



LOCAL DEVELOPMENT FRAMEWORK

Statement of Community Involvement (SCI)

This document sets out how the council will consult the community on the Local Development Framework and planning applications

Adopted September 2006



This and other Local Development Framework documents can be made available in large copy print, audio cassette, Braille or languages other than English. If you require the document in one of these formats please contact: Planning Liaison Officer, Kirklees Metropolitan Council, PO Box B93, Civic Centre III, Off Market Street, Huddersfield HD1 2JR.
Tel: 01484 221627
E-mail: DPI@kirklees.gov.uk



Foreword

Kirklees is one of five metropolitan districts in West Yorkshire. Within the district there are both urban and rural areas. There are thriving communities in both the rural and urban areas and these contain a diverse range of faiths, cultures and traditions.

We believe that involving communities in decisions that affect them is central to the council's vision of creating:

“a diverse and confident community with access for all to high-quality services, good customer care, a thriving economy and a healthy, safe and sustainable environment”

This Statement of Community Involvement (SCI) aims to ensure that all sections of our community have the opportunity to contribute to planning decisions made by Kirklees Council.

The Planning and Compulsory Purchase Act (2004) introduced significant changes to the planning system. One of the changes means that councils must carry out effective and useful consultation, so that we make decisions in consultation with people affected by them. We hope this will allow us to resolve any conflict at an early stage in the planning process.

For each stage in the planning process we will aim to ensure that people:

- Are aware of what is happening;
- Know how and when they can have a say on any issue, particularly those that affect them directly;
- Have access to all the information which might help them come to a view;
- Find out what decisions we have made, following consultation and whether they can take further action should they wish to do so.

Planning shapes the places where people live and work. So it is important that people should be enabled to take an active part in the planning process.



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1 Introduction

1.1 Background

This statement is part of the Local Development Framework (LDF), which will replace the Kirklees Unitary Development Plan (UDP) – this is a plan required by law which sets out the council's planning policies.

Creating the LDF will take place over time by producing a range of documents including this Statement of Community Involvement (SCI). The Local Development Scheme (LDS) specifies the documents we will prepare and when we will produce these. You can get a copy of the current LDS from either Planning Services by telephoning 01484 221627 or from the council's website at www.kirklees.gov.uk/ldf.

1.2 Purpose and benefits of consultation

Kirklees Council is committed to developing links with the local community for all its services. Working with a range of partners, the council encourages people and organisations to help us improve how we make decisions about the services we provide.

Involving the community should:

- Increase public awareness of planning issues and the council's choices
- Ensure that we consider a diverse range of opinions
- Identify priorities for local communities
- Create a sense of ownership and involvement in planning decisions
- Ensure outcomes that reflect the views of the local community

1.3 Purpose of the SCI

The Statement of Community Involvement will ensure that consultation occurs throughout the planning process and ensure transparency in decision making. It will guide the preparation of all LDF documents and the consideration of planning applications. This will ensure that people have a better understanding of the planning process and ensure that they can be involved in the consideration of planning issues and decisions affecting their area.



In addition to LDF documents, from time to time the Planning Service produces other documents for consultation such as proposals for changes to Conservation Area boundaries. In consulting on such documents, appropriate methods will be chosen from those listed in section 2.7.

1.4 How we consult and communicate

The council has a framework for community engagement which provides the basis for this statement. The statement aims to ensure that council services have a consistent approach to consulting communities, avoid duplication of effort, maintain high standards and provide evidence good enough to help us, so we can make decisions with confidence.

The council's Development Co-ordination Group ensures there are links between different services and with the Kirklees Partnership. (The Kirklees Partnership includes representatives from different organisations and agencies in the district and promotes co-ordinated working). This group will ensure that community involvement in the Local Development Framework (LDF) will link to other consultation work carried out in Kirklees.

1.5 Profile of Kirklees

The Metropolitan Borough of Kirklees is one of five Local Authorities in West Yorkshire. It covers an area of 157 square miles and has a population approaching 400,000. The area benefits from its cultural diversity. Its long history of in-migration to work in its mills and factories means that Kirklees is now home to ethnic communities with origins in the Caribbean, India, Pakistan and Bangladesh, along with communities of Chinese and Eastern European origin. Inner Huddersfield, Dewsbury and Batley have substantial Asian populations, whilst Huddersfield is home to one of the largest African-Caribbean populations in the UK outside the major conurbations of London, Leeds and Bristol.

Huddersfield is the largest town in Kirklees with about 122,000 residents. The town is the main shopping, industrial, administrative and business centre in the district. To the east of Huddersfield, Dewsbury is Kirklees' second-largest town, but neighbouring Batley, Cleckheaton, Heckmondwike and Mirfield are also significant urban areas. North Kirklees built its reputation as one of this country's major centres of woollen textile production in the nineteenth century.

The area south of Huddersfield and Dewsbury is one of small towns and villages within attractive countryside, again with a visible legacy of textile production.



2 Community involvement

2.1 Councillors

Councillors are often residents' first point of contact on planning matters. Those affected by a planning decision or proposal will often seek to influence it by contacting their ward councillor or a member of the committee that will make a decision. This lobbying is a normal and proper part of the political decision-making process. At this stage councillors will give advice on planning procedures in line with guidelines set out in the Members' Code of Conduct.

Many of the key stages in developing the Local Development Framework (LDF) will require a decision of the Council's Cabinet or may need to be resolved by a meeting of the full council.

You can get a list of councillors and their telephone numbers from your local town hall, Kirklees Information Point or the council's website www.kirklees.gov.uk. The website also has details of regular ward surgeries that people can attend to discuss issues with their councillor.

2.2 Area committees & parish & town councils

Area committees are made up of ward councillors and partner agencies and provide residents with the opportunity to contribute to issues which affect their local community. The committees do this by identifying and tackling local issues, and by developing partnerships with other public services.

Area committees carry out local consultation, which helps to deliver plans such as town centre development, improvements to open space and the LDF.

Area committees provide an ideal link between the council and the local community to exchange information and to discuss ways of achieving shared aims.

Parts of Kirklees have parish and town councils which are consulted on LDF documents and planning applications. They provide another valuable link between Kirklees Council and local communities.



2.3 Kirklees Partnership

Working with the Kirklees Partnership is one of the main ways the council will work with partner organisations and interested parties on planning issues. The partnership is a Local Strategic Partnership (LSP) which is responsible for preparing the local Community Strategy, which outlines a shared vision of how we want Kirklees to improve over the next 10 years. It sets targets for improving the social, economic and environmental well being of the district to improve the quality of life for everyone and contributes to making changes that we can sustain in future years. These targets will help to make our vision a reality.

The Community Strategy was developed through a comprehensive programme of discussion, research and consultation. In preparing and reviewing the Local Development Framework (LDF), the council will consider the principles set out in the Community Strategy. We will aim to achieve the targets set out in the strategy, specifically those about land use issues and any broader social, economic and environmental targets that may affect the use of land and development in Kirklees.

You can view a copy of the community strategy at www.kirkleespartnership.org. Kirklees Partnership can also be contacted at the following address:

Kirklees Partnership Office, 2nd Floor, 8 Market Place, Huddersfield, HD1 2AN

2.4 Interest groups

We encourage people to set up interest groups to discuss issues, form views and contribute ideas on planning proposals, which affect them. For example, civic societies and action groups.

Yorkshire Planning Aid provides help in setting up interest groups and gives general information about the planning process (see section 2.6 for contact details).

2.5 Hard to reach groups

There are particular sections of the community we wish to ensure are involved due to their specific needs or because traditionally they have been under represented in the planning process – these are the so-called ‘hard to reach’ groups. From previous consultation exercises we have identified that hard to reach groups in Kirklees include, but are not exclusively, young people, women, minority ethnic groups and gypsies/travellers.



We are committed to promoting equal opportunities and valuing diversity and recognise the rights of individuals to participate fully in the democratic, social and economic life of the district. We will make our information accessible so as to meet the requirements of the Race Relations Act 2000 and the Disability Discrimination Act. We are looking to try some different participation techniques to involve those whose views are particularly difficult to obtain and will be working closely with Yorkshire Planning Aid and, as appropriate, Kirklees Partnership to fulfil this aim.

2.6 Planning Aid

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 service include:

- Training events and presentations, such as a 'Planning Crash Course'
- Practical 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 people from ethnic minority communities.

The council will publicise Yorkshire Planning Aid's services at its public access points, and will work in partnership with the organisation to increase local community involvement in the preparation of the Council's development plans and policies.

For planning advice in the Yorkshire region contact:

Yorkshire Planning Aid, Green Sand Foundry, 99 Water Lane, Leeds, LS11 5QN
Tel 0113 2378486

Alternatively you can find out more on their website at www.planningaid.rtpi.org.uk

2.7 Methods

Figure 1 shows the different methods the council and developers can use to involve and consult with communities.

Figure 1: Community involvement methods

Method	Main considerations	Strengths	Costs / resources	Target groups
Consultation document (available at planning office and other sites)	Will include details on how and when to respond.	Provides detailed information allowing detailed responses.	Cost - Low Staff time - Low	Developers, planning agents, specific consultation bodies, MP's & MEP's.
Letters to specific consultation bodies and other national consultees		Can be tailored to receive feedback upon consultees area of expertise.	Cost - Medium Staff time - Medium	Specific consultation bodies, national/ international interest groups, regional agencies.
Local media		Wide coverage can be achieved.	Cost - Low Staff time - Low	General public.
Internet (website, e-mail)	All documents will be available on the council's website. Developers may wish to use their own websites for consultation on major applications.	Cheap to distribute, easily updated, available 24 hours a day, 7 days a week.	Cost - Low Staff time - Low	General public.
Letters to groups/ individuals on LDF mailing list	Mailing list of interested parties within the LDF process. Acting as a panel of interested parties.	Ensures those who have already expressed an interest in the LDF can be contacted about issues of interest. Database can be easily expanded.	Cost - Medium Staff time - Medium	Agents, developers, landowners, local interest groups, general public.
Talkback (residents consultation panel)	Council run panel designed to receive views on a range of issues.	Ready made panel already committed to responding to questions. Panel broadly representative of Kirklees population.	Cost - Low Staff time - Low	General public.
Community News	Council run newspaper.	Delivered to all households.	Cost - Low Staff time - Medium	General public.

Method	Main considerations	Strengths	Costs / resources	Target groups
Public exhibitions / drop-in events	Useful method for explaining proposed changes.	Gives residents flexibility on deciding when to visit. Can be located in easily accessible locations. Can encourage feedback.	Cost - Medium or High Staff time - High	Local groups, general public.
Area Committees	Existing structure of meetings. Members consist of councillors, parish/town councillors and other co-optees.	Useful for area discussions. Meeting schedules sent to wide range of individuals, groups and organisations.	Cost - Low Staff time - High	Ward, town and parish councillors, general public, religious groups, BME communities, local groups.
Parish & town councils	Existing structure of meetings	Useful means of obtaining local views	Cost - Low Staff time - Low	Local areas
Public meetings	Useful for discussing allocations or area based policies.	Good method of informing the public and getting their views. Useful method of creating interest in local issues.	Cost - Low Staff time - High	General public.
Existing discussion groups	Council currently runs disabled access, young people's service and older people groups.	Good way of discussing detailed information about particular areas of concern.	Cost - Low Staff time - Medium	Disabled people, older people, young people.
Community surveys	Good introduction to main issues. The responses can help identify key interests and groups.	A good method of getting reliable statistical data. Can target a specific audience.	Cost - High Staff time - High	Any group could be targeted.
Focus groups / face to face discussions	Useful for discussions upon specific topics or area based discussion.	Allow detailed discussion upon issues of importance for service users. Can be used to create and develop ideas. Can be targeted at particular groups.	Cost - Low Staff time - High	Any group could be targeted.
Telephone hotline	Useful for people with queries about the plans and becoming involved	Easily accessible source of information.	Cost - Low Staff time - Medium	



3 Electronic communications

The council encourages the use of electronic communication especially the council's website and e-mail. This is because it allows people access to council information 24 hours a day, seven days a week. In addition the council is committed to achieving the PARSOL¹ (Planning and Regulatory Services Online) standards for electronic communications. You can view full details of these standards on the web at www.parsol.gov.uk

Our website is an efficient way of quickly accessing information and responding to consultations. Therefore we will make all documents about the production of the Local Development Framework (LDF) and planning applications available on the website. The address for the council's website is www.kirklees.gov.uk

While we see the website and other forms of electronic communication as important tools in increasing opportunities for community involvement with the LDF, the council also realise not all residents have access to computers. Therefore we will also produce any information about the LDF in a paper format.

¹Provides a range of standards, toolkits, specifications, schemes, systems and software to assist local authorities in building effective transparent online planning and regulatory systems.



4 Local Development Framework (LDF)

4.1 Introduction

The new planning system places greater emphasis on 'front-loading', that is, consulting with local communities on the content of the plans that will shape the future of the district at the first stages of preparation.

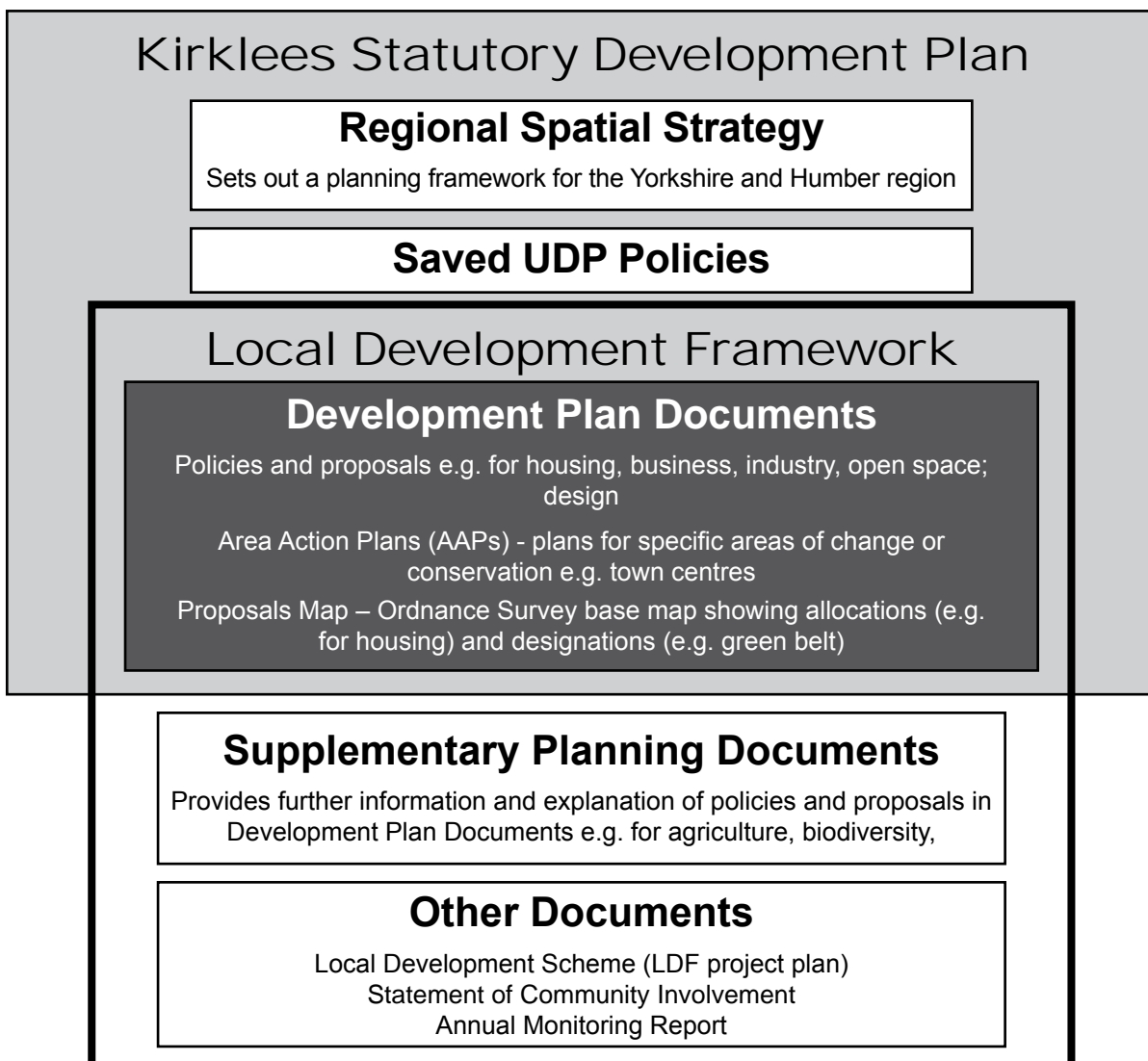
Previously, community involvement in the planning process involved inviting comments on proposed policies and proposals in a written document (with relevant maps) at one or two stages during the process.

The new planning system encourages greater community involvement throughout the process. In order to fully engage with the community and take on board their views and opinions as early as possible, the council will use a variety of methods of involvement outlined in figure 1 to create stronger local dialogue with the community. This general approach will be used throughout the LDF process.

The LDF will be made up of Local Development Documents (LDDs), which conform to the general principles set out in the Regional Spatial Strategy (RSS) (this sets out a planning framework for the Yorkshire and Humber region).

The different types of documents, which will make up the LDF, are shown in figure 2:

Figure 2: Local Development Framework



One of the main objectives of the planning system is to deliver sustainable development. The government has set out the shared UK principles for sustainable development. These are:

- Living within environmental limits;
- Ensuring a strong, healthy and just society;
- Achieving a sustainable economy;
- Promoting good governance;
- Using sound science responsibly.



To ensure Local Development Documents (LDDs) comply with these objectives each will be subject to a Sustainability Appraisal (SA). This is a systematic and continuous appraisal process, incorporating the requirements of the European Community directive on Strategic Environmental Assessment (SEA). The purpose of sustainability appraisal is to evaluate the social, environmental and economic effects of the proposals in an LDD and identify problems, which might be caused, and steps we could take to minimise them. Our intention is to make sure that as far as possible planning decisions achieve sustainable development. The council will discuss the sustainability appraisal of each document with relevant bodies and will make sustainability appraisal reports available.

4.2 Becoming involved

Regulations and government guidance specify the individuals, groups and organisations that the council must consult when it is preparing Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs). These consultees are specified in Appendix 2.

Figures 3 and 4 show the stages when people can become involved in preparing DPDs and SPDs. The Local Development Scheme (LDS) (see www.kirklees.gov.uk) sets out when each DPD and SPD the council intends to produce will reach each of the stages shown in figures 3 and 4. There are some issues which may not be open for discussion. We will make these clear before any consultation begins.

As LDDs will vary widely in their content the council will target those people and organisations who are likely to have an interest. In terms of content, DPDs will fall into three broad types:

- Strategy – providing a framework for more detailed development policies and proposals
- Policy – setting out policies to guide development to appropriate locations and to achieve acceptable types of development
- Allocation – specifying locations for development and areas protected from development
- Some LDDs may combine policy and allocations.

We will aim to consult relevant groups where a proposal will directly affect them.

Anyone who tells us that they wish to be kept informed about progress on the LDF will be included in consultations and will be entered into our database. (People will remain on the list until they tell us that they wish to be removed).



We will inform everyone on the mailing list either by letter or e-mail about each new stage a document has reached, how they can find out more, how they can comment and the deadline for comments.

All Local Development Framework (LDF) publicity will make it clear that people can have their names and contact details placed on the mailing list as individuals or on behalf of a group of people at any time.

To get on to the mailing list please send your name and postal address or e-mail address to:

Development Planning and Information
Planning Services
P.O. Box B93
Civic Centre 3
Huddersfield
HD1 2JR

Alternatively you can telephone 01484 221627, or log onto www.kirklees.gov.uk/ldf

Data Protection

The information saved in these databases will be used in accordance with the Council's registration under the Data Protection Act 1998.

We will monitor the Local Development Framework (LDF) mailing list to identify areas or groups, which are not represented or under-represented. We will then take action to encourage involvement from these areas and groups choosing the most appropriate techniques set out in figure 1 and also involve Yorkshire Planning Aid to help us further involve these groups.

The Planning Service's two Planning Liaison Officers are responsible for involving communities and groups in the planning process. The nature of the Local Development Documents (LDDs) being prepared will help the officers decide who is a priority for involvement. For example, if an area action plan is being prepared, the officers will take steps to involve the communities most likely to be affected. Similarly, an LDD covering services provided to the community may require more effort to involve people who do not normally take part in consultation, such as young people.

Figure 3: Development Plan Document (DPD) process.

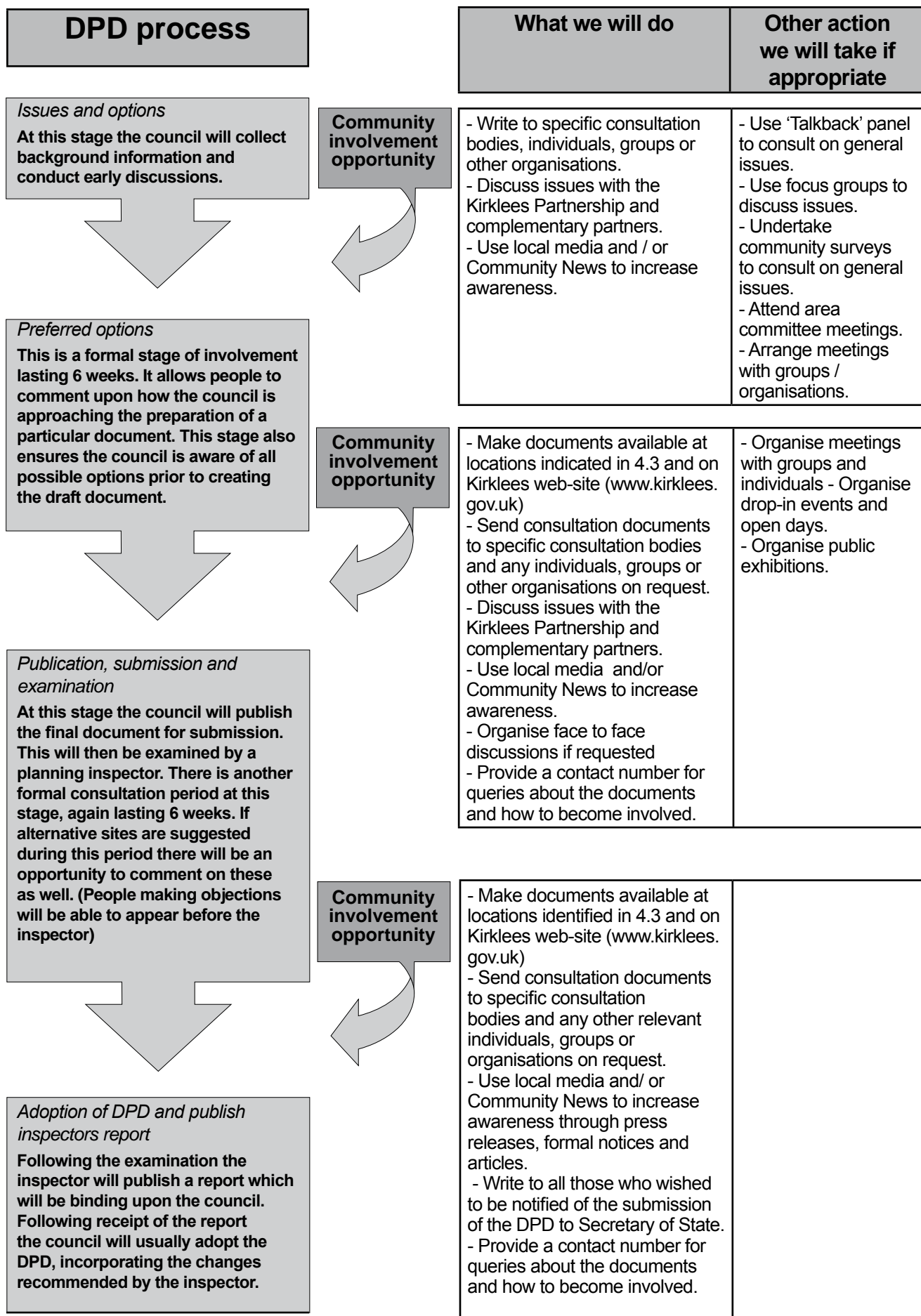
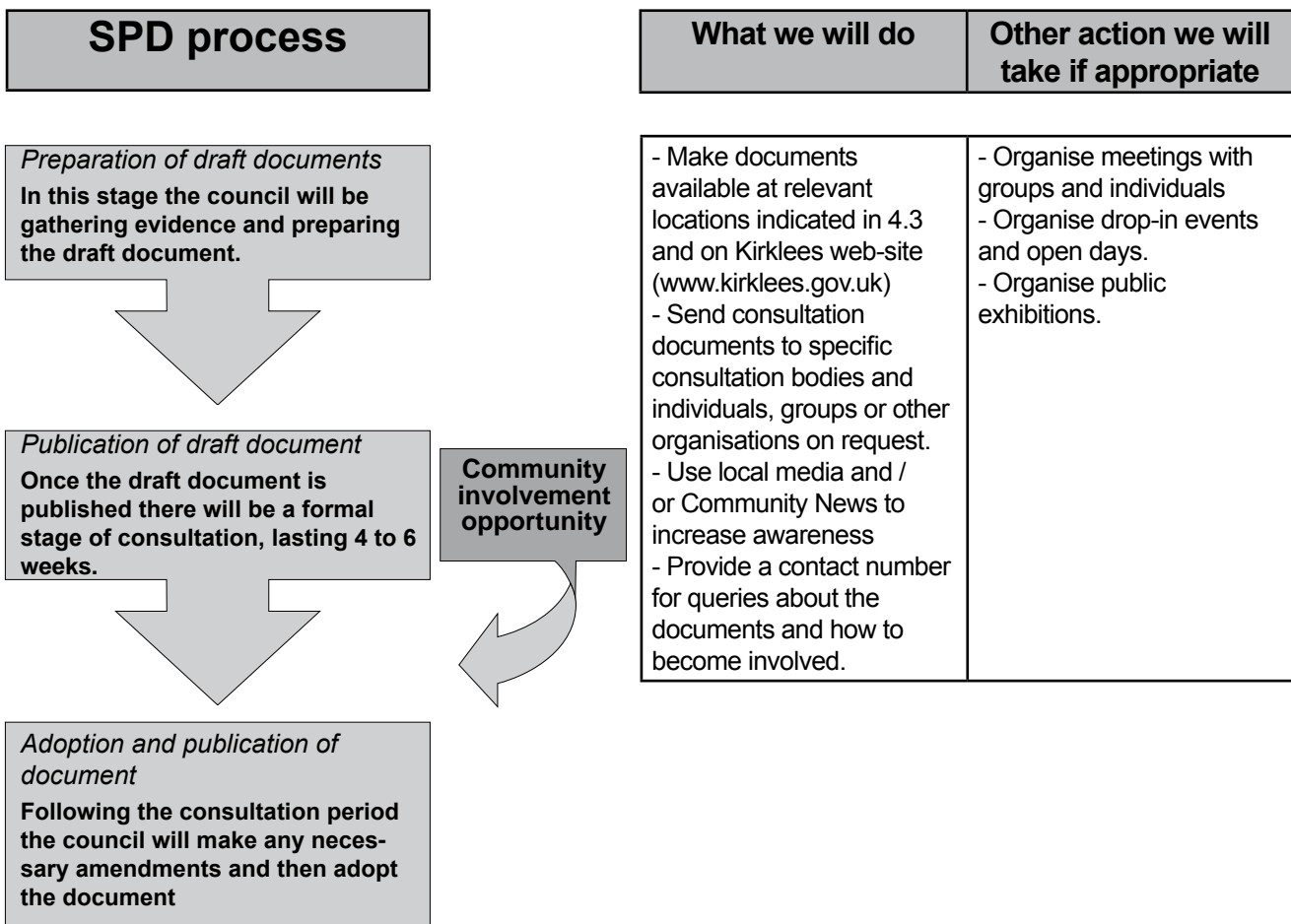


Figure 4: Supplementary Planning Document (SPD) process.



4.3 Location of information

All current documents on the Local Development Framework (LDF) will be available for inspection during normal office hours at:

- The Planning Department, Civic Centre 3, Huddersfield
- Town Halls and Kirklees Information Points

All current LDF documents will also be available on the LDF website www.kirklees.gov.uk/ldf.



All consultation material relating to Development Plan Documents (DPDs) will be available at these locations for:

- the full six week consultation period at the preferred options and submission stages
- the full four to six weeks during the draft consultation period for Supplementary Planning Documents (SPDs).

4.4 What you can expect to happen after you have made comments

When you send a comment to the council at the issues and options and preferred options stages of DPD preparation and the draft SPD stage, you can expect the following:

- We will acknowledge receipt of your comments.
- We will make available a summary report of the consultation responses.
- We will make available a summary report on changes made at each stage.
- We will provide advice and guidance on how to become involved in the next stage.

If necessary we will contact groups and individuals to clarify their comments, offer mediation between groups with conflicting views and follow up requests for further discussions from people who have made comments.

All consultation responses will be taken into account by the council when assessing the merits of development proposals.

We will make the reports and guidance available on the council's website, www.kirklees.gov.uk, at the locations indicated in 4.3 and by contacting the Planning Service on 01484 221627.

At the DPD submission stage, once you have made a representation you can expect;

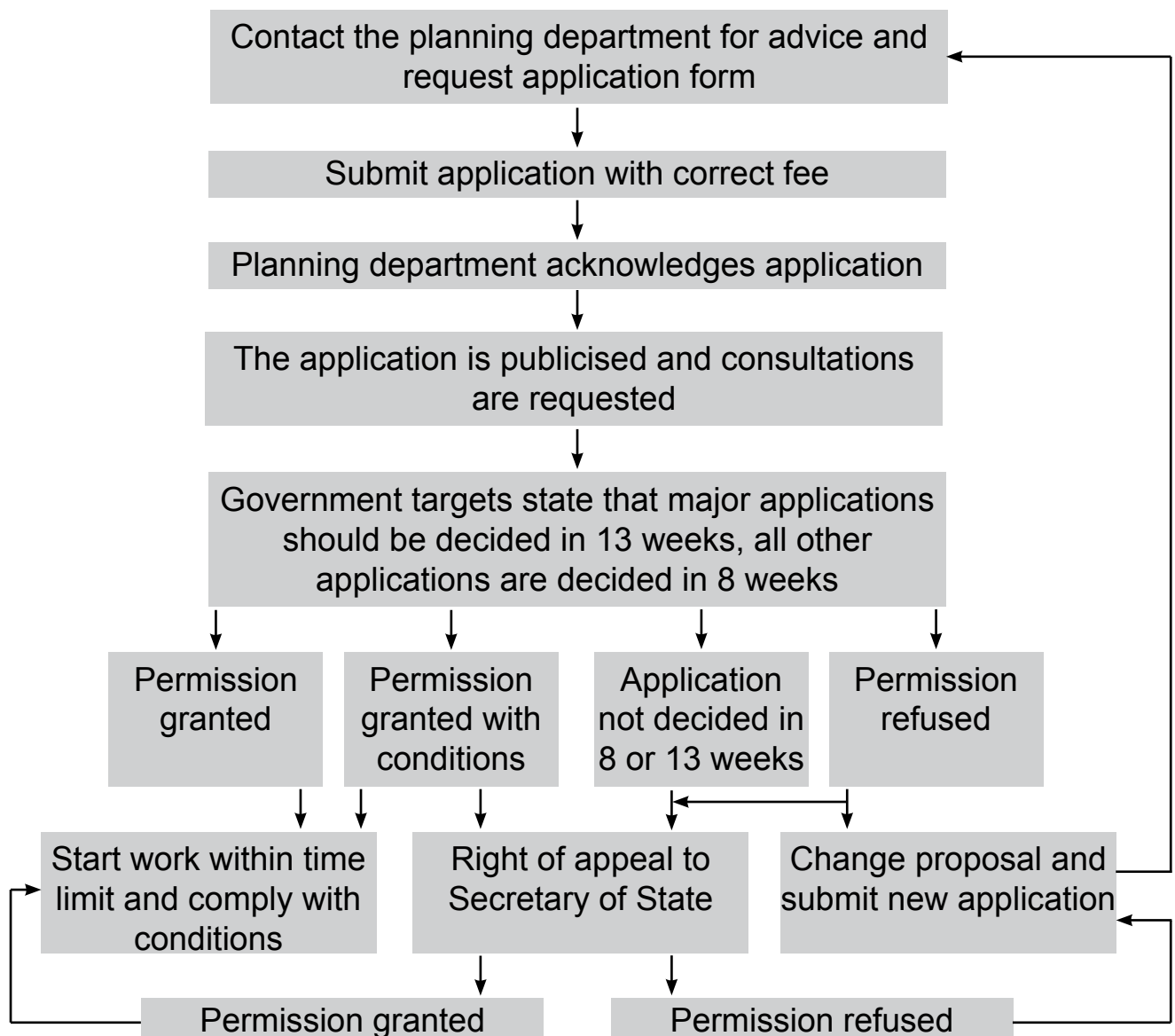
- Formal acknowledgement of your comments.
- Information on how to become involved in the examination process.
- Information on the outcome of the examination process

We will encourage people to use our official form to make comments during the LDF process. Please note that all comments made at any stage will be available for public inspection.

5 Planning applications

5.1 Our objective is to help people to become involved in considering planning applications through the planning application process. The process is shown in figure 5.

Figure 5: Planning application process





5.2 In the case of “Major Applications” (See Appendix 4) the council will use a ‘Development Team’ approach if requested by the applicant and will encourage prospective applicants to use this service. This co-ordinates guidance from all relevant services to help applicants through the application process.

The Development Team will provide advice and guidance to potential applicants before an application is submitted, throughout the application stage and after a decision has been made. We will provide reliable information to applicants, people who object and other interested parties.

For all other applications we have a dedicated enquiry team who provide advice and guidance to people before they submit an application. (see also section 5.8 for details of guidance leaflets available)

5.3 Consultation before planning applications are submitted

Major Applications - We value and encourage discussions with potential applicants before an application is submitted. These discussions provide advice and guidance to applicants, which can help to avoid unnecessary costs if an application is aborted and ensures that applications are submitted with enough relevant information to allow us to make a decision.

We encourage developers to carry out pre application consultations with the community and interested parties about their proposals before submitting a planning application. Even where the proposals will not be “Major Development”, developers should still consider the benefits of informing and consulting the local community. If requested we will advise on the people, groups and organisations that should be consulted. (Figure 1 provides guidance on options for consultation.)

We do not wish to be overly prescriptive about the required form of community consultation on individual development proposals. This will need to be tailored to the individual circumstances of sites and developments. However, we wish to be consulted on a programme for planned community involvement for individual sites.

The programme for community consultation on individual sites could typically include:

- Dates/times of consultation.
- Methods of consultation.
- Who is to be consulted and opportunities for on-going involvement.
- Feedback on consultation.
- How feedback will be addressed in development proposals.



When applicants submit a planning application with supporting information, we will also ask them to provide a statement describing the extent of community consultation undertaken, the outcome of the consultation, and any amendments made to the proposal as a result.

All other applications – we encourage all applicants to be open about their development proposals and to consult with neighbours and other interested parties. Details of these discussions should be included with applications where possible.

We will not reject a valid application because we disagree with the way in which an applicant has consulted the community or because there has been no consultation. However, failure by the applicant to consult could lead to objections being made which could affect and delay the processing of the application.

5.4 Consultation on planning applications

The Town and Country Planning General Development Procedure Order 1995 (GDPO) sets out how councils must publicise planning applications. This law says councils must either

- Post a site notice visible to the public or;
- Write to occupiers or owners of adjoining properties.

Additional publicity is required for some categories of planning application, which are defined in the General Development Procedure Order (GDPO) and for other types of application, such as listed building consent.

The council must publicise these applications by:

- Displaying a site notice in at least one place on or near the development site for at least 21 days and;
- Advertising in a local newspaper.

Depending on the type of development being proposed, the council has to consult those specific consultation bodies set out in Appendix 2.

All planning applications and reserved matters² submissions are publicised by one or more site notices. Where required by the General Development Procedure Order, we must also place a notice in a newspaper circulating in the local area. In addition where

² Reserved Matters Submission - details which may relate to the design, external appearance, siting, means of access and landscaping where outline planning permission has been granted.



applications are close to a residential property, we will deliver letters to houses that may be affected by the development. For applications for advertisement consent, we will only advertise them if they affect the setting of a listed building or conservation area.

If we receive amended or additional plans for an existing application, we may need to carry out further publicity depending on the significance of the changes or additions made.

Planning applications are available to be viewed on the council website. The application form, plans and supporting documents are normally available within 5 working days of the application being validated.

Unless we have made alternative arrangements (e.g. where web access only is required) each week we send a list of all applications received to town halls, parish councils, libraries, Kirklees Information Points and the local press. Anyone can comment on an application by letter, e-mail or using an online form on our website. These comments should be made during the 21 days advertising period. Bodies such as English Nature will be allowed a longer period of time to comment on applications where this is prescribed by legislation.

The council runs an Access Group, which meets every two weeks. The group comments on accessibility issues relating to non-domestic planning applications. This ensures that applicants consider access arrangements at an early stage and that proposals comply with Part M of the Building Regulations, Access to and Use of Buildings (2004 edition) and Planning and Access for Disabled People: A Good Practice Guide (2003). You can view these documents on the Department for Communities and Local Government (DCLG) website (www.communities.gov.uk).

5.5 What happens to your comments?

We take into account all written comments received on a planning application which relate to planning issues, such as access, visual amenity and effect on trees when making a decision. We will consider the comments received when assessing the acceptability of an application. We will also acknowledge receipt of a comment if a self-addressed enveloped is included with a letter. We keep comments on file and the public can contact us to view these.

5.6 Decisions on planning applications

The council's Delegation Agreement allows decisions on most planning applications to be delegated to senior officers. However, some categories of application are reported to Planning Sub Committee because of their size, nature or at the request of ward councillors.

The council has two Planning Sub Committees, which meet every four weeks. The sub committee for the Heavy Woollen Area normally meets at Dewsbury or Batley Town Hall and the sub committee for the Huddersfield Area meets at Huddersfield Town Hall. The public can attend sub committee meetings to observe how planning decisions are made.

People can speak about an application at a sub committee but must comply with the guidance notes for public speaking at committee. You can read this guidance on our website at www.kirklees.gov.uk/planning

5.7 After the council has made its decision

Each week we send a list of all applications, which the committee has decided upon to town halls, parish councils, libraries, Kirklees Information Points, the local press, and also publish these on the council's website. We will also inform those who have made written comments on applications of the decision either by letter or by an advertisement in a newspaper distributed in the area.

5.8 Further information

As part of the council's plan to make greater use of new communications technology, we intend to use our website and other channels to reach and involve more people in decisions about planning applications. Applications can already be made and viewed online. This will ensure that details of applications are more widely available to people with internet access at home and through public computers in the proposed Library and Information Centres.

We have produced leaflets and a guide explaining the planning process. These are:

- How we deal with planning applications
- Making your views known on planning proposals in Kirklees
- Appealing against the council's decision on a planning application
- Advice for Development pack

Contact us for copies of these and further documents or visit our website at www.kirklees.gov.uk/planning



6 Managing community involvement

When we consider the different ways we can involve people in the planning process, we must also take into account how much this will cost and any other impact on our resources.

6.1 Resources

Staff Resources – We will use employees of the council’s Planning Service to involve communities in planning decisions, with help from other council services when relevant or available. The Planning Service has two Planning Liaison Officers whose role is to encourage greater public involvement in the planning process.

To ensure best use of staff resources corporately the council has developed a consultation database. This allows services to collaborate on consultation projects, to utilise established consultation mechanisms rather than set surveys specifically for each consultation, to share staff between consultation projects and to prevent too much consultation work taking place in communities (called ‘consultation fatigue’). You can view the council’s consultation database on our website at www.kirklees.gov.uk

Partnership working – We will also work with Kirklees Partnership to increase the effectiveness of consultation. A representative of the Kirklees Partnership is on the LDF steering group.

Working with Planning Aid – We have a commitment from Yorkshire Planning Aid to assist with our efforts to consult effectively with ‘hard to reach’ groups.

Use of consultants – We will also consider the use of consultants to provide specialist services where necessary.

Budget provision - provision has been made for £50k per annum for 2005/6 to 2007/8 inclusive, to fund community involvement in the LDF. Provision has also been made to increase the capacity of the Development Team to improve the pre application process.

6.2 Timetable for community involvement

The Local Development Scheme (LDS), which is the three-year project plan for the Local Development Framework (LDF), sets out when each document is likely to be ready for consultation (Appendix 3). You can view the full document on our website at www.kirklees.gov.uk/ldf or by visiting any of the locations where information on the LDF is available (see 4.3).



6.3 Monitoring and Review

After LDF consultation events, we will distribute evaluation forms to respondents to find out how effective our consultation methods were and what improvements people think we should make.

We will also monitor consultation carried out by developers seeking verification that consultation activities were carried out and evaluate their adequacy against the council's framework for community engagement.

We will report on the effectiveness of the SCI in the Annual Monitoring Report (AMR), which is part of the LDF process. Where it is clear that there are deficiencies we will propose changes to the SCI.

In addition, we may review parts of the SCI if we receive complaints about the way we carry out consultation. A complete review of the SCI may be required if:

- the consultation methods do not successfully involve people in the Local Development Framework process;
- there are any major problems with our consultation methods for planning applications;
- there are changes in legislation.

When the LDS (Appendix 3) is reviewed we will consider the need to programme a review of the SCI based on the outcome of monitoring.

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Appendix 1 - Glossary

AAP	- Area Action Plans - A type of Development Plan document focused upon a specific location or an area subject to conservation or significant change (for example major regeneration).
Adoption	- The final confirmation of a development plan or Local Development Document status by a local planning authority.
AMR	- Annual Monitoring Report - A report submitted to the government by local planning authorities or regional planning bodies assessing progress with and the effectiveness of a Local Development Framework.
BME	- Black and Minority Ethnic Communities.
DPD	- Development Plan Documents – Development Plan documents are prepared by local planning authorities and outline the key development goals of the Local Development Framework.
Examination	- An independent process by which formal objections made to a DPD at submission stage are considered by a Government Inspector.
Issues and Options	- The first consultation stage for the preparation of a DPD which will seek views on what issues need to be addressed and options needed to solve them.
LDD	- Local Development Document – These include Development Plan Documents (which form part of the statutory development plan) and Supplementary Planning Documents (which do not form part of the statutory development plan).
LDF	- Local Development Framework – A portfolio of documents that will be used to make decisions on proposed development over the next 10 years. These will determine where and what new development will be permitted in the district. The portfolio will be made up of Development Plan Documents, Supplementary Planning Documents and the Statement of Community Involvement.
LDS	- Local Development Scheme (LDS) - The local planning authority's time-scaled programme for the preparation of Local Development Documents that must be agreed with government and reviewed every year.
LSP	- A Local Strategic Partnership (LSP) - An overall partnership of people that brings together organisations from the public, private, community and voluntary sector within a local authority area, with the objective of improving people's quality of life.
Preferred Options	- The second consultation stage for the preparation of a DPD which will seek views on the council's favoured policies and proposals. It will also explain how the council arrived at their conclusions and give reasons for options not pursued.

Relevant Authority	- A Local Planning Authority, County Council or Parish Council.
RSS	- Regional Spatial Strategy - A strategy for how a region should look in 15 to 20 years time and possibly longer. The Regional Spatial Strategy identifies the scale and distribution of new housing in the region, indicates areas for regeneration, expansion or sub-regional planning and specifies priorities for the environment, transport, infrastructure, economic development, agriculture, minerals and waste treatment and disposal.
Saved UDP Policies	- Policies within unitary development plans that are saved for a time period during replacement production of Local Development Documents.
Secretary of State	- The minister in central government in charge of a particular area of activity.
SPD	- Supplementary Planning Documents - a Local Development Document that may cover a range of issues, thematic or site specific, and provides further detail of policies and proposals in a `parent` Development Plan Document.
Specific Consultation Bodies / Statutory Bodies	- These are government appointed bodies that must be consulted on development plans and planning applications on matters affecting the public interest.
SA	- Sustainability Appraisal - An appraisal of the economic, environmental and social effects of a plan from the outset of the preparation process to allow decisions to be made that accord with sustainable development.
SEA	- Strategic Environmental Assessment - Formal process to anticipate the likely significant environmental effects (including cumulative environmental effects) of implementing a plan and its reasonable alternatives with a view to avoiding, reducing or offsetting any negative impacts.
Submission	- This is the stage where the relevant policy document is submitted to the Secretary of State for independent examination by a planning inspector appointed by the government.
UDP	- Unitary Development Plan - An old-style development plan prepared by a metropolitan district and some unitary local authorities, which contains policies equivalent to those in both a structure plan and local plan. These plans will continue to operate for a time after the commencement of the new development plan system, by virtue of specific transitional provisions.

Appendix 2 - LDF consultees

Specific consultation bodies

- Regional Planning Body
- Relevant authorities any part of whose area is in or adjoins the area of the local planning authority, these include parish and town councils
- The Countryside Agency
- The Environment Agency
- The Highways Agency
- The Historic Buildings and Monuments Commission for England
- English Nature
- The Strategic Rail Authority
- Relevant Primary Care Trusts
- Regional Development Agency
- Relevant telecommunications companies (Mobile Operators Association, British Telecom, NTL)
- Strategic Health Authority
- Relevant electricity companies
- Relevant gas companies
- Relevant sewerage undertakers
- Relevant water undertakers

Government departments

- Government Office for Yorkshire and the Humber
- Other Government departments to be consulted where appropriate:
 - Home Office
 - 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 of Trade and Industry (through Government Offices)
 - Ministry of Defence
 - Department of Work and Pensions
 - Department of Constitutional Affairs
 - Department for Culture, Media and Sport



- Office of Government Commerce (Property Advisers to the Civil Estate)
- The Countryside Agency

General Consultation Bodies

These 'general' consultation bodies are identified in the Town and Country Planning (Local Development) (England) Regulations 2004. They will be consulted if a Local Development Document is likely to affect them. They include:

- Voluntary organisations, where some or all of their activities benefit any part of Kirklees.
- Bodies representing the interests of the following in the authority's area:
 - Different racial, ethnic or national groups
 - Different religious groups
 - Disabled persons
 - Persons carrying out business

Other Consultees

Where appropriate, we will consult the following organisations when we prepare Local Development Documents:

- Age Concern
- Airport Operators
- 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 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
- Disability Rights Commission
- Disabled Persons Transport Advisory Committee
- Electricity, Gas and Telecommunications Undertakers, and the National Grid Company
- Environmental Services Association
- 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
 - Wildlife Trusts
- Equal Opportunities Commission
- Fire and Rescue Services
- Forestry Commission
- Freight Transport Association
- 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 Authorities
 - Local Transport Operators
 - Local Race Equality Councils and other local equality groups
- National Playing Fields Associations
- Network Rail
- Passenger Transport Authorities
- Passenger Transport Executives
- Police Architectural Liaison Officers / Crime Prevention Design Advisors
- Port Operators
- Quarry Products Association
- Rail Companies and the Rail Freight Group
- Regional Development Agencies



- Regional Housing Boards
- Regional Sports Boards
- Road Haulage Association
- Royal Mail Property Holdings
- Sport England
- The House Builders Federation
- Traveller Law Reform Coalition
- Water Companies
- West Yorkshire Archaeology Advisory Service
- Women's National Commission

This list is not exhaustive and also relates to successor bodies where re-organisation occur.

Appendix 4 – Major applications

Major planning applications are defined in the Town and Country Planning Order (1995) as the following:

- Any development involving the winning and working of minerals or the use of the land for mineral-working deposits;
- Waste development;
- A residential development for 10 or more dwellings;
- Residential development on a site of 0.5 hectares or more;
- Development involving a building(s) with a floorspace of 1,000 square metres or more; or
- Any other development on a site of 1 hectare or more.

The area of a site is defined as the area directly involved in some aspect of the development. Normally this will be the area outlined on the plan included with the application form. Surrounding land owned by the applicant, but not directly affected by the proposed development, should not be included, nor should any part of an adjoining road. If the area involved in a development is split into two parts by a classified road it should still be considered as one site. The area occupied by the road should not be included in the site area.

The floor space of a building is defined as the sum of the floor area within the building, measured externally to the external wall faces at each level. Basement car parks, rooftop plant rooms, caretakers' flats etc. should be included in the floorspace figure.

Where a major development is subject to a change of use application it should be coded as a major development, not as a change of use. The use category will be determined by the 'end use' of the proposed change. For example, if the application was to convert a warehouse into 12 flats (and where the building or engineering work would be permitted development were it not for the fact that the development involved a change of use) the application should be coded as 'major residential'.



LOCAL DEVELOPMENT FRAMEWORK

Locations of Local Development Framework Documents for Public Viewing

- 1 Cleckheaton Cash & Information Office**
Cleckheaton Town Hall
Bradford Road, Cleckheaton, BD19 3RH
Tel: 01274 335030
- 2 Birstall Kirklees Information Point**
Market Street, Birstall, WF17 9EN
Tel: 01924 326227
- 3 Batley Cash & Information Office**
Batley Town Hall
Market Place, Batley, WF17 5DA
Tel: 01924 326050
- 4 Heckmondwike Cash & Information Office**
Oldfield Lane, Heckmondwike, WF16 0JH
Tel: 01924 325620
- 5 Dewsbury Cash and Information Office**
Dewsbury Town Hall
Town Hall Way, Dewsbury, WF12 8DG
Tel: 01924 324516
- 6 Mirfield Library**
Huddersfield Road, Mirfield, WF14 8BA
Tel: 01924 326470
- 7 Huddersfield Civic Centre III
Planning Service, PO Box B93, Civic Centre III,
Huddersfield**
Tel: 01484 221627
- 8 Skelmanthorpe Library & Information Centre, Council
Offices**
24 Commercial Road, Skelmanthorpe, HD8 9DA
Tel: 01484 222953
- 9 Holmfirth Library**
Huddersfield Road, Holmfirth, HD9 3JP
Tel: 01484 222430
- 10 Meltham Library & Information Centre**
Huddersfield Road, Meltham, HD9 4AG
Tel: 01484 222606
- 11 Marsden Information Point**
20 - 26 Peel Street, Marsden, HD7 6BW
Tel: 01484 845595

