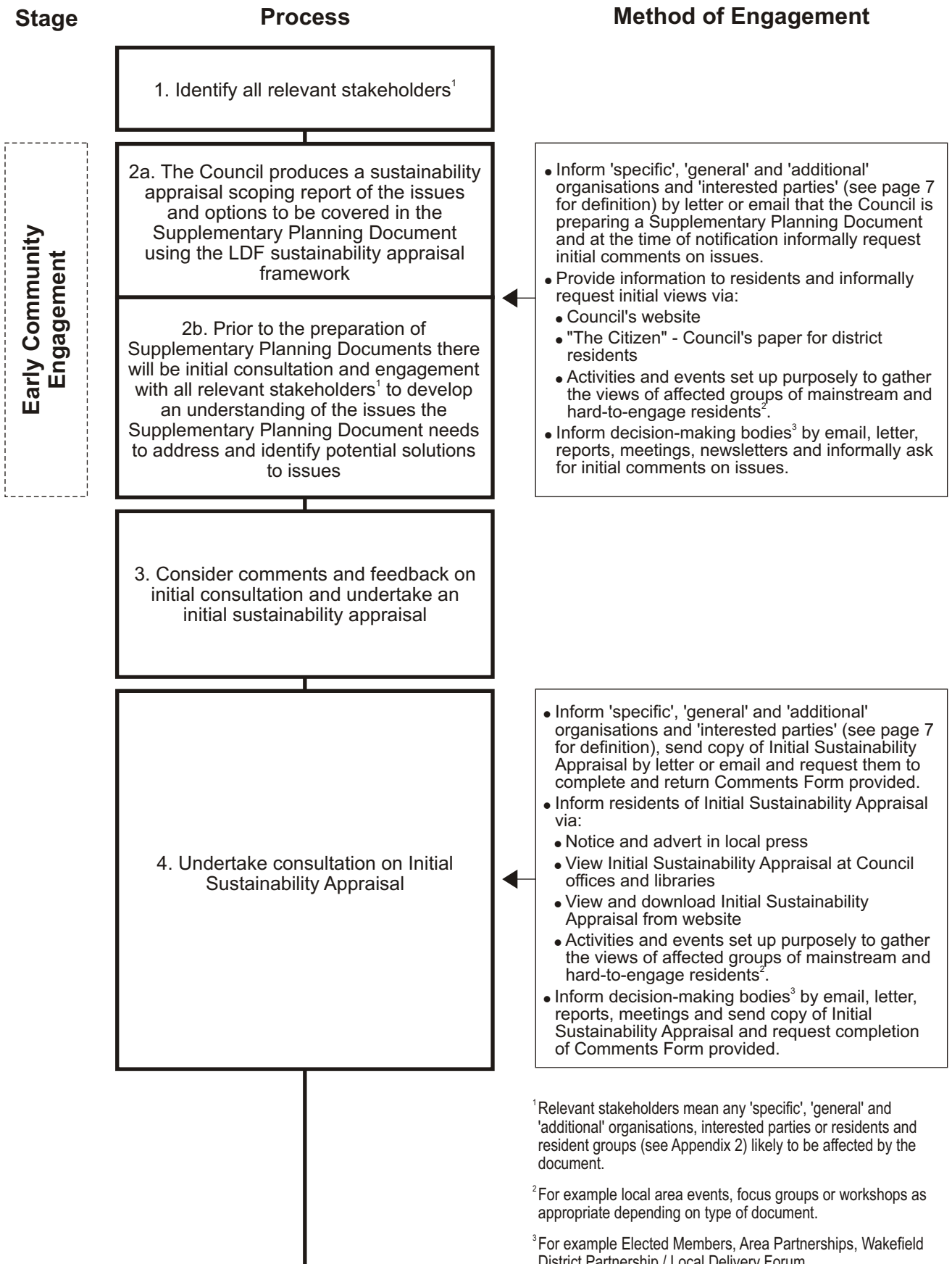


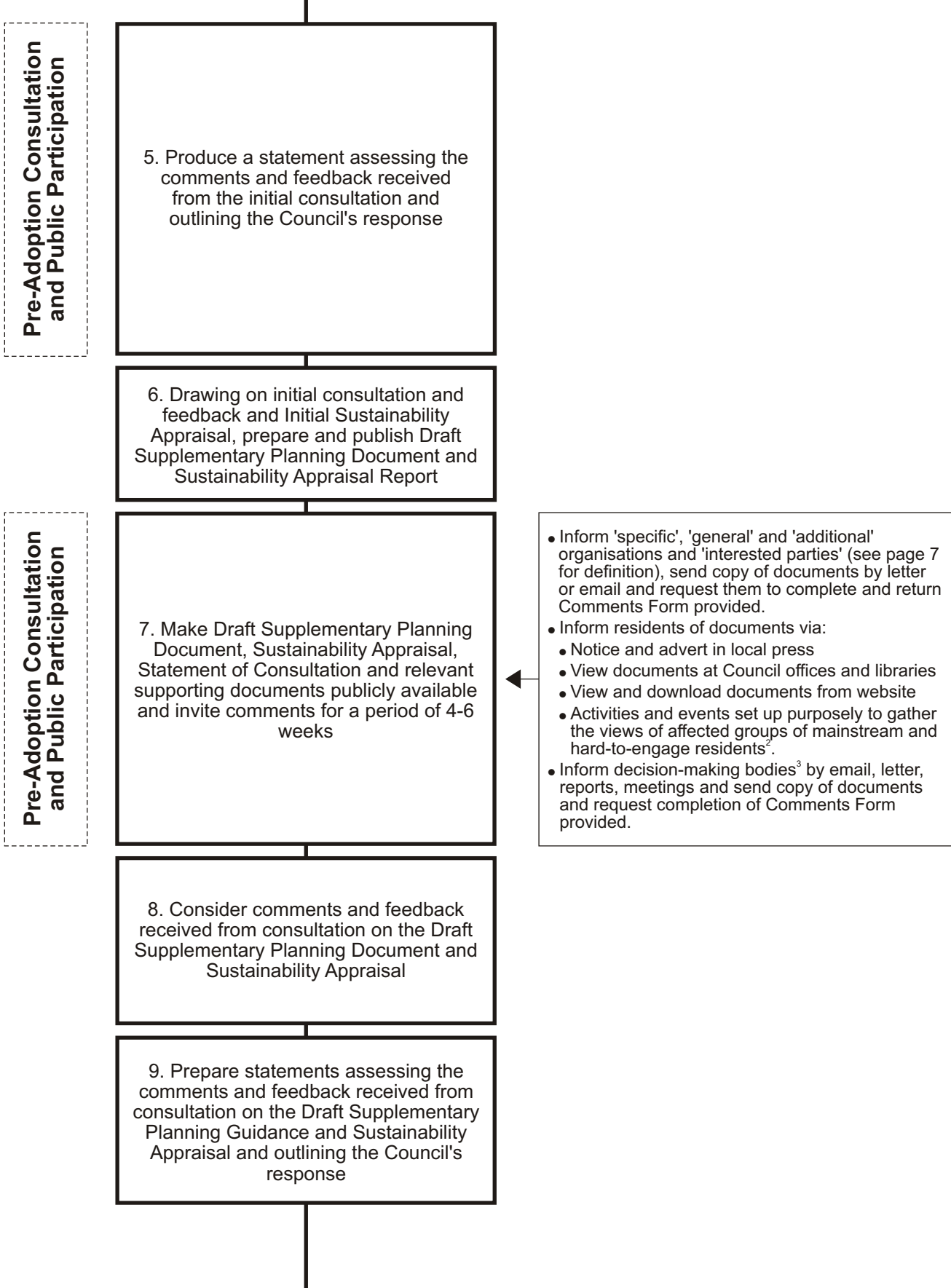


<sup>3</sup>For example Elected Members, Area Partnerships, Wakefield District Partnership / Local Delivery Forum.

# CHART 2

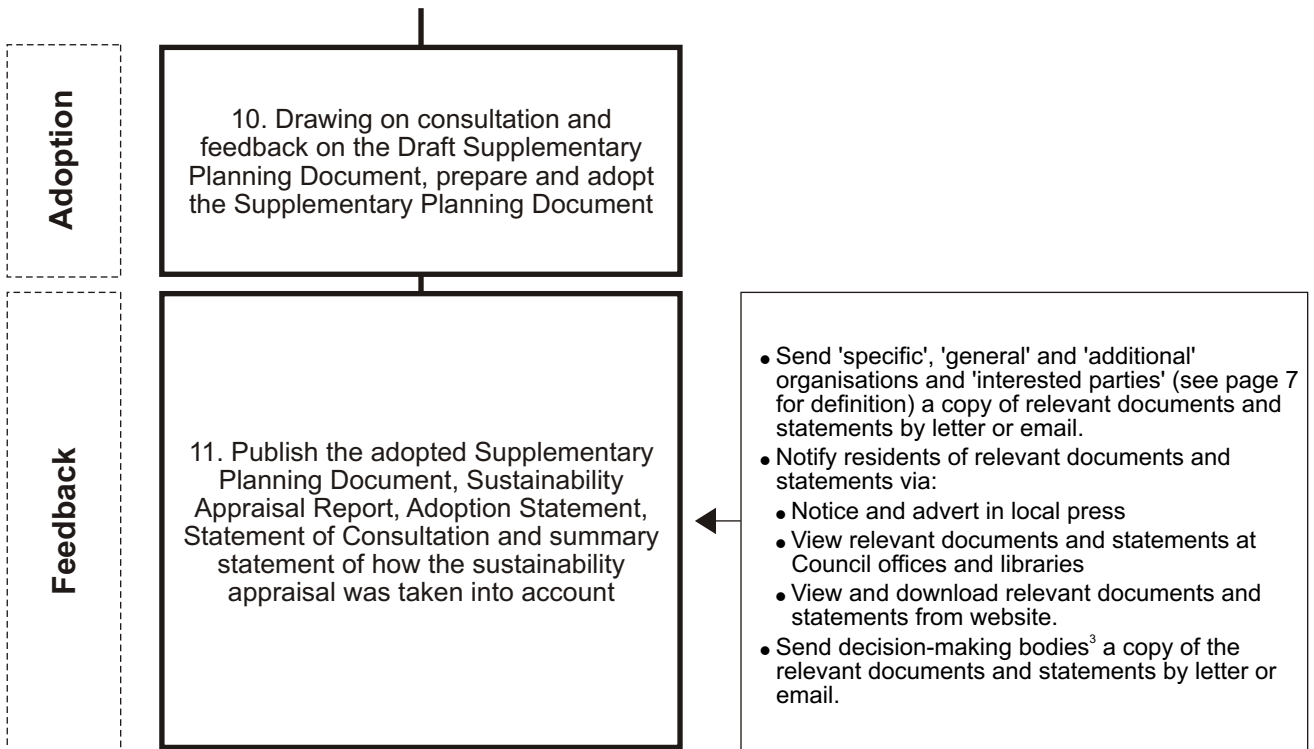
## The Engagement and Consultation Process for Supplementary Planning Documents





<sup>2</sup>For example local area events, focus groups or workshops as appropriate depending on type of document.

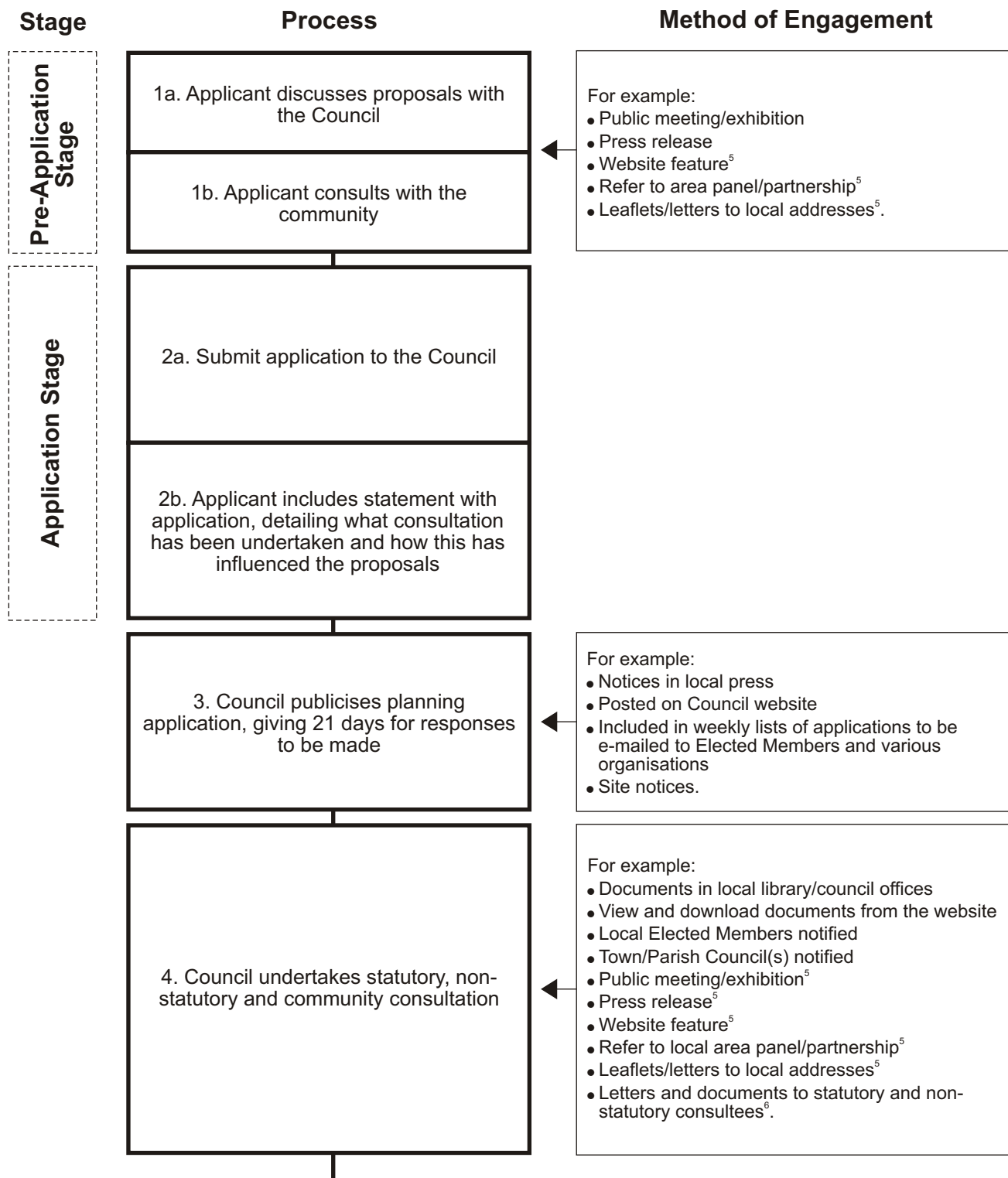
<sup>3</sup>For example Elected Members, Area Partnerships, Wakefield District Partnership / Local Delivery Forum.



<sup>3</sup>For example Elected Members, Area Partnerships, Wakefield District Partnership / Local Delivery Forum.

# CHART 3

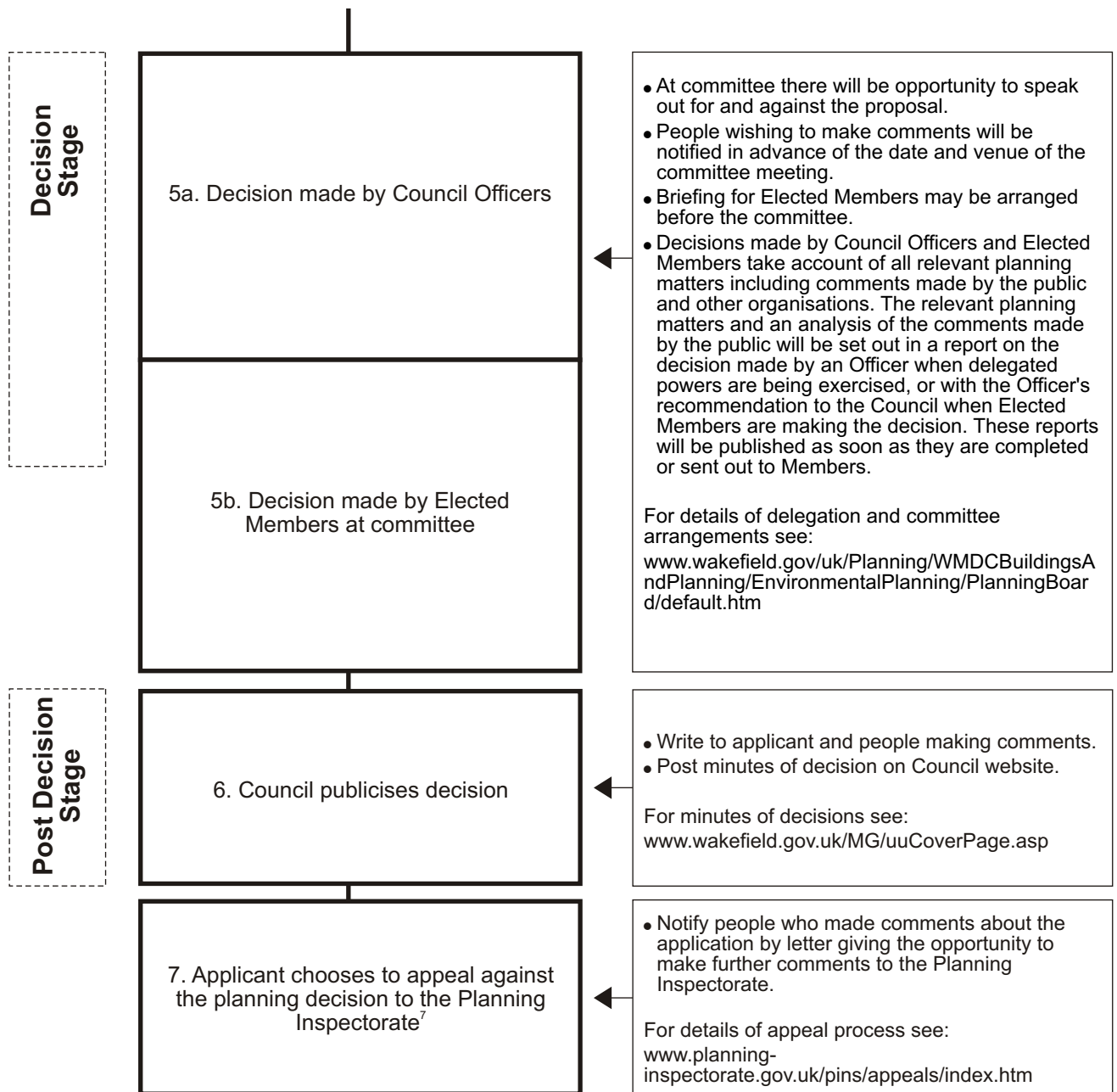
## The Engagement and Consultation Process for Large-Scale/Controversial Planning Applications<sup>4</sup>



<sup>4</sup> Includes: a) Major applications (see paragraph 3.2) which require an Environmental Impact Assessment or which are otherwise likely to affect large numbers of people, such as town centre redevelopment proposals or major infrastructure projects; b) Other major applications which raise particularly complex or controversial issues.

<sup>5</sup> Only for category a) major applications.

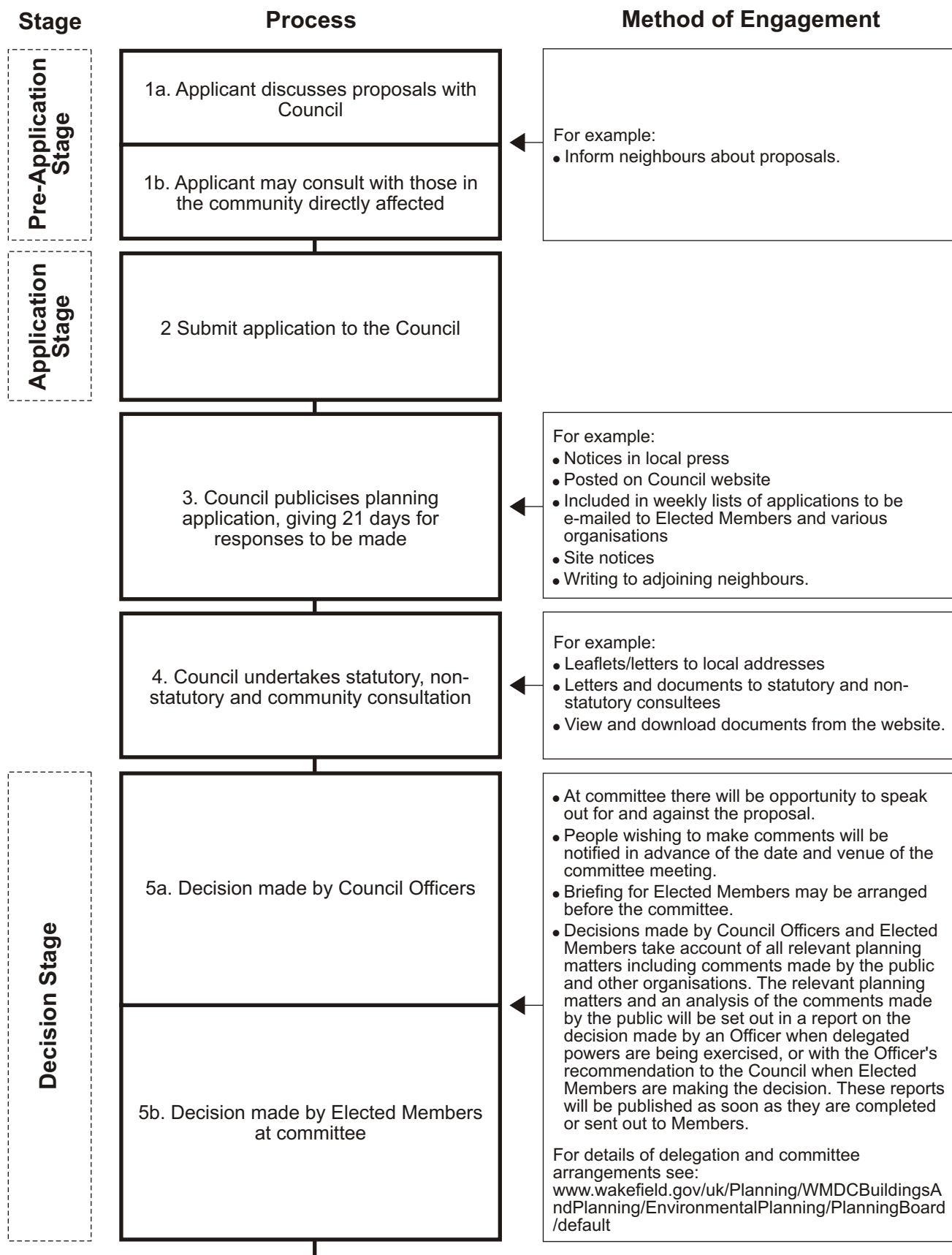
<sup>6</sup> Carried out in accordance with Article 10 Town and Country Planning General Development (Procedures) Order 1995, as amended. (See [www.hmso.gov.uk/si/si1995/Uksi-19950419-en-1.htm](http://www.hmso.gov.uk/si/si1995/Uksi-19950419-en-1.htm) for further details)



<sup>7</sup> Objectors cannot appeal against a planning decision.

# CHART 4

## The General Engagement and Consultation Process for Planning Applications<sup>8</sup>



<sup>8</sup> Includes major applications which do not fall within categories a) and b) in Chart 3, together with all minor and other applications (see paragraph 3.2).

Post  
Decision  
Stage

6. Council publicises decision

- Write to applicant and people making comments.
  - Post minutes of decision on Council website.
- For minutes of decisions see:  
[www.wakefield.gov.uk/MG/uuCoverPage.asp](http://www.wakefield.gov.uk/MG/uuCoverPage.asp)

7. Applicant chooses to appeal against the planning decision to the Planning Inspectorate<sup>7</sup>

- Notify people who made comments about the application by letter giving the opportunity to make further comments to the Planning Inspectorate.
- For details of appeal process see: [www.planning-inspectorate.gov.uk/pins/appeals/index.htm](http://www.planning-inspectorate.gov.uk/pins/appeals/index.htm)

<sup>7</sup> Objectors cannot appeal against a planning decision.



# Appendix 1

## A1.0 Summary Extract from Wakefield District Partnership Engagement Framework

A1.1 The overall aim of the Engagement Framework is:

“To ensure that citizens and other key stakeholders in the Wakefield District have the opportunity to influence the development of policies and the delivery of services of partners that make up the Wakefield District Partnership and where appropriate to become more actively linked in the democratic and service processes.”

A1.2 A number of more detailed Framework Objectives are also set out in the document. Several of these objectives are also relevant to the SCI. The aim is to ensure that:

- Engagement is carried out to the highest standard possible, in a way that most suits individual stakeholders, avoids duplication and encourages citizenship
- The results of engagement are reflected in decision-making
- Engagement is inclusive by ensuring that everyone has an opportunity to have their say and express their views on local issues and to guide future decision-making
- Through engagement, people are better informed about the way in which development plans are prepared and planning decisions are taken
- The Council, as local planning authority, is more open, responsive and accountable
- The Council, as local planning authority, gives high priority to the needs and well-being of citizens and stakeholders

A1.3 The Framework also establishes a number of principles to make engagement as effective as possible and to ensure that it is carried out when appropriate. These provide a basis on which all engagement in the District is to be undertaken and are to be considered whenever engagement is planned. Where relevant to planning, these principles have been adopted in the SCI, as follows:

- Engagement should be based on the Council's stated commitment to improving communication, generating involvement and active citizenship
- Engagement should be fit for purpose and use the right tools, at the right stage in the process with the right people
- Engagement should be based on a recognition that many individuals, groups and communities require active outreach to facilitate their involvement
- Engagement should follow a consistent approach avoiding duplication, sharing resources and working in partnership wherever possible
- Engagement needs to be considered as an integral part of service planning and delivery and not as an afterthought. Engaging with people to influence decision-making should begin at the earliest opportunity to ensure that the process is meaningful and effective and avoids the feeling of consulting on pre-determined decisions. Citizens and stakeholders should be given the opportunity to contribute to the decision-making process at each stage, from defining issues to formulating and implementing the outcomes of decisions
- Effective engagement depends on the relevant information being available in a clear and concise manner, avoiding jargon
- Feedback is important to any form of engagement. Information about feedback should be given at the outset, stating when and how this will take place. Feedback should be given in a timely and effective manner

## Appendix 2

A2.0 Appendix 2 lists relevant organisations, stakeholders and communities who may need to be consulted, as outlined in Town and Country Planning (Local Development) (England) Regulations 2004 or referred to in Government guidance. Paragraph A2.4 lists all the organisations, stakeholders or individuals who may be consulted but are not specifically referred to in the Regulations or Government guidance. This list is not exhaustive, and will be updated as necessary.

### A2.1 Specific organisations to be consulted

'Specific' organisations identified in the Town and Country Planning (Local Development) (England) Regulations 2004 who will be consulted if the Local Development Document is likely to affect the organisation concerned (local organisations in brackets):

- Government Office (GO Yorkshire & The Humber)
- Regional Planning Body (Yorkshire & Humber Assembly)
- Regional Development Agency (Yorkshire Forward)
- Adjoining local planning authorities (West Yorkshire Districts, Barnsley MBC, Doncaster MBC, Selby DC and North Yorkshire County Council)
- Town and Parish Councils (within and adjoining the District)
- The Environment Agency
- The Countryside Agency
- The Highways Agency
- English Nature
- Historic Buildings and Monuments Commission for England - English Heritage (Yorkshire Region)
- Strategic Rail Authority
- Relevant telecommunications companies (Mobile Operators Association, Yorkshire Cable Planning Dept, British Telecom Plc)
- Strategic Health Authority (West Yorkshire Strategic Health Authority)
- Relevant electricity and gas companies (British Gas Transco District Office, Transco District Office, Yorkshire Electricity, National Power Plc, Powergen, Innogy Plc, National Grid)
- Relevant sewerage and water undertakers (Yorkshire Water Services Ltd, Knottingley to Gowdall Internal Drainage Board)

When deciding which organisations to consult, specific organisations will be involved if:

- They represent a geographic area affected by the Local Development Document
- They have an interest in a particular issue specified in the Local Development Document
- They have specific needs addressed in the Local Development Document
- They have relevant expertise related to the Local Development Document

## A2.2 General organisations to be consulted

'General' organisations identified in the Town and Country Planning (Local Development) (England) Regulations 2004 who will be consulted if the Local Development Document is likely to affect the organisation concerned. These include:

- Voluntary organisations, whose activities benefit all or part of the Wakefield District;
- Organisations representing the interests of:
  - Minority ethnic groups
  - Religious groups
  - Disability groups
  - Local businesses

When deciding which organisations to consult, specific groups will be involved if:

- They represent a geographic area affected by the Local Development Document
- They have an interest in a particular issue specified in the Local Development Document
- They have specific needs addressed in the Local Development Document
- They have relevant expertise related to the Local Development Document

The Engagement Directory held within the Head of Partnerships and Neighbourhoods Engagement Team will be used to identify local 'General' organisations. The list includes representatives of over 600 voluntary, community sector and other organisations, along with the minority interest groups within the District.

## A2.3 Government departments and additional organisations to be consulted

The following list relates to Government Departments and 'additional' organisations, which are not referred to in the Town and Country Planning (Local Development) (England) Regulations 2004 but are referred to in Government guidance, that will also be consulted if the Local Development Document is likely to affect the organisation concerned. These are:

- Department for Education and Skills (through Government Offices)
- Department for Environment, Food and Rural Affairs
- Department for Transport (through Government Offices)
- Department of Health (through West Yorkshire Strategic Health Authority)
- Department for Trade and Industry (through Government Offices)
- Department of Work and Pensions
- Department of Constitutional Affairs
- Department of Culture, Media and Sport
- HM Prison Service
- Home Office
- Ministry of Defence
- Office of Government Commerce (Property Advisers to the Civil Estate)

- Airport operators
- British Geological Survey
- British Waterways, canal owners and navigation authorities
- Centre for Ecology and Hydrology
- Chambers of Commerce, Local CBI and local branches of Institute of Directors
- Church Commissioners
- Civil Aviation Authority
- Coal Authority
- Commission for Architecture and the Built Environment
- Commission for New Towns and English Partnerships
- Commission for Racial Equality
- Crown Estate Office
- Diocesan Board of Finance (Wakefield Diocese)
- Disability Rights Commission
- Environmental groups at national, regional and local level, including CPRE, RSPB, Wildlife Trusts and Friends of the Earth (Woodland Trust, National Trust, Wakefield Naturalists' Society, Wakefield District Bio-diversity Group, West Yorkshire Ecology Service, Yorkshire Wildlife Trust)
- Equal Opportunities Commission
- Fire and Rescue Services (West Yorkshire Fire Service, West Yorkshire Police, WYMAS)
- Forestry Commission
- Health and Safety Executive (HSE)
- The Home Builders Federation (Yorkshire, North West and North East Regions)
- Housing Corporation
- Learning and Skills Councils (West Yorkshire Learning & Skills Council)
- Local Agenda 21/Civic Societies, Community Groups, and Parish Councils
- Local Transport Operators, PTAs, PTEs and Transport for London (Metro, Arriva Yorkshire, Sustrans, Transport 2000 (West Yorkshire Group) Rail Freight Group)
- National Playing Fields Association
- Network Rail
- Police Architectural Liaison Officers (West Yorkshire Police Architectural Liaison officer)
- Port Operators
- Post Office Property Holdings

- Rail companies and the Rail Freight Group (English Welsh & Scottish Railways, Freightliner Ltd, G B Railfreight Ltd, GNER, Midland Mainline, Arriva Trains Northern, Virgin Trains)
- Regional Housing Board
- Regional Sport Forums for the English Regions (West & South Yorkshire Playing Fields Association)
- Sport England (Yorkshire)
- Women's National Commission
- Age Concern
- Help the Aged
- British Chemical Distributors and Trades Association
- Freight Transport Association (Northern Region Freight Transport Association)
- Road Haulage Association
- Disabled Persons Transport Advisory Committee
- Gypsy Council
- Traveller Law Reform Coalition

When deciding which organisations to consult, organisations will be involved if:

- They represent a geographic area affected by the Local Development Document
- They have an interest in a particular issue specified in the Local Development Document
- They have specific needs addressed in the Local Development Document
- They have relevant expertise related to the Local Development Document

#### **A2.4 List of other organisations and individuals to be consulted.**

The following list relates to organisations and individuals which are not referred to in the Town and Country Planning (Local Development) (England) Regulations 2004 or in Government guidance, that will also be consulted if the Local Development Document is likely to affect the organisation or individual concerned. These are:

- WMDC Councillors
- Members of Parliament whose constituencies are within Wakefield District
- Interested parties e.g. landowners, businesses, developers and citizens who have requested to be consulted
- Residents and residents groups likely to be affected that are not included in the groups in A2.2 and A2.3
- English Partnerships
- National Farmers Union
- Ramblers Association
- Yorkshire Tourist Board

- Council for British Archaeology
- West Yorkshire Archaeological Service
- Wakefield West Primary Care Trust
- Eastern Wakefield Primary Care Trust
- Theatres Trust

When deciding which organisations or individuals to consult, they will be involved if:

- They represent a geographic area affected by the Local Development Document
- They have an interest in a particular issue specified in the Local Development Document
- They have specific needs addressed in the Local Development Document
- They have relevant expertise related to the Local Development Document

## Appendix 3 - Contacts

### A3.1 For further information on the Statement of Community Involvement (SCI) or Local Development Framework (LDF)

Visit the Council's website at: [www.wakefield.gov.uk/ldf](http://www.wakefield.gov.uk/ldf)

Email the Spatial Policy Group on: [stratpoludp@wakefield.gov.uk](mailto:stratpoludp@wakefield.gov.uk)

Write to:  
Wakefield Metropolitan District Council  
Spatial Policy Group  
Regeneration & Housing Services  
PO Box 92  
Newton Bar  
Wakefield  
WF1 1XS

Tel (01924) 306641 for information on the SCI

Tel (01924) 306616 for information on the LDF

Fax (01924) 306660

### A3.2 For further information about planning applications and development

Visit the Council's website at: [www.wakefield.gov.uk/Planning](http://www.wakefield.gov.uk/Planning)

Email the Development Control section at: [devcontrol@wakefield.gov.uk](mailto:devcontrol@wakefield.gov.uk)

Write to:  
Wakefield Metropolitan District Council  
Planning & Development Control  
Regeneration & Housing Services  
Newton Bar  
Wakefield  
WF1 2TX

Tel (01924) 306636

Fax (01924) 306690

Mini Com (01924) 306600

Planning Reception opening times are:  
Monday to Thursday 8.30 am - 5.00 pm  
Friday 8.30 am - 4.30 pm

### A3.3 For independent advice

Yorkshire Planning Aid provides a free, independent and professional planning advice service to individuals and groups from within the Yorkshire and Humber region who cannot afford professional fees. Yorkshire Planning Aid is part of a network of nine Planning Aid Services throughout the country, all of which are part of the Royal Town Planning Institute, a Registered Charity. Services operate through small staff teams and a network of professionally qualified volunteers.

Yorkshire Planning Aid operates a telephone advice line three days a week, on Tuesdays, Wednesdays and Fridays between 9am and 4pm, tel: 0870 850 9808. In addition the organisation also provides a Community Planning service which helps groups and individuals to understand the planning system and influence what happens in their neighbourhood, town or city. Key elements of the programme include:

- Training events and presentations, such as a 'Planning Crash Course'
- Advice and assistance on contributing to local development plans

The service is targeted at disadvantaged communities, and at groups which represent or work with people who need support and guidance in order to get involved with the planning system, for example young people, people with disabilities, or ethnic minority communities. Planning Aid aims to raise awareness about the planning system within such communities and thus enable groups and individuals to engage more effectively with local authorities and the development plan process.

#### **A3.4 For funding advice for Community Groups**

The Charities Information Bureau provides help and advice for community groups and voluntary organisations who are seeking funding, and has pages for Yorkshire and Wakefield at [www.cibfunding.org.uk](http://www.cibfunding.org.uk)

There is also a website offering community support funding for the Wakefield area at [www.open4community.info/wakefield1](http://www.open4community.info/wakefield1)

Links can also be found via the Council's website [www.wakefield.gov.uk](http://www.wakefield.gov.uk) (click on Council and Democracy then Funding)



## Appendix 4 - Glossary

### Documents

**Area Proposals Map.** A plan which shows the location of site specific policies and proposals on an Ordnance Survey map base. These will replace the current UDP Area Maps.

**DPD - Development Plan Document.** A document within the LDF which is used to make planning decisions on proposals for development. DPD's include the following types of document for example:

- “Core Strategy” which contains the strategic policies and principles for the use of land within the District
- “Development Control” which contains the policies by which the Council will assess development proposals and planning applications within the District
- “Area / Site Specific” which contain policies and proposals which apply to specific areas or sites that are shown on Area Proposals Maps.

**LDD - Local Development Document.** A term for any document that forms part of the LDF.

**LDF - Local Development Framework.** A set of documents which will replace the Unitary Development Plan as part of the statutory land use plan for the District. The LDF is made up of Development Plan Documents (DPD's) and Supplementary Planning Documents (SPD's) which will set out the location and types of development within Wakefield District. The LDF also includes a Statement of Community Involvement (SCI) which sets out how people will be consulted about DPD's, SPD's and planning applications.

**LDS - Local Development Scheme.** A document which sets out what documents the Council intends to produce as part of its LDF, and the timescales for preparing and consulting on them.

**PPG - Planning Policy Guide.** A document that sets out Government planning policy which the Council must take into account when preparing the LDF or when considering planning applications, for example on nature conservation. These are now being replaced by PPS's.

**PPS - Planning Policy Statement.** A document that sets out Government planning policy which the Council must take into account when preparing the LDF or when considering planning applications. For example on housing, renewable energy, and the countryside.

**RSS - Regional Spatial Strategy.** A document which sets out the strategic policies and proposals for the use of land in the Yorkshire and the Humber Region. RSS provides the broad framework for policies and proposals in the UDP/LDF. It forms part of the statutory development plan for the District with the LDF.

**SA - Sustainability Appraisal.** A statutory assessment of the environmental, economic and social impact of policies and proposals in the LDF.

**SCI - Statement of Community Involvement.** A document which sets out how the Council will involve citizens and organisations in making decisions about the LDF and planning applications.

**SEA - Strategic Environmental Assessment.** Part of the SA that specifically covers the impact of policies and proposals on the environment.

**SPD - Supplementary Planning Document.** A document which helps explain how policies and proposals in DPD's will be applied, for example guidance on design of buildings.

**SPG - Supplementary Planning Guide.** A document produced by the Council which helps explain how policies and proposals in the UDP will be applied, for example guidance on car parking standards and affordable housing. These have been abolished by the Planning Act (but will continue in use until the UDP has been replaced by the LDF).

**UDP - Unitary Development Plan.** The main part of the statutory land use plan for Wakefield District which is used to make decisions on proposals for development. The Planning Act requires the UDP to be replaced by the LDF.

### LDF Process

**Issues and Options.** The first consultation stage in the production of a DPD. It is intended to seek the views on the issues the DPD should address and the options for addressing them.

**Preferred Options.** The second consultation stage in preparing a DPD. The Council seeks views about favoured policies and proposals, explains how these have been arrived at, and why other options are not favoured or 'preferred'.

**Submission.** This is the third consultation stage in the production of a DPD where it is formally sent to the Secretary of State (the Government Minister responsible for planning) who appoints a Government Inspector to consider its soundness. Citizens and organisations have a right to make formal objections to the Inspector.

**Alternative Options.** This is a potential fourth stage in consultation. It only happens in circumstances where an objector at submission stage proposes alternative site allocations (a housing site for example). If this happens the Council will consult on the proposal(s).

**Examination.** An independent examination into the soundness of a LDD, including the consideration of any formal objections by an Inspector appointed by the Government. The Inspector runs the Examination, where most objections would normally be dealt with through a process of written representations (comments) made by the objector and the Council. Objectors may also choose to make their objection to the Inspector in person.

**Inspectors Report.** The report produced by the Inspector following the Inquiry. This sets out the Inspector's conclusions on the issues considered at the Inquiry. The report will tell the Council if any changes are required. The report is 'binding', that is the Council must accept and act upon the Inspector's conclusions.

**Soundness.** The Inspector is required to assess whether a LDD is "sound". This includes whether it has been prepared in the right way, using the right procedures. Whether it is consistent with national planning guidance, broadly conforms with RSS and is related to the Council's Community Strategy. It also includes whether the strategy, policies and proposals in the LDD are coherent, consistent and appropriate for the area.

**Adoption.** The Council acts upon the Inspectors Report making any necessary changes to the LDD, which is then formally adopted by the Council at a Council Meeting. The LDD then becomes part of the statutory land use plan (LDF) for Wakefield District.

**Statutory.** Something that is required by legislation, usually by a Government Act or regulation.

### Government organisations

**Planning Inspectorate.** A Government organisation which appoints an Inspector who makes the final decision about the policies and proposals in the LDF through a formal Examination or who determines planning appeals or makes recommendations to the First Secretary of State on planning appeals and called-in planning applications.

**GOYH Government Office for Yorkshire and the Humber.** The regional branch of central Government.

**YHA Yorkshire & Humber Regional Assembly.** A Government organisation which has responsibility for preparing the Regional Spatial Strategy (RSS).