

## ENVIRONMENTAL AND PLANNING REVIEW COMMITTEE

### AGENDA

Meeting to be held in the Civic Centre (Committee Room No. 1)  
on Monday, 18<sup>th</sup> September, 2006 at 5.30 p.m.

ITEM		PAGE
1.	<b>Apologies for Absence</b>	
2.	<b>Minutes of the last Meeting of the Committee held on 17<sup>th</sup> July, 2006</b>  (Copy herewith).	1
3.	<b>Declarations of Interest (Including Whipping Declarations)</b>	
4.	<b>Decriminalised Parking Enforcement – Action Plan Update</b>  Report of the City Solicitor and the Director of Development and Regeneration (copy to follow).	
5.	<b>Queen Alexandra Bridge Major Refurbishment</b>  Report of the City Solicitor and Director of Development and Regeneration (copy herewith).	6
6.	<b>Study into the Council's Approach to Carbon Management – Carbon Management Programme</b>  Report of the Director of Development and Regeneration and the City Solicitor (copy herewith).	7

**This information can be made available on request in other languages.  
If you require this, please telephone 0191 553 1059**

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|-----|---|----|
| 7.  | <b>Sunderland Energy Efficiency Programme 2006-2008</b>   | 9  |
|     | Report of the Director of Development and Regeneration (copy herewith).   |    |
| 8.  | <b>Study into Carbon Management – Committee Visits</b>  | 17 |
|     | Report of the City Solicitor and Director of Development and Regeneration (copy herewith).  |    |
| 9.  | <b>Reference from Cabinet 13<sup>th</sup> September, 2006<br/>Sunderland City Council LDF – Statement of<br/>Community Involvement – Adoption</b> | 19 |
|     | Report of the City Solicitor (copy herewith).   |    |
| 10. | <b>Streetscene – Update</b>   |    |
|     | Report of the Director of Community and Cultural Services (copy to follow).   |    |

R.C. RAYNER,  
City Solicitor.

Civic Centre,  
SUNDERLAND

8<sup>th</sup> September, 2006

**At a meeting of the ENVIRONMENTAL AND PLANNING REVIEW COMMITTEE  
held in the CIVIC CENTRE on MONDAY, 17<sup>TH</sup> JULY, 2006 at 5.30 p.m.**

**Present:-**

Councillor Blackburn in the Chair

Councillors Dixon, Fletcher, Higgins, Paul Maddison, Tye, Wares, Whalen and Wood.

**Also Present:-**

Councillor Lawson - Portfolio Holder for Planning and Transportation  
Councillor Rolph - Portfolio Holder for Neighbourhood and Street Services

**Apologies for Absence**

Apologies for absence were submitted to the meeting on behalf of Councillors C.R. Anderson, MacKnight and L. Scott.

**Minutes of the Last Meeting**

With regard to page 4 of the minutes, Mr. High advised that the response to Councillor MacKnight should state that an investigation could not be carried out until issues were resolved with Single Status and then the capacity for it could be looked at.

1. RESOLVED that the minutes of the last meeting of the Committee held on 19<sup>th</sup> June, 2006 (copy circulated) be confirmed and signed as a correct record.

**Declarations of Interest (Including Whipping Declarations)**

Item 4 - HiTrans – High Quality Public Transport

Councillor Wood declared a personal interest in the above item as a Member of the Passenger Transport Authority (PTA).

## Item 7 - Allocation of Additional Funds for Highway Maintenance

Councillors Blackburn, Higgins and Wares declared a personal interest in the above item as Council appointed representatives of the Sunderland Housing Group Limited.

### **HiTrans – High Quality Public Transport**

The Director of Development and Regeneration and the City Solicitor submitted a joint report (copy circulated) detailing for Members the outcome of the HiTrans (High Quality Public Transport) project, into the development of public transport systems in a medium sized city.

(For copy report – see original minutes).

Mr. Clive Greenwood, Senior Planner, presented the Committee with a 10 minute DVD of the promotional film, that was one of the outcomes of the project.

Following the film, Mr. Greenwood clarified that although it stated that Sunderland would be concentrating all its efforts on bus networks, it had failed to mention the work going into considering new stock for the Metro service, which could include a tram-to-train as a possibility.

Councillor Whalen felt this was a good project and welcomed it and asked how this had been an unique opportunity to forge partnerships. Mr. Greenwood advised that this referred to working in collaboration, nationally with other cities. He said that this had been a fantastic opportunity for all to share thoughts and views and work towards getting decisions made. He also informed Members that the project was being promoted as part of North East in Europe and highlighted as best practice for the North of England.

The Chair sought clarification on the definition of a 'medium' sized city and how Sunderland compared with the other cities involved. Mr. Greenwood explained that a medium sized city was one which had a population between 100,000 and 500,000. Sunderland falls almost in the middle with a population of 280,000. He informed the Committee that Edinburgh had been nearer the top of the scale, whilst Helsingborg had been one of the smaller.

The Chair asked if there were any plans for future projects and was told that there were discussions over a HiTrans2 ongoing.

Councillor Wood queried what differences could be seen as a part of the project and was informed it had allowed for better internal networking which would benefit colleagues and help to share best practice. Mr. Greenwood explained it would also help in improving access for all and social inclusion by applying the principles in the 5 best practice guides produced.



Councillor Wares stated that the film and suggestions from it had been impressive but queried what benefit Sunderland would get from being involved. Mr. Greenwood informed Members that the partners were looking at some similar aspects such as involving the public and seeking their views. He also advised that they would be looking at the Metro and bus network services to see how they could link to better provide public transport to retail centres and remote villages.

The Chairman thanked Mr. Greenwood for his report and presentation, and it was:-

2. RESOLVED that the information be received and noted.

### **Study into the Council's Approach to Carbon Management – Baseline Position**

The Director of Development and Regeneration and the City Solicitor submitted a joint report (copy circulated) which set out the baseline position for the Committee for their study into the Council's approach to Carbon Management.

(For copy report – see original minutes).

Kathryn Warrington, Sustainable Development Assistant, gave a presentation to Members detailing the Council's Carbon Management Programme and its objectives and outcomes.

(For copy report – see original minutes).

Councillor Maddison asked if Elected Members were included within the staff travel to work data and was informed not at present but this could be looked at, to include at a future stage.

The Chairman thanked Ms. Warrington for the report and presentation, and it was:-

3. RESOLVED that the information be received and noted.

### **Remit and Scope of Study into Carbon Management**

The City Solicitor and the Director of Development and Regeneration submitted a joint report (copy circulated) which set out the remit and scope of the Committee's study into carbon management and asked Members to establish a draft programme, outlining various techniques and methods for gathering evidence.

(For copy report – see original minutes).

Councillor Wood referred to the direct consultation with community groups and members of the community and expressed concerns over which groups the Committee could and would target. He agreed people would have views to express which would be helpful to the study and asked if written information could be sought to help Members understand the public view. Mr. Diamond advised that there would be an article in a future edition of Sunrise which encourages public participation and

involvement and seeks views on the issues. He also informed Members that work was ongoing looking at ways to increase community engagement.

In response to a query from Councillor Maddison, Mr. Diamond confirmed that the Council website was used and at present the Scrutiny pages were being updated and will be given a higher profile in the future.

Following discussion of the item, it was:-

4. RESOLVED that:-

- (i) the report be received and noted; and
- (ii) the proposals, remit and objectives of the study, as set out in the report, be agreed.

### **Allocation of Additional Funds for Highway Maintenance**

The Director of Development and Regeneration submitted a report (copy circulated) which updated Members on the proposed works for 2006/2007 and on the spend profile of footway and carriageway works for 2005/06 and 2006/07.

(For copy report – see original minutes).

Andy Morris, Head of Transport and Engineering, advised that this was a standard report the Committee had received in previous years. He informed the Members that works were prioritised on treating the highways that were considered most at risk.

In relation to page 27 the Chairman requested that the Committee be provided with some more photographs of the areas, once works had been completed, as it would be useful for Members to see the impact it had.

In response to a query from Councillor Wood, Mr. Tim Smith, Senior Project Engineer, informed him that unfortunately the works on Tunstall Road would have to be put on hold until Northumbrian Water had completed works in that area.

Councillor Wood sought clarification on what works were planned for the areas shown (p.27) in the report and was advised by Mr. Morris that areas would be upgraded and safety measures installed to reduce risk of harm. He informed the Committee that the £400,000 in additional funding would be used on areas of higher risk of accidents/trips, etc. to help reduce liabilities on the Council and improve safety in the areas.

Having discussed the report, it was:-

5. RESOLVED that:-

- (i) the information be received and noted; and

- (ii) that photographs of completed works be provided to the Committee.

### **Proposed Visit to Joe's Pond**

The City Solicitor and the Director of Development and Regeneration submitted a joint report (copy circulated) asking Members to consider a date to visit Joe's Pond to view the condition and maintenance of the area.

(For copy report – see original minutes).

Mr. Keith Hamilton, Deputy Manager Landscape and Reclamation, gave Members a general overview of the area and the actions which were being undertaken to try and secure funding to improve the environment. He advised Members that the Council were working with Durham Wildlife Trust, as an 'expert friend', to help deal with the issues and find a suitable way forward.

Councillor Maddison queried the wildlife at the pond and was informed that there was a range of aquatic birds, as well as a dragonfly population, southern hawkers, amphibians and a strong collection of trees.

The Chairman suggested that Member's may wish to include a visit to view the progress of the Southern Radial Route.

Upon discussion, it was:-

6. RESOLVED that a site visit to the Southern Radial Route and Joe's Pond be arranged for 14<sup>th</sup> September, 2006.

The Chair closed the meeting having thanked Members and Officers for their attendance.

(Signed) J. BLACKBURN,  
Chairman.

ENVIRONMENTAL AND PLANNING REVIEW  
COMMITTEE

18 SEPTEMBER 2006

REPORT OF THE DIRECTOR OF DEVELOPMENT AND REGENERATION AND THE CITY  
SOLICITOR

## DECriminalISED PARKING ENFORCEMENT – ACTION PLAN UPDATE

**1.0 PURPOSE OF THE REPORT**

This report is to inform the Committee of the progress made with regard to the action plan developed from the post implementation review of the Council's Decriminalised Parking Enforcement (DPE) regime.

**2.0 BACKGROUND**

2.1 Members will recall previous reports on the progress made in the implementation of measures to remedy deficiencies in the Decriminalised Parking Enforcement (DPE) regime.

2.2 The action plan addresses all the recommendations made as a result of the post implementation review of the DPE regime.

2.3 The Committee has been previously advised of the staffing difficulties within the Transport and Engineering Service in general and the Traffic, Parking and Road Safety section in particular.

Applications have been received for the posts of Manager and Deputy Manager within the section and the recruitment process is progressing.

2.4 Despite the staffing difficulties progress has continued in implementing the recommendations contained in the action plan appended hereto.

**3.0 ACTION PLAN AND PROGRESS**

3.1 There are twenty four recommendations in the plan, with timescales and responsibilities identified, together with comments on the action to date.

3.2 Progress has been achieved in the development of procedures for the introduction of TRO's and the implementation of schemes.

3.3 These procedures are being progressively reviewed and refined, however the resource issue continues to hamper more extensive implementation.

3.4 Whilst the foregoing begins to address some of the management and systemic deficiencies in the process, the fundamental requirement of signs and markings to be correctly aligned with the Traffic Regulation Orders has received more focused attention.

3.5 Significant progress has been made in this on-site validation process, to the extent that engineering and legal staff are for the validated areas now in a position to consider introducing a new consolidation order.

3.6 The remaining areas will continue to be subject to rigorous checking, and this may result in the need for additional consolidation orders.

#### **4.0 RECOMMENDATIONS**

4.1 The Committee is recommended to consider and note the contents of this report.

#### **5.0 BACKGROUND PAPERS**

5.1 Joint meeting of the Policy and Co-ordination Review Committee and the Environmental and Planning Review Committee 26 January 2006.

5.2 Environmental and Planning Review Committee 12 December 2005.

5.3 Environmental and Planning Review Committee 20 June 2006

## DPE ACTION PLAN – PROJECT BOARD MONDAY 11th September 2006

<b>No.</b>	<b><u>Recommendations</u></b>	<b><u>Action</u></b>	<b><u>Target Date</u></b>	<b><u>Progress</u></b>	<b><u>Responsible</u></b>	<b><u>Comments</u></b>
1	<p>The system for the handling of requests for schemes and tracking of progress be revised and controls introduced to ensure compliance. Once agreed this system should be formally documented.</p>	<p>The existing spreadsheet system is to be reviewed to determine whether it allows for the efficient and effective management of processing and tracking of requests. Any deficiencies identified and improvement action agreed.</p> <p>Consider how best to deal with telephone requests and acknowledgements including the recording of data on spreadsheet system</p> <p>System used for this work is to be documented (including procedures for management review to ensure compliance). Staff are to be briefed on the requirements of the procedure.</p> <p>Written service standards will be developed in relation to the processing of requests (e.g. response times) accompanied by appropriate performance management arrangements.</p>	<p>19 May 2006</p> <p>19 May 2006</p> <p>16 June 2006</p> <p>30 June 2006</p>	<p>Complete</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p><b>Head of Transport and Engineering/ Manager</b></p> <p><b>Head of Transport and Engineering/ Manager</b></p> <p><b>Head of Transport and Engineering/ Manager</b></p> <p><b>Head of Transport and Engineering/ Manager</b></p>	<p>The review of the existing system has concluded that improvements can be made.</p> <p>Telephone requests for service are recorded within the system. New systems are being trialled.</p> <p>Availability of management resource is affecting the implementation of all of the systems described in this action.</p> <p>Draft procedures have been documented and will be introduced.</p>
2	<p>Pending completion of the above improvements, the existing records should be reviewed to determine the position for live requests.</p>	<p>Current spreadsheet to be reviewed to determine the position for cases where no acknowledgement or no full response date has been recorded. If any cases are found where no response has been issued, the Traffic, Parking and Road Safety Manager will consider the appropriate action to take.</p> <p>The schemes with merit will be reviewed on a quarterly basis and the list will be revised / updated as necessary in consultation with Director of</p>	<p>30 Sept 2006</p>	<p>Ongoing</p> <p>Ongoing</p>	<p><b>Manager</b> in consultation with Head of Transport and Engineering</p>	<p>To be completed within the target date.</p> <p>The first review will be in October 2006-</p>

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		Development and Regeneration and Portfolio Holder as appropriate.				
3	A conclusion be reached as to whether computerisation of part or all of the process would improve efficiency and effectiveness.		30 <sup>th</sup> June 2006	Ongoing	<b>Head of Transport and Engineering</b>	Several systems are currently in use. Any refinements will be considered in conjunction with the work identified in recommendation 1
4	The system for making, logging, referencing and storing of TRO's, and the system for the retention of supporting documentation, be revised in line with good practice, incorporating suitable controls to ensure compliance with the Regulations in all cases. Once agreed this system should be formally documented.	Models operated by other Authorities to be researched to identify good practice. Once agreed, the optimal solution will be implemented	30 Sept 2006	<b>Complete/Ongoing</b>	<b>Head of Transport and Engineering / Assistant City Solicitor</b>	All original TROs are now stored in the Deeds rooms and copies have been provided to Engineering staff. There has been a limited response from other Authorities with regard to existing procedures.  To date only one helpful response has been received. Sunderland City Council will continue to develop and refine processes and procedures.  Identification of best practice across this service area will continue. The current system is documented by virtue of the cross directorate procedure document,

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		<p>In the interim, the current system (spanning both the Traffic Team and Legal Services) will be evidenced, any weaknesses addressed (including formal communication arrangements) and staff briefed on the requirements. Enhanced quality assurance arrangements (including checklists and increased supervision) will be put in place to ensure compliance with the written procedures.</p>	9 June 2006	Complete/Ongoing		<p>which has been drafted and is in the process of review.            Within the Directorate a notification of TRO has been formalized.            A checklist identifying milestones in the TRO process has been prepared. A spreadsheet has been developed listing the progress of new TRO's and is used as a monitoring document at liaison meetings.(</p>
5	<p>Improved communication arrangements between the Development and Regeneration Directorate and City Solicitor's Department should be developed</p>	<p>Monthly liaison meetings to occur between the Traffic Team, Parking Team and Legal Services with a standing agenda.</p>	28 April 2006	Complete	<p><b>Head of Transport and Engineering /</b>            Assistant City Solicitor</p>	<p>Liaison meetings are taking place and will be programmed accordingly.            All amendments /clarifications will be discussed in detail between Traffic and</p>



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		<p>Opportunities for developing team working skills and behaviours between Traffic, Parking and Legal staff with TRO responsibilities are to be explored.</p>	26 May 2006	complete/on going	<p><b>Head of Transport and Engineering / Assistant City Solicitor / Corporate Head of Personnel</b></p>	<p>Legal staff prior to formal advertisement.</p> <p>A course for writing TRO's has been attended by representatives from Traffic and Legal. This is an area of continuing development and improvement and will be on going.</p>
6	<p>The potential impact, if any, of the areas of non-compliance should be identified and any necessary action taken.</p>	<p>The areas of non compliance are to be considered in detail and remedial actions taken where appropriate.</p>	14 July 2006	On going	<p><b>Assistant City Solicitor and Head of Transport and Engineering</b></p>	<p>As part of this consultants have undertaken surveys of the TRO's across the City. This will allow for any clarifications or amendments to existing orders to be made.</p> <p>A further review of TRO's across the City is ongoing with a projected completion date of November 2006.</p>
7	<p>The computerised system for the recording of TROs be kept up to date or an alternative IT solution developed and maintained.</p>	<p>Park Map to be updated with consolidation order and amendment order.</p>	24 Feb 2006	Complete/On going	<p><b>Head of Transport and Engineering</b></p>	<p>Consultants have been used to update the Parkmap system with the schedules included within the 2003 Consolidation Order and 2006 Amendment Order. A process of verification is programmed.</p>

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		<p>The effectiveness and functionality of Park Map is to be reviewed against alternative ICT solutions.</p>	<p>1 July 2006</p>	<p>On going</p>	<p><b>Head of Transport and Engineering / Assistant City Solicitor</b></p>	<p>Training in the use of Parkmap has been given by the software supplier Buchanan. D&amp;R have reviewed Parkmap and approved the system. An order has been placed with Buchanan's for an upgrade to a networked system. The system is now networked.</p>
<p>8</p>	<p>The responsibility for ensuring that the lines and signs placed on site, in respect of new TRO's, is held by the Traffic, Parking and Road Safety Section and that appropriate arrangements are developed to meet that responsibility.</p>	<p>Current organisational arrangements are being reviewed in order to address this recommendation.</p> <p>Implement new organisational arrangements along with protocol for signing off TRO signing and lining prior to enforcement</p>	<p>28 April 2006</p> <p>28 July 2006</p>	<p><b>Completed</b></p> <p><b>Ongoing</b></p>	<p><b>Head of Transport and Engineering</b></p> <p><b>Head of Transport and Engineering</b></p>	<p>Current organisational arrangements have been examined this suggests that organisational changes may be necessary and changes will be subject to reports to the appropriate Committee.</p> <p>Any resultant establishment change will be subject to approval and the ability to attract suitably qualified and experienced personnel.</p>

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						<p>Current practice is being developed into new written procedures.</p> <p>The draft procedures are being introduced and refined with experience. Reference Recommendation 1.</p> <p>The staffing issues within the section remain unchanged.</p> <p>Notwithstanding this situation significant progress has been made. As reported in Recommendation 5 and 6.</p>
9	<p>Revised arrangements are introduced for the inspection and maintenance of lines and signs in relation to parking restrictions, considering the options for co-ordination with the other highways inspection and maintenance arrangements. The revised arrangements should be formally documented and agreed.</p>	<p>NCP instructed to carry out inspection of lines and signs as part of their patrolling. NCP to be provided with Training in order to undertake this role.</p> <p>Procedure for reporting problems, placing orders for remedial action and monitoring progress of works to be fully documented, including quality assurance to ensure compliance with the written procedures.</p> <p>Reports provided and checked as part of monthly invoice.</p>	<p>2 Feb 2006 26 May 2006 31 March 2006 1 April 2006</p>	<p>Complete Complete Complete Complete</p>	<p><b>Head of Transport and Engineering</b> <b>Head of Transport and Engineering</b> <b>Head of Transport and Engineering</b> <b>Head of Transport and Engineering</b></p>	<p>Procedure in place</p> <p>Procedure in place and any improvements in service will be subject to the ability to increase resources in this area.</p>

<b><u>No.</u></b>	<b><u>Recommendations</u></b>	<b><u>Action</u></b>	<b><u>Target Date</u></b>	<b><u>Progress</u></b>	<b><u>Responsible</u></b>	<b><u>Comments</u></b>
10	As a precaution, appropriate checks be made to ensure that formal project management arrangements are being operated throughout the Directorate.	A review of the current position is to be undertaken and the findings considered by the Directorate Management Team.  Reports to DMT on regular basis re project management arrangements in place and progress on key projects.	July 2006  31 March 2006	Complete  Ongoing	Director of Development and Regeneration  Director of Development and Regeneration	The current list of projects has been reviewed. Arrangements for the arranging of project management are being revised. DMT regularly discuss project management arrangements and progress on key projects.
11	The Council review the approach to drafting TROs and the level of description included, to one where the description is sufficient to illustrate to the public the nature of the restriction whilst not being unnecessarily specific, whilst still complying with the law.	Legal Services and the Traffic Team to agree the approach for the future.	7 July 2006	Complete	<b>Assistant City Solicitor / Manager,</b> Traffic, Parking and Road Safety and Parking Services Team Leader	Through team development working and liaison as set out in Recommendation 5 above this completed action will be kept under review.
12	Improved communication arrangements should be developed between the two areas.	Any actions required from this recommendation will be dealt with within Recommendation 5.				
13	Any future specifications should remove this potential ambiguity and this should also be formally clarified with NCP.	NCP to be formally written to clarify the current position regarding the specification.  Suitable amendments will be made to the specification at the next contract renewal.	4 Feb 2006  October 2010	Complete  Ongoing	Parking Services Team Leader  Parking Services Team Leader	Completed 5 April 2006  Any new contract will incorporate this and any other necessary changes

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14	The Council formally exercise this option as there is no cost implications and photographs are of valuable assistance at appeal.	Instructions to be issued to NCP.	4 Feb 2006	Complete	Parking Services Team Leader	Completed 5 April 2006
15	Information should be routinely provided on a monthly basis in order that the Council can assure itself that the staff deployed on the contract are appropriately training.	Instructions to be issued to NCP and added to Standing Agenda.	4 Feb 2006	Complete	Parking Services Team Leader	Completed 5 April 2006
16	The Council keep the NCP training material under review to ensure it is in line with legislation, the contract specification and Council policy.	Item to be included on the Standing Agenda with NCP NCP to be requested to submit significant variations to their training material to the Council for review. Council to issue to NCP any significant required changes to their training material to address changes to legislation etc. Annual formal review to be undertaken of the training materials.	4 Feb 2006 22 June 2006 March 2007	Complete On going/complete Complete	Head of Transport and Engineering Head of Transport and Engineering <b>Manager, Traffic, Parking and Road Safety</b> and Parking Services Team Leader	Completed 13 April 2006 Completed This review will be undertaken throughout the life of the contract.

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17	The warnings should be revised so that the nature of them is clear and so that there is no implication that a payment is required.	Instructions to be issued to NCP.  Checks are to be undertaken to ensure that warnings issued are in accordance with instructions issued.	31 March 2006  28 April 2006	Complete  Complete	Parking Services Team Leader  Parking Services Team Leader	As part of the monthly monitoring of the contract performance
18	A standard agenda be developed for these meetings to ensure key areas are covered.	An agreed Standing Agenda is to be developed and kept under review.	20 Feb 2006	Complete	Parking Services Team Leader / <b>Head of Transport and Engineering</b>	
19	The checks of monthly invoices expected to be undertaken should be documented.	The items to be identified and checked will be documented and review to ensure appropriateness of level of checking	26 May 2006	Complete	Parking Services Team Leader	As part of the monthly monitoring of the contract performance
20	That a written procedure should be drafted covering each stage of the recovery process including the identification of PCNs to be written off, obtaining the necessary approvals, and recording the sums as written off within the computer system.	Procedures to be refined and documented covering all issues and scenarios of PCN issue and debt recovery, to incorporate quality assurance to ensure that the written procedures are complied with.  These are to be agreed with Legal Services and Internal Audit	16 June 2006  30 June 2006	Complete  Complete	Parking Services Team Leader  Parking Services Team Leader	

<u>No.</u>	<u>Recommendations</u>	<u>Action</u>	<u>Target Date</u>	<u>Progress</u>	<u>Responsible</u>	<u>Comments</u>
		<p>Authority will be sought from the City Treasurer to write off irrecoverable sums and such authority will be sought on an annual basis thereafter. Appropriate adjustments should be made on the computer system for all amounts approved for write-off. These adjustments will be suitably controlled and identifiable against the approved write off sum. Adjustments due to write off will be capable of being distinguished from PCNs cancelled for other reasons.</p>	Annually	Ongoing	Parking Services Team Leader	Procedures have been developed but require consultation with the City Treasurer and City Solicitor before implementation.
21	<p>The Council works with NCP in future in assessing their performance and focusing this improvement planning process on outcome measures. This should include an assessment of how the contract and NCP's performance contributes to the achievement of the Local Transport Plan and Council Parking Policy.</p>	<p>This will be considered as part of the quarterly meeting between NCP and the Head of Transport and Engineering.</p> <p>Discuss with other DPE Authorities about benchmarking initiatives</p>	<p>13 April 2006</p> <p>30 May 2006</p>	<p>Complete</p> <p>Ongoing</p>	<p>Head of Transport and Engineering</p> <p>Parking Services Team Leader</p>	<p>Quarterly meetings now consider this issue.</p> <p>Information has been obtained from another DPE Authority. Work is on going in the development of suitable performance indicators for the City.</p> <p>From the information available it would appear that the KPI's which are</p>

<b>No.</b>	<b><u>Recommendations</u></b>	<b><u>Action</u></b>	<b><u>Target Date</u></b>	<b><u>Progress</u></b>	<b><u>Responsible</u></b>	<b><u>Comments</u></b>
22	<p>Where an appeal is allowed, the information held in the spreadsheet should be expanded upon to show the reasons for the successful appeal. Similarly, where the Parking Services Team decide not to contest an appeal the reasons for this should also be recorded. This information should be used thereafter to identify any particular trends or problem areas, and to identify issues where the Council or NCP need to take any particular action to ensure that as high a proportion possible of PCNs issued are valid and likely to be upheld at appeal.</p>	<p>PCN record processes protocol to be further developed in order to address this recommendation. Learning points will be discussed at the monthly meetings with NCP or Legal Services where appropriate.</p>	30 June	Complete	Parking Services Team Leader	<p>in use are comparable with similar Authorities who are operating DPE. This is an area where further development is required and will be linked into the overall Transport Strategy for Sunderland City Council and the Local Transport Plan for Tyne&amp;Wear.</p> <p>The recording system has been amended and improved to address this recommendation.</p>



<u>No.</u>	<u>Recommendations</u>	<u>Action</u>	<u>Target Date</u>	<u>Progress</u>	<u>Responsible</u>	<u>Comments</u>
23	<p>The delegation scheme of the Directorate of Development and Regeneration be revisited to ensure clarity as to which officers are responsible for ensuring the DPE scheme is operating effectively, and that the performance monitoring arrangements be reviewed to give the Director assurance in relation to these issues.</p>	<p>Scheme of delegation to be re-visited to ensure that responsibility for the operation of the DPE scheme is clearly allocated.</p> <p>Performance monitoring arrangements to be reviewed to ensure that adequate monitoring and reporting of performance takes place. This will include reporting against the Service Standards which are to be developed as well as a range of other performance information (e.g. response times, no. of cancelled PCN's, no. of appeals and their outcome, no. of complaints, etc.)</p>	<p>30 May 2006</p> <p>8 September 2006</p>	<p>Ongoing</p> <p>Ongoing</p>	<p><b>Head of Transport and Engineering</b> and Performance Development Manager</p> <p><b>Head of Transport and Engineering</b> and Performance Development Manager</p>	<p>The scheme of delegation is currently being reviewed. Any amendments necessary will be made in conjunction with that review.</p> <p>The Directorate has a comprehensive performance monitoring framework. The new service standards/procedures will be incorporated in the forthcoming service planning process for future years.</p>
24	<p>A logging system be developed in order to track progress in relation to all instructions issued to NCP. This log should be regularly reviewed and progress should form part of the weekly contract management meetings with NCP.</p>	<p>System to be developed along with contract monitoring role.</p> <p>Include as standard item on agenda</p>	<p>30 June 2006</p> <p>1 Feb 2006</p>	<p>Complete</p> <p>Complete</p>	<p>Parking Services Team Leader</p> <p>Parking Services Team Leader</p>	<p>Completed 20 March 2006</p>

Where two or more people are identified as being responsible the bold lettering indicates the lead officer.

**Item No.5**

**ENVIRONMENTAL AND PLANNING REVIEW COMMITTEE 18<sup>TH</sup> SEPTEMBER  
2006**

**QUEEN ALEXANDRA BRIDGE MAJOR REFURBISHMENT**

**LINK TO WORK PROGRAMME – MONITORING AND EVALUATION**

**Report of the City Solicitor and Director of Development and Regeneration**

**1. Purpose of Report**

- 1.1 To update the Environmental and Planning Review Committee on the current situation regarding the major refurbishment of the Queen Alexandra Bridge.

**2. Introduction and Background**

- 2.1 On 20 February 2006, the Review Committee received an update report on the progress being made on the major refurbishment work of the Queen Alexandra Bridge.
- 2.2 The report set out in detail the nature and extent of the work involved in refurbishing the bridge.
- 2.3 A representative from the Development and Regeneration Directorate will attend the meeting to provide an update report on the progress being made on the refurbishment work and answer any queries raised by members.

**3 Recommendation**

That the contents of this report be noted.

**4 Background Papers and References**

Environment and Community Services Review Committee 16<sup>th</sup> February 2004  
Cabinet Meeting 11<sup>th</sup> February 2004

**ENVIRONMENTAL AND PLANNING REVIEW COMMITTEE  
SEPTEMBER 2006**

18

**STUDY INTO THE COUNCIL'S APPROACH TO CARBON MANAGEMENT  
– CARBON MANAGEMENT PROGRAMME**

**LINK TO WORK PROGRAMME – POLICY REVIEW AND DEVELOPMENT**

**Report of the Director of Development and Regeneration and City  
Solicitor**

**1 Purpose of the Report**

- 1.1 To receive details of the operation of the Carbon Management Programme within the Council and the approaches being adopted to reduce carbon emissions.

**2 Background**

- 2.1 On 19<sup>th</sup> June 2006, the Review Committee agreed to undertake a study into the Council's approach to carbon management. A summary of the remit and objectives of the study is included as an appendix.
- 2.2 As a starting point and basis for the study, the Committee received a report setting out the national and local context shaping the Council's approach to carbon management.
- 2.3 As the next stage in the study, the Committee will receive a presentation from Mr Jim Gillon, Sustainability Coordinator on the operation of the Carbon Management Programme and the approaches being adopted to reducing carbon emissions.
- 2.4 The Programme should allow the Council to secure a corporate approach to carbon management across services, develop staff awareness and involvement and generate a range of practical projects to reduce energy consumption and cut carbon emissions.

**3 Recommendation**

- 3.1 The Review Committee is asked to receive the presentation.

**4 Background Papers**

Sunderland Strategy 2004/2007

Contact Officer: Jim Diamond (0191 553 1396)  
james.diamond@sunderland.gov.uk

Title of study	Study into the Council's Approach to Carbon Management
Committee	Environmental and Planning Review Committee
Members undertaking study	Councillors J Blackburn (Chair), D Whalen (Vice Chair), C Anderson, P Dixon, J Fletcher, M Higgins, N Macknight, Paul Maddison, L Scott, P Tye, R Wares, P Wood
Officer support/ Contacts	Jim Diamond – Review Committee Administrator
Remit and Objectives of the study	To consider the Council's approach to carbon management and examine the progress being made in reducing the level of carbon emissions.
Key questions/ Evidence to be obtained	<p>During the study the Committee will need to fulfil the following key objectives:-</p> <ul style="list-style-type: none"> <li>❑ To obtain an overview of national and local policies on carbon management and the responsibilities of local authorities;</li> <li>❑ To obtain details of the current position within the city;</li> <li>❑ To consider the vision and content underlying the Council's approach to reducing levels of carbon emissions contained in the Carbon Management Programme;</li> <li>❑ To receive updates on the progress being made across Council services including corporate services, buildings, vehicle fleets, street lighting and landfill sites;</li> <li>❑ To consider initial proposals for future initiatives to promote awareness raising and encouraging and coordinating action across communities and organisations across the city;</li> <li>❑ To make appropriate recommendations to the Cabinet based on the evidence received.</li> </ul>
Method (Meetings, surveys, visits etc)	Options include inhouse and external bodies providing evidence to full committee, invitations for the submission of written evidence, member visits to examine examples of good practice within other local authorities, views of government bodies and agencies, open forums, surveys, direct consultation with community groups and members of the community.
Participants	<p>The Committee are likely to obtain evidence from representatives of:</p> <p>Service providers within the authority  Partner organisations  Carbon Trust  Advice on good practice within other authorities  Views of central government  Academic Institutions  Community Organisations</p>
Timescale	<p>The Committee will formally approved the remit and scope of the study on 17 July 2006  Familiarisation with issues in 17 July 2006  Evidence gathering is expected to take place from September/February 2006/07  This followed by consideration of recommendations in March 2007 and approval of the final report by April 2007</p>

**ENVIRONMENTAL AND PLANNING REVIEW COMMITTEE  
SEPTEMBER 2006**

18<sup>th</sup>

**SUNDERLAND ENERGY EFFICIENCY PROGRAMME 2006/08**

**LINK TO WORK PROGRAMME – AWARENESS RAISING**

**Report of the City Solicitor**

**1 Background**

- 1.1 On 13 September 2006, Cabinet will consider the attached report by the Director of Development and Regeneration.
- 1.2 The report sets out the measures being taken to implement the Sunderland Energy Efficiency Programme in order to tackle fuel poverty via the installation of energy efficiency measures. It also sets the criteria on which to provide grant funding to the residents of the city from the funds allocated to the City Council by the North East Housing Board through the Single Housing Investment Programme (SHIP).
- 1.3 The Chairman has requested that the report be submitted to this Committee as part of the Committee's study into carbon management.

**2 Background Papers**

- 2.1 There are no background papers.

Contact Officer: Jim Diamond (0191 553 1396)  
james.diamond@sunderland.gov.uk

**CABINET MEETING – 13 September 2006**

**EXECUTIVE SUMMARY SHEET – PART I**

**Title of Report:**

Sunderland Energy Efficiency Programme (SEEP) 2006-2008

**Author(s):**

Director of Development and Regeneration

**Purpose of Report:**

The purpose of this report is to inform Cabinet of the actions being undertaken in the City to address the problems associated with fuel poverty and seek approval to implement the Sunderland Energy Efficiency Programme throughout the city.

Fuel poverty is an issue particularly prevalent amongst vulnerable groups and those on a low income. This falls within the context of the Affordable Warmth Strategy.

**Description of Decision:**

Cabinet is recommended to:

- Note the content of the report and agree the implementation of the Sunderland Energy Efficiency Programme throughout the city in order to tackle fuel poverty via the installation of energy efficiency measures.
- Agree the criteria on which to provide grant funding to the residents of the city from the funds allocated to the City Council by the North East Housing Board via the Single Housing Investment Programme, (SHIP).

**Is the decision consistent with the Budget/Policy Framework? Yes**

**If not, Council approval is required to change the Budget/Policy Framework**

**Suggested reason(s) for Decision:**

Energy efficiency, tackling fuel poverty and climate change are all very serious issues which are currently high on the political agenda.

The implementation of the SEEP will build upon the strong partnership links already established between the council, energy efficiency providers within the city and the members of the Affordable Warmth Forum who will provide an excellent platform for success.

The Government has outlined a target of reducing energy use within the city by 30% by 2010, (commencement 1996). The Council is currently at 15.4% reduction and increased work in this area is required to ensure compliance.

A description of the proposed SEEP is set out in the report and describes actions by which these issues will be addressed.

**Alternative options to be considered and recommended to be rejected:**

The continuation of our current 'able to pay' schemes has been considered and rejected. Although these schemes are successful it is necessary to provide additional funding into the scheme so that people on low incomes, particularly older people, and other hard to reach groups, can easily access the scheme and receive insulation measures to the same standards as others.

<b>Is this a "Key Decision" as defined in the Constitution?</b>	Yes	<b>Relevant Review Committee:</b> Regeneration & Community
<b>Is it included in the Forward Plan?</b>	Yes	

**Sunderland Energy Efficiency Programme 2006-2008****REPORT OF THE DIRECTOR OF DEVELOPMENT AND REGENERATION****1.0 PURPOSE OF THE REPORT**

1.1 The purpose of this report is to inform Cabinet of the actions being undertaken in the City to address the problems associated with fuel poverty and seek approval to implement the Sunderland Energy Efficiency Programme throughout the city.

**2.0 DESCRIPTION OF THE DECISION**

2.1 Cabinet is recommended to:

- Note the content of the report and agree the implementation of the Sunderland Energy Efficiency Programme throughout the city in order to tackle fuel poverty via the installation of energy efficiency measures.
- Agree the criteria on which to provide grant funding to the residents of the city from the funds allocated to the City Council by the North East Housing Board via the Single Housing Investment Programme, (SHIP).

**3.0 BACKGROUND/CURRENT POSITION**

3.1 In November 2000 the Fuel Poverty Steering group was formed with the intention of taking forward ideas which would reduce the incidence of Fuel Poverty in the City. One of the outcomes was the production of an Affordable Warmth Strategy, which was approved in October 2002.

3.2 The early emphasis was to identify and collate resources to target geographical areas of the City and those in fuel poverty to raise awareness of the programme and ultimately promote the installation of energy saving measures to maximise uptake.

3.3 The strategy is also the foundation on which future work would develop, and the document will assist in helping additional partnership resources to be identified through the development of a strategic approach.

3.4 Fuel poverty is generally defined as relating to a household which needs to spend more than 10% of its disposable income on fuel to heat their home to an adequate standard of warmth.

3.5 It is an issue particularly prevalent amongst vulnerable people and the causes of fuel poverty are low income, debt, poor insulation standards, inefficient heating systems, under occupation and expensive fuels.

3.6 Tackling fuel poverty and climate change by delivering energy efficiency measures is an issue which the Council has been addressing for many years.



- 3.7 The Council has been working towards the Government target of reducing energy use in residential properties since 1996 and as such implemented various programmes to achieve this goal.
- 3.8 The Warm Homes Initiative operated from April 2003 to March 2005 and was very successful in delivering energy efficiency measures to householders across the City. Over 5,000 properties received insulation measures and 25,000 households received advice on energy efficiency measures. A contribution of £458,000 was made from the Strategic Investment Programme which provided a main delivery instrument of the Affordable Warmth Strategy.
- 3.9 Following the completion of the Warm Homes Initiative in March 2005, the Council has offered residents the choice of two 'able to pay' schemes. Although these provide measures at a subsidised cost there is a financial input required from the householder, which reduces take-up, especially within the most vulnerable groups.
- 3.10 The proposed programme will provide an additional subsidy, reducing the need for a financial input from the householder and increasing the attractiveness of the programme and will ultimately reduce fuel poverty.

#### **4.0 SUNDERLAND ENERGY EFFICIENCY PROGRAMME (SEEP) 2006-08**

- 4.1 The SEEP proposes to continue and build on the Council's excellent work in respect of tackling fuel poverty and reducing domestic energy use. The programme will provide householders with energy saving measures such as cavity wall and loft insulation at either a reduced cost or free, depending on their circumstances.
- 4.2 The SEEP has been developed in association with North East Energy Services, (NEES), British Gas, Powegen and the Affordable Warmth Forum and builds upon the established partnership already in operation between NEES and the Council.
- 4.3 NEES, using the experience gained within Sunderland on the current scheme are to extend the programme to offer an increased range of financially attractive options for householders, thus increasing take-up.
- 4.4 The City Council's application for SHIP2 funding was successful in attracting £116k for spend in 2006/07 and a projected £121k for spend in 2007/08 from the North East Housing Board. This funding will be used to subsidise the cost of energy efficiency measures to householders throughout the city, whilst concentrating on areas suffering the greatest deprivation.
- 4.5 SEEP will offer three types of grant: covering both loft and cavity wall insulation:-

**A) FREE GRANTS** (Via Warmfront Funding) – To households qualifying for Warmfront or Energy Efficiency Commitment Priority Groups. These will not require a customer contribution and qualifying criteria is outlined in Appendix 1.

**B) FREE GRANTS** (by covering the customer contribution from the SHIP2 allocation) – To households aged over 60 in receipt of state pension only, who receive no more than £50 of additional income per week and households who are in receipt of Working Tax Credit and do not qualify for assistance via

warmfront. The financial thresholds are based on those used for the Warm Homes Initiative.

**C) DISCOUNTED GRANTS** (by utilising funding from energy providers) – To all other households in the City. These will require a financial contribution from the householder ranging from £175 – £200 depending upon the type of energy efficiency measure undertaken to the property.

- 4.6 GRANTS A and C will not require a contribution from the Councils SHIP allocation. Grant C will be funded by Powergen.
- 4.7 GRANT B will require a contribution, from the SHIP allocation, (to cover the portion of the households contribution). This will vary between £109.15 and £179.80 for cavity wall insulation depending on the size of the property and £211.70 and £270.62 for loft insulation, again depending on the size of the property. Grant B will be funded by British Gas, whose scheme is specifically weighted towards older people and clients who receive benefits.
- 4.8 It is envisaged that the scheme will deliver 4,800 measures in the two-year life of the programme. Funding will be provided on a first come first served basis until the available funding is exhausted.
- 4.9 The programme will be delivered by concentrating work in one small area at a time, before moving on when work is completed. A team of surveyors and assessors from NEES will be active in the identified area to undertake a high number of property surveys. They will also be involved in local community groups and programmes to raise awareness of the initiative to the public.
- 4.10 Publicity and awareness raising will be a significant element of raising the profile of the SEEP and resources have been identified within the funding package to undertake this work.
- 4.11 Together the funding package and resources will provide an excellent platform with which to tackle fuel poverty within the most vulnerable groups in the city.
- 4.12 The benefits of this partnership approach will have far reaching consequences for the quality of life and the prospective levels of health improvement for private sector residents of the City.

## **5.0 HOME ENERGY CONSERVATION OFFICER POST, (HECO)**

- 5.1 A Home Energy Conservation Officer is needed to oversee the programme and will remain in post until March 2008. The officer will develop referral pathways with other local agencies and services which will remain in place after the completion of the programme. This will ensure the continued success of the programme for future years and future residents of the city.
- 5.2 Funding for a HECO is derived from the Neighbourhood Renewal Fund, which allocated £50k per year, (2006/07 & 2007/08) to the 'Shifting The Balance – Piloting Prevention Through Partnership' application.

## **6.0 MONITORING & REVIEW**

- 6.1 Sunderland City Council will receive a monthly update on progress, and a steering group consisting of local partners will be the accountable group to

ensure that the programme is delivered. The Affordable Warmth Forum will also receive end of year outcome reports.

- 6.2 In the interest of best value and customer satisfaction, the HECO will ensure that quality checks are undertaken to establish that the work has been carried out satisfactorily and that the householder is satisfied with the work. This will take place on up to 5% of total measures.

## **7.0 REASONS FOR THE DECISION**

- 7.1 The Sunderland Private Sector Stock Condition Survey undertaken in 2002 identified that on average, 17% of private sector households suffered fuel poverty.
- 7.2 The initiative aims to tackle the poor levels of energy efficiency identified in the survey and will also support the sustainability and regeneration of older housing and communities by providing houses which are more comfortable to live in, and increasing the levels of disposable income of householders. It particularly assists older people to stay in their homes and their communities and reduces the need to vacate homes and move into the residential home sector, thereby increasing the number of empty properties.
- 7.3 The effects of fuel poverty can damage people's quality of life and health, as well as impose wider costs on the community. The likelihood of ill health is exacerbated by a cold home, with illnesses such as influenza, heart disease and strokes all exacerbated by cold homes. Ill health can also lead to enforced absences from work, and certain types of illness such as respiratory disease, may restrict choices of potential employment for those without work.
- 7.4 Higher spending on fuel takes away spending on other household essentials, which can lead to poorer diets and/or withdrawal from the community, leading to problems of social exclusion.
- 7.5 The Council's Affordable Warmth Strategy aims to ensure that local and national agencies work in partnership to ensure that all sections of the community are targeted in the aim to provide homes which can be maintained in a warm condition, at an affordable price. It particularly focuses on hard to reach groups, and requires local agencies to take extra steps to ensure that people are informed and encouraged to take opportunities which will provide warmer homes at little or no extra cost to those in need.
- 7.6 In supporting this initiative, the Council will not only significantly reduce the levels of fuel poverty in the City, it will also contribute to the significant reduction in the levels of Carbon Dioxide levels into the atmosphere.

## **8.0 DETAILS OF ANY ALTERNATIVE OPTIONS**

- 8.1 A "do nothing" approach has been considered and rejected in view of the fact that;
- the City Council would miss out on attracting investment into the City which would provide for local employment and the improved well being and financial security of residents.
  - residents of the city should be encouraged, and given the opportunity, to install energy efficiency measures at a reduced cost.

- the initiatives implement much of the requirements of the affordable warmth strategy.
- doing nothing will not assist the Council in meeting the Home Energy Conservation Act target of reduced domestic energy use by 30% by 2010.

## 9.0 CONSULTATIONS

9.1 The Health and Social Care thematic partnership of the Local Strategic Partnership, consisting of representatives from the City Council the Teaching Primary Care Trust, and the Community and Voluntary Sector have been consulted in the process of developing the funding application to the relevant bodies.

9.2 An initial risk analysis of the SEEP demonstrates that most risks fall onto the energy efficiency measure providers with limited liability for the Council due to the fact that SEEP is a time limited programme with funding via NRF, SHIP2 and contributions from utility companies and energy efficiency providers and customer contributions if households are excluded by the criteria as detailed in appendix 1.

## 10.0 FINANCIAL IMPLICATIONS

10.1 The £237,000 allocated via SHIP2 forms the majority of the SEEP core funding. This element is capital spend. The £100,000 allocated via NRF forms the revenue element and allows the programme to be introduced, developed and managed. The table below outlines the financial support for the programme across the 2 years, 2006/07 and 2007/08.

<b>Capital Funding (SHIP2)</b> £	<b>Revenue Funding NRF</b> £	<b>Utility Company Contribution</b> £	<b>Warm Front</b> £	<b>Customer Contribution</b> £	<b>TOTAL</b> £
237,000	100,000	474,000	268,000	265,000	<b>1,344,000</b>

10.2 During the life of the programme the HECO will attempt to attract further funding into the project, either for current or future years spend.

## 11.0 BACKGROUND PAPERS

- Affordable Warmth Strategy
- NRF 'Shifting The Balance – Piloting Prevention Through Partnership' Application

ENVIRONMENTAL AND PLANNING REVIEW COMMITTEE 18<sup>TH</sup> SEPTEMBER  
2006

STUDY INTO CARBON MANAGEMENT - PROPOSED COMMITTEE VISITS

LINK TO WORK PROGRAMME – POLICY REVIEW AND DEVELOPMENT

Report of the City Solicitor and Director of Development and Regeneration

**1. Purpose**

- 1.1 To consider a proposed visit to Cassop Primary School, County Durham and Barnsley MBC as part of the Committee's study into Carbon Management.

**2. Background**

- 2.1 On 19 June 2006, the Review Committee agreed to undertake a study into carbon management.
- 2.2 As part of the evidence gathering process, it was suggested that the committee may wish to undertake a number of visits to view at first hand local and regional examples of good practice and innovative technologies. This report set out details for two proposed visits.

**Cassop Primary School, Co Durham**

- 2.3 Cassop Primary School has considerable experience in using new and innovative technologies to supply energy. In March 1999, it became the first school in the UK to install a wind turbine for the generation of power. The 50 kw wind turbine generates in the region of 100,000 kwh per annum. Hot water for the school is produced via solar panels within the building.
- 2.4 The school is heated using recycled waste wood and/or biomass. The wood is provided from a plant at the Council's Joint Stocks landfill site where clean wood is pelletised and dirty wood is processed. Therefore, wood that would normally be landfilled is reused and there is a saving on landfill tax. The system does require the provision of a special biomass boiler, periodic maintenance and an accessible fuel store though these costs are offset by lower CO2 emissions and at a time of rising gas prices, lower fuel bills.
- 2.5 The Committee may wish to view at first hand the operation of the energy saving systems within Cassop Primary School.

**Barnsley Metropolitan Borough Council**

- 2.6 During recent years, Barnsley MBC has been at the forefront of implementing energy efficiency schemes and initiatives. By 2005, the Council had already reduced the CO2 emissions from its building by 40% compared to the figure for

1990. Techniques used included improved building and energy management systems, more efficient heating systems and heat exchange in ventilation systems.

- 2.5 In 2004, the Council adopted a "Biomass Implementation Policy" which commits the council to pursuing biomass as the preferred form of heat energy in all new and refurbished public buildings as long as the lifetime costs are favourable. Existing solid fuel boilers are also examined for their potential to be converted to wood pellets. Through these technologies, the Council hopes to reduce its CO2 emissions by 60% in 2010.
- 2.6 The Council has also established a central wood chip store where tree waste, otherwise destined for landfill, is brought for drying and storage.
- 2.7 The Committee may wish to view at first hand the operation of these systems and discuss the practical implications.

### **3. Recommendation**

- 3.1 Members are asked to consider whether they wish to proceed with the visits and consider the suggested date.

### **4. Background Papers**

- 4.1 None

**ENVIRONMENTAL AND PLANNING REVIEW COMMITTEE  
18<sup>TH</sup> SEPTEMBER, 2006**

**REFERENCE FROM CABINET – 13<sup>TH</sup> SEPTEMBER, 2006**

**SUNDERLAND CITY COUNCIL LOCAL DEVELOPMENT FRAMEWORK –  
STATEMENT OF COMMUNITY INVOLVEMENT – ADOPTION**

**LINK TO WORK PROGRAMME : CONSULTATION**

**Report of the City Solicitor**

**1. Purpose of Report**

- 1.1 To seek the advice and consideration of this Committee on a report considered by Cabinet on 13<sup>th</sup> September, 2006.

**2. Background**

- 2.1 The Cabinet, at its meeting on 13<sup>th</sup> September, 2006, gave consideration to a report of the Director of Development and Regeneration. The report sought approval for the adoption of the Local Development Framework Statement of Community Involvement.
- 2.2 Copies of the 13<sup>th</sup> September, 2006, Cabinet agenda were circulated to all Members of the Council. Recommendations from the meeting will be reported orally to the meeting.
- 2.3 In accordance with Article 4 of the Council's Constitution the report is referred to this Committee for advice and consideration. The report has also been referred to the Planning and Highways Committee for advice and consideration. Comments from the Committees will be reported to Cabinet at its meeting on 11<sup>th</sup> October, 2006 and then on to full Council on 22<sup>nd</sup> October, 2006.

**3. Recommendation**

- 3.1 The Review Committee is invited to give advice and consideration to Cabinet on the attached report of the Director of Development and Regeneration.

**4. Background Papers**

- 4.1 Cabinet Agenda, 13<sup>th</sup> September, 2006.

R.C. Rayner,  
City Solicitor.

**CABINET MEETING – 13 SEPTEMBER 2006**

**EXECUTIVE SUMMARY SHEET – PART I**

**Title of Report:**

SUNDERLAND CITY COUNCIL LDF – STATEMENT OF COMMUNITY INVOLVEMENT - ADOPTION

**Author(s):**

DIRECTOR OF DEVELOPMENT AND REGENERATION

**Purpose of Report:**

This report seeks approval for the adoption of the Local Development Framework Statement of Community Involvement.

**Description of Decision:**

Cabinet is requested to agree that the Council be recommended to:

- i) Approve the proposed changes to the Statement of Community Involvement as set out by the binding Inspector's report (Appendix 1 to this Report)
- ii) Adopt the Statement of Community Involvement as part of the Council's Local Development Framework (appendix 2)
- iii) Subject to Council approval in November 2006, authorise officers to undertake the statutory requirements to adopt the Statement of Community Involvement in accordance with the Town and Country Planning (Local Development) (England) Regulations 2004.

**Is the decision consistent with the Budget/Policy Framework?** Yes

**If not, Council approval is required to change the Budget/Policy Framework**

**Suggested reason(s) for Decision:**

To meet statutory requirements by providing a formal statement of how the Council will involve the community in preparing its Local Development Framework and in the consideration of planning applications.

**Alternatives to be considered and recommended to be rejected:**

Preparation of the SCI is a statutory requirement without alternative.

**Is this a "Key Decision" as defined in the Constitution?**

Yes

**Is it included in the Forward Plan?**

Yes

**Relevant Review Committee:**

Environmental and Planning Services.

In addition, Planning and Highways Committee.



**CITY OF SUNDERLAND LDF – STATEMENT OF COMMUNITY INVOLVEMENT****REPORT OF THE DIRECTOR OF DEVELOPMENT AND REGENERATION****1.0 Purpose of Report**

- 1.1 This report seeks approval for the adoption of the Local Development Framework Statement of Community Involvement.

**2.0 Description of Decision**

- 2.1 Cabinet is requested to agree that the Council be recommended to:
- i) Approve the proposed changes to the Statement of Community Involvement as set out by the binding Inspector's report (Appendix 1 to this Report)
  - ii) Adopt the Statement of Community Involvement as part of the Council's Local Development Framework (Appendix 2)
  - iii) Subject to Council approval in November 2006, authorise officers to undertake the statutory requirements to adopt the Statement of Community Involvement in accordance with the Town and Country Planning (Local Development) (England) Regulations 2004.

**3.0 Background**

- 3.1 In March 2005 Cabinet approved the Local Development Scheme (LDS) which sets out how the City's Local Development Framework will be prepared and its timetable. The LDS includes a programme for preparation of the Statement of Community Involvement (SCI) for adoption in November 2006. The SCI is a requirement of the Planning and Compulsory Purchase Act 2004.
- 3.2 The LDS includes 'Key Milestones' which attract Planning Delivery Grant if achieved. One such Key Milestone is adopting the SCI by the end of November 2006.
- 3.3 Prior to the requirement to produce an SCI, the Council consulted on its Unitary Development Plan, including formal alterations and supplementary planning guidance, in accordance with the then current planning regulations and guidance. It was not required to provide an agreed statement as to how it undertook such consultations with whom and when. The Council's consultation process in relation to planning applications was set out in its approved Development Control Consultation Practice Note.
- 3.4 The SCI now formalises and sets out the Council's approach:-

- to engaging the community in the preparation, alteration and continuing review of all those Local Development Documents (LDDs) that will comprise the City's Local Development Framework and
  - in the process of determining planning applications.
- 3.5 It will enable the community to know how and when they will be involved in the preparation of LDDs and how and when they will be consulted on planning applications. The SCI builds on the minimum requirements set out in the planning regulations and PPS12 "Local Development Frameworks". In preparing the SCI the issues identified in the operation of the present system have been reviewed and proposals for improving them and developing new techniques brought forward.

- 3.6 The main new features of community engagement proposed are:

*Local Development Documents*

- 'Front loading' by early community involvement in preparing LDDs.
- Integrating continuity of community involvement into the plan process.
- Using a variety of appropriate engagement techniques, reflecting the community's needs, in accordance with the Council's Consultation Strategy.
- Ensuring an accessible and transparent process

*Planning Applications*

- Increasing the ability to make input at various stages of the planning process, up to and including planning appeals.
- Encouraging involvement of the community at the pre-application stage of major or potentially controversial developments

**4.0 Main Issues**

- 4.1 The SCI Consultation Draft was prepared in light of statutory requirements and also following a period of consultation with community groups, other organisations and stakeholders and the NEA in May 2005. The SCI Consultation Draft then underwent a period of extensive public consultation ("pre-submission public participation") for 6 weeks between July and September 2005. Having taken these consultation responses into account the draft SCI was submitted in November 2005 to the Secretary of State for independent examination.
- 4.2 Over 500 groups, bodies, and organisations were consulted on the submission document using various methods including the press, internet, wide circulation of the document and presentations. A total of 19 representations were received which have been considered and statements submitted to the Secretary of State.

4.3 The Inspector considered the Council's responses to these comments in assessing the soundness of the SCI. An examination report with binding recommendations on the Council has been produced (APPENDIX 1). The Council were thanked by the Planning Inspectorate for its assistance in making an effective contribution towards achieving the Inspectorate's objective of expediting its part of the overall plan – preparation process. The Inspector's report examined whether the SCI met the 9 tests of soundness:

- local planning authority has complied with the minimum requirements for consultation as set out in Regulations;
- local planning authority's strategy for community involvement links with other community involvement initiatives e.g. the community strategy;
- statement identifies in general terms which local community groups and other bodies will be consulted;
- statement identifies how the community and other bodies can be involved in a timely and accessible manner;
- methods of consultation to be employed are suitable for the intended audience and for the different stages in the preparation of local development documents;
- resources are available to manage community involvement effectively;
- statement shows how the results of community involvement will be fed into the preparation of development plan documents and supplementary planning documents;
- authority has mechanisms for reviewing the statement of community involvement; and
- statement clearly describes the planning authority's policy for consultation on planning applications.

4.4 The Inspector's Report clearly supports the approach that the Council has taken with the SCI and accordingly has concluded that all of the above tests of soundness have been met. In addition, the Inspector also accepts the need to incorporate a series of further changes proposed by the Council that would add greater value to the SCI. These are set out in Appendix B of the Inspector's Report.

4.5 The Council has now incorporated the amendments and prepared the SCI for adoption on 22 November 2006.

## **5.0 Next Steps**

5.1 If approved by the Council the SCI will be adopted in accordance with the Regulations. Copies of the SCI, the adoption statement and Inspector's Report will be advertised and made available for inspection

at the Civic Centre and other customer points as well as being published on the City of Sunderland website. Copies will also be sent to specified and other appropriate general consultation bodies.

5.2 On adoption the SCI will enter a 3 month period where there will be an opportunity for any person aggrieved by the Statement of Community Involvement to apply to the High Court for permission to apply for judicial review of the decision to adopt the SCI.

5.3 In the meantime the measures set out in the SCI will be used as a basis for undertaking all consultations/publicity on alterations to the UDP and LDD's and in relation to planning applications.

## **6.0 Reason for Decision**

6.1 To meet statutory requirements by providing a formal statement of how the Council will involve the community in preparing its LDF and in the consideration of planning applications.

## **7.0 Alternatives**

7.1 Preparation of the SCI is a statutory requirement without alternative.

## **8.0 RELEVANT CONSULTATIONS/ CONSIDERATIONS**

- a) **Financial Implications** – There are only minor direct costs resulting from the publication of the document, for statutory advertisements and document printing costs. There will be future costs associated with the various consultation and participation stages for each of the LDDs and in association with planning applications. The more extensive consultation proposed, particularly for hard to reach groups, may add 10 - 15% over current costs. Such costs will be met from within the cash limited delegated budgets.
- b) **Legal Implications** – The SCI has been prepared in accordance with the appropriate Planning Regulations and City Council procedures. The City Solicitor has been consulted and his views incorporated into the body of this report.
- c) **Policy Implications** - The SCI will set out the Authority's standards to be achieved in involving the community in the preparation, alteration and continuing review of all Local Development Documents (LDDs) and in the process of determining planning applications.
- d) **Implications for other Services** – The SCI Draft was circulated widely across all Council Directorates at the pre-submission – consultation draft stage. The comments received have been taken into consideration in preparing the revised policies.

- e) **The Public** – the SCI was the subject of extensive public consultation between July – September 2005, and further consultation on the submission document during November to January 2006. Comments arising from these consultations have been considered in preparing the SCI for adoption.
- f) **Race Relations Act 2000 and the Council's Race Equality Scheme**  
The SCI was subject to wide-ranging public consultation at the pre-submission stage; contact translations were produced in Bengali, Farsi and Chinese to ensure that the City's main minority ethnic groups had the opportunity to contribute. The SCI will fully reflect the requirements of the Council's Race Equality Scheme.
- g) **Disability Discrimination Act 1995** – The SCI accords with the provisions of the Act.

## **10.0 List of Appendices**

Appendix 1. Inspector's Report on the Statement of Community Involvement.

Appendix 2. Statement of Community Involvement for adoption

## **Background Papers**

City of Sunderland Local Development Scheme, March 2005.

The Town and Country Planning (Local Development) (England) Regulations 2004.

Planning Policy Statement 12: Local Development Frameworks and its Companion Guide: Creating Local Development Frameworks.

Statement of Community Involvement – Statement of Consultation and representations - January 2006

**INSPECTOR'S REPORT**  
**SUNDERLAND CITY COUNCIL**  
**STATEMENT OF COMMUNITY INVOLVEMENT**

Inspector: Wendy J Burden BA(Hons) Dip TP MRTPI

Date: 12th June 2006

# **Sunderland City Council Statement of Community Involvement (November 2005)**

## **INSPECTOR'S REPORT**

### **Introduction**

- 1.1 An independent examination of the Sunderland City County Council Statement of Community Involvement (SCI) has been carried out in accordance with Section 20 of the Planning and Compulsory Purchase Act 2004. Following paragraph 3.10 of Planning Policy Statement 12: Local Development Frameworks, the examination has been based on the 9 tests set out (see Appendix A). The starting point for the assessment is that the SCI is sound. Accordingly changes are made in this binding report only where there is clear need in the light of tests in PPS12.
- 1.2 A total of 19 representations were received all of which have been considered. The Council proposed a number of amendments to the SCI in response to representations received, and these have been taken into account in the preparation of this report.

### **Test 1**

- 2.1 The Council has undertaken the consultation required under Regulations 25, 26 and 28 of the Town and Country Planning (Local Development) (England) Regulations 2004.
- 2.2 This test is met.

### **Test 2**

- 3.1 Section 2.0 of the SCI sets out how the SCI links to other community initiatives. This includes the Sunderland Strategy, which combines three major City wide strategies, the first Community Strategy, the Sustainable Development Strategy and the Neighbourhood Renewal Strategy to provide a cohesive vision for the city. Benefits from the integration of policy and process between the LDF and community strategy are highlighted in paragraph 2.4 of the SCI. Paragraph 2.5 of the SCI states that the SCI will seek to ensure that the preparation of the LDF reflects the Sunderland Strategy and builds upon the benefits of integration.
- 3.2 This test is met.

### **Test 3**

- 4.1 The Council has set out in Appendix 4 of the SCI those groups which will be consulted. The list includes the statutory bodies from PPS12 Annex E. Other consultees will only be consulted where appropriate. Paragraph 3.19 of the SCI explains that the Council holds a database of all consultees

and that it will ensure that an up to date record is maintained. Paragraph 3.27 also notes the Council's intention to utilise and integrate Council databases to cover all communities and stakeholders.

4.2 Paragraphs 3.19 to 3.22 of the SCI set out how the Council propose to meet the consultation requirements set down in the Planning and Compulsory Purchase Act 2004.

4.3 This test is met.

#### **Test 4**

5.1 The key stages of Development Plan Document (DPD) preparation are set out on pages 14 and 15 of the SCI. Paragraph 3.11 emphasises the need for early community involvement in the preparation of LDDs. Consultation will encourage participation, particularly of relevant groups to help the Council identify the issues and options available to address them. The Council will seek to build consensus through continuous community involvement based on the consultation methods outlined in paragraph 3.19.

5.2 This test is met.

#### **Test 5**

6.1 Section 3.0 of the SCI sets out how the Council intends to involve the community in the Local Development Framework. Proposed arrangements are set out for involving the community in each of the documents that make up the LDF at each stage of the process. Consultation methods for each type of stakeholder are set out in a Table on page 14 of the SCI. These cover a range of recognised consultation techniques that will present information via a range of different media. The Council notes that all of the methods identified will not be used at every stage, and the combination of techniques will vary.

6.2 Paragraph 1.4 recognises the importance of an inclusive approach so that all groups irrespective of age, sex, ethnicity or background are able to fully participate in the planning process, with a particular need to involve hard-to-reach groups who find it difficult to engage in the process. Page 1 of the SCI sets out contact information in a number of languages, giving the telephone number and email address of the Council, should any member of the public wish to obtain the document in another language. The table of consultation methods on page 14 of the SCI includes suitable methods of engaging hard-to-reach groups. Paragraph 3.27 states the Council's intention to make material available on request in Braille, audio, large print and to all groups irrespective of ethnicity.



- 6.3 I am satisfied that the methods of consultation proposed in the SCI are suitable for the intended audiences and for the different stages in LDD preparation.
- 6.4 This test is met.

### **Test 6**

- 7.1 Section 5.0 of the SCI relates to resources management. The Planning Policy Section responsible for the preparation of the LDF, with assistance from other Council directorates, intends to utilise its structures and experience in order to undertake the necessary community involvement. The Development Control Section has existing resources and structures in place for consulting on planning applications in accordance with legislation.
- 7.2 I am satisfied that the Council is alert to the resource implications of the SCI.
- 7.3 This test is met.

### **Test 7**

- 8.1 Paragraphs 3.24 and 3.25 of the SCI set out how the results of community involvement will be reported and inform the content of LDDs. The Council will prepare a summary of written comments and feedback from all consultation exercises. These will be available for communities on the web and in hard copy form. The Council will write to those who made representations informing them of the next steps and any opportunity for further involvement. The findings will be considered by officers and members in the participation and review of DPDs and SPDs. This process will be evaluated and monitored.
- 8.2 This test is met.

### **Test 8**

- 9.1 Section 6.0 of the SCI sets out the Council's intention to keep the SCI under careful scrutiny. The Council will monitor and review the involvement by different types of group, ensuring that hard-to-reach groups are engaged together with individuals and other stakeholders. Feedback will be used to monitor the performance of consultation techniques and the effectiveness of consultation, and used in refining the SCI.
- 9.2 As part of the LDF process the Council will prepare an Annual Monitoring Report (AMR), which will determine when the SCI should be formally reviewed.

9.3 This test is met.

## **Test 9**

- 10.1 Section 4.0 of the SCI together with Appendix 5 deal specifically with the Council's policy for consultation on planning applications, meeting the minimum requirements set out in legislation. However, the SCI should contain further information on statutory consultation periods for development that affects SSSI's. I set out a recommendation below.
- 10.2 Section 4.0 clearly sets out how the Council intends to carry out consultation with the public on planning applications. It is clear from paragraphs 4.12 to 4.15 how the results of the consultation will be reported and how they will inform decisions on planning applications.
- 10.3** Paragraph 4.10, amplified in Appendix 5 of the SCI, differentiates between different types and scales of planning application and clarifies the different procedures for consultation that will apply. However, the clarity of the paragraph wording in respect of major applications could be improved. As currently written it appears that the Council has yet to provide a definition of major development in the SCI. I therefore set out a recommendation below.
- 10.4 Paragraphs 4.4 to 4.9 of the SCI provide information on pre-application discussions.

## **Recommendations**

**(R1)** Add the following text to the second bullet point of Paragraph 4.10: "Notify consultees by letter giving them 21 days, or 28 days in the case of a planning applications potentially affecting a SSSI or in a SSSI consultation area<sup>1</sup>, in which to comment." Add the following as a footnote to the second bullet point of Paragraph 4.10: "<sup>1</sup> in accordance with Section 28 of the Wildlife & Countryside Act 1981 as amended by the Countryside and Rights of Way Act 2000.

**(R2)** Delete the text "(to be defined)" from paragraph 4.10 and replace with "(defined in Appendix 5)".

- 10.5 Subject to the implementation of the above recommendations, this test is met.

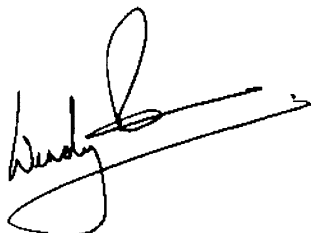
## **Conclusions**

- 11.1 The Council has prepared a Representations Statement (January 2006) which lists all the representations, the Council's responses and the types of changes that it proposes to make in the main text of the SCI. This is given as Appendix B to this report. The suggested amendments do not affect the substance of the SCI but they do improve the clarity and transparency of the submission SCI. I therefore recommend that they be included.

**Recommendation**

**(R3)** The SCI should be amended as set out in the Representations Statement (January 2006).

11.2 Subject to the implementation of the recommendations given above the Sunderland City Council SCI (November 2005) is sound.

A handwritten signature in black ink, appearing to read 'Wendy J Burden', with a large, stylized flourish extending from the end of the name.

Wendy J Burden BA DipTP MRTPI

INSPECTOR

**APPENDIX A**  
**TESTS OF SOUNDNESS**

## Examination of the soundness of the statement of community involvement

3.10 The purpose of the examination is to consider the soundness of the statement of community involvement. The presumption will be that the statement of community involvement is sound unless it is shown to be otherwise as a result of evidence considered at the examination. A hearing will only be necessary where one or more of those making representations wish to be heard (see Annex D). In assessing whether the statement of community involvement is sound, the inspector will determine whether the:

- i. local planning authority has complied with the minimum requirements for consultation as set out in Regulations;<sup>1</sup>
- ii. local planning authority's strategy for community involvement links with other community involvement initiatives e.g. the community strategy;
- iii. statement identifies in general terms which local community groups and other bodies will be consulted;
- iv. statement identifies how the community and other bodies can be involved in a timely and accessible manner;
- v. methods of consultation to be employed are suitable for the intended audience and for the different stages in the preparation of local development documents;
- vi. resources are available to manage community involvement effectively;
- vii. statement shows how the results of community involvement will be fed into the preparation of development plan documents and supplementary planning documents;
- viii. authority has mechanisms for reviewing the statement of community involvement; and
- ix. statement clearly describes the planning authority's policy for consultation on planning applications.

*From: Planning Policy Statement 12: Local Development Frameworks*

<sup>1</sup> The Town and Country Planning (Local Development) (England) Regulations, 2004.

**APPENDIX B**  
**SUNDERLAND CITY COUNCIL**  
**PROPOSED CHANGES**

# **Local Development Framework Statement of Community Involvement**

## **Sunderland City Council**

### **Written statements in response to objections and issues from the Submission Draft Statement of Community Involvement**

January 2006

**Local Development Framework  
Statement of Community Involvement**

**Sunderland City Council**

Written Statement in Response to English Heritage

Objection reference: 03

**1. Section to which to which the objection relates**

1.1 4.12

**2. Summary of objection**

2.1 The document does not refer to the Council's response to representations received after the 21 day deadline but before a decision is taken.

**3. The Councils Response**

3.1 The Council accept that there are circumstances where responses will be submitted after the statutory period. To this extent it is proposed that the text in paragraph 4.12 reflects requests for extensions to the consultation period will be at the discretion of the Council. "and reported in the officer's recommendation. **There may be an occasion when responses will be submitted outside the statutory time period, for example if further information is required. Representations received outside of the prescribed time period will be considered at the discretion of the Council bearing in mind circumstances leading to this situation.**"



**Local Development Framework  
Statement of Community Involvement**

**Sunderland City Council**

Written Statement in Response to English Heritage

Objection reference: 03

**1. Section to which to which the objection relates**

1.2 4.16

**2. Summary of objection**

2.1 English Heritage are concerned regarding the Council's response about informing those who make representations. At the very least the Council should send the decision electronically where the facility exists. rather than for English heritage to trawl the web site.

**3. The Councils Response**

3.1 The Council support the provision of e-government and its implementation in the planning system. The Council is looking into its procedure for informing consultees. No change to the SCI.

**Local Development Framework  
Statement of Community Involvement**

**Sunderland City Council**

Written Statement in Response to English Heritage

Objection reference: 03

**1. Section to which to which the objection relates**

1.1 General 3.2.6

**2. Summary of objection**

2.1 The SCI sets out under 3.2.6 a summary procedure for participation and consultation for the development plan, however, there is no corresponding guidance on how the Council will consult consultees in respect of Development Control.

**3. The Councils Response**

3.1 It is considered that the SCI meets the test of soundness in that it clearly describes the planning authorities policy for consultation on planning applications. No change to the SCI.

**Local Development Framework  
Statement of Community Involvement**

**Sunderland City Council**

Written Statement in Response to English Heritage

Objection reference: 03

**1. Section to which to which the objection relates**

1.1 General

**2. Summary of objection**

2.1 English Heritage expects that it will be sent copies of applications on which it is required to be notified, and the SCI should reflect Circular 08/2005. It should also be noted that the twentieth century Society is now a statutory consultee for the purpose of applying the requirements of PPG15.

**3. The Councils Response**

3.1 English Heritage is a statutory consultee and will be consulted in accordance with the GDPO. Regarding the consulting the Twentieth Century Society they will be consulted in accordance with the requirements of the GDPO and PPG15. There is no need to change the SCI.

**Local Development Framework  
Statement of Community Involvement**

**Sunderland City Council**

Written Statement in Response to English Heritage

Objection reference: 03

**1. Section to which to which the objection relates**

1.1 General

**2. Summary of objection**

2.1 Many drawings that English Heritage use when consulted on applications are dimension sensitive. Without paper copies of drawings it is virtually impossible to consider proposals. In addition, reading large documents is unsatisfactory electronically. It would be less wasteful to produce a single print run for some consultees than ad hoc copies.

**3. The Councils Response**

3.1 Paper copies of drawings are provided for statutory consultees free of charge. The Council is committed to e-government and increasing the use of paperless communication in planning. There is a charge for reproducing documents for the public. No change to the SCI.

**Local Development Framework  
Statement of Community Involvement**

**Sunderland City Council**

Written Statement in Response to Government Office for the North East

Objection reference: 06

**1. Section to which to which the objection relates**

1.1 Paragraph 3.4

**2. Summary of objection**

2.1 Paragraph 3.4 conflicts with test (iv) of soundness in paragraph 3.10 PPS12 which states that in assessing whether the SCI is sound, the Inspector will determine whether the statement identifies how the community and other bodies can be involved in a timely and accessible manner.

The first sentence in paragraph 3.4 is contradictory. It is suggested that the second part of the sentence should be reworded as follows:“  
ie there will be **no** opportunity for the City Council to propose any modifications to that report”.

**3. The Councils Response**

3.1 Accept change

**Local Development Framework  
Statement of Community Involvement**

**Sunderland City Council**

Written Statement in Response to Government Office for the North East

Objection reference: 06

**1. Section to which to which the objection relates**

1.1 Paragraph 3.10

**2. Summary of objection**

2.1 The last sentence of paragraph 3.4 conflicts with the advice in paragraphs 5.3 and 5.5 of PPS12 because it implies that the policies in the adopted Alteration No 2 and the UDP will be automatically saved until their replacement as part of the LDF. The last sentence of paragraph 3.4 should be revise to reflect the advice in paragraphs 5.3 and 5.5 of PPS12.

**3. The Councils Response**

3.1 Accept the objection and change paragraph 3.4 to read: " in early 2007. It will then be saved **for a period of 3 years. The unaffected parts of the UDP have automatically been saved for a period of 3 years from the commencement of the Planning and Compulsory Purchase Act 2004. During this time these policies will be** the statutory land use policies for the City until their replacement as part of the LDF for the City.

## **Local Development Framework Statement of Community Involvement**

### **Sunderland City Council**

Written Statement in Response to Sunderland Civic Society

Objection reference: 07/08

#### **1. Section to which to which the objection relates**

1.1 Paragraph 3.19 – 3.28

#### **2. Summary of objection**

2.1 The document is too general in describing what consultation procedures will be invoked and at what time to satisfy soundness test (iv) “ identifies how the community and other bodies can be involved in a timely and accessible manner”.

2.2 The document does not satisfy test of soundness (iv) “methods to be employed are suitable for the intended audience and for the different stages in the preparation of local development documents”. The SCI does not contain sufficient details of how various consultation methods will be employed at various stages. It merely states that it may deploy methods and does not give an indication when.

2.3 It is questioned whether the document satisfies test of soundness (vi) “resources are available to manage community involvement effectively”. The document does not give a clear indication of the level of consultation which is feasible under resource constraints.

2.4 The lack of specific commitment to the consultation measures makes reviewing the SCI in an objective manner difficult against soundness test (viii) “authority has mechanisms for reviewing the SCI”.

#### **3. The Councils Response**

3.1 The Council considers that the SCI meets soundness tests iv, vi, and viii. As the Civic society acknowledge the Planning policy team does not have the resources to manage all methods within a reasonable timescale. Therefore it is unreasonable to specify techniques for every situation. Depending on the type and nature of the LDD different techniques will be applied, but again within resources available.

3.2 No change is proposed to the SCI.

**Local Development Framework  
Statement of Community Involvement**

**Sunderland City Council**

Written Statement in Response to Sunderland Civic Society

Objection reference: 07/08

**1. Section to which to which the objection relates**

1.1 Paragraph 4.11 – 4.16

**2. Summary of objection**

2.1 The Society acknowledge that the SCI may comply with the requirements of soundness test (ix) “statement clearly describes the planning authority’s policy for consultation on planning applications” it could be more fully committed to the principle of consultation.

2.2 The Society would like to see:

Automatic consultation on certain categories of planning applications; Major developments within and adjacent to conservation areas, green Belts and city centre developments, other major developments which would involve a departure from the development plan, and development of listed buildings or developments likely to affect their setting.

Feedback on what representations have achieved and why?

**3. The Councils Response**

3.1 The Council considers that the SCI meets soundness test (ix) “statement clearly describes the planning authority’s policy for consultation on planning applications”. Due to limited resources it is not possible to consult the Society directly on such a range of applications. Weekly lists, which are available on the Council’s web site provide this information. Similarly due to the resource implications it is not practicable to provide feedback on what representations have achieved and why. However, Committee reports which generally identify the issues and reasons for a decision are available on the Councils web site.

3.2 No change is proposed to the SCI.



**Local Development Framework  
Statement of Community Involvement**

**Sunderland City Council**

Written Statement in Response to Sport England

Objection reference: 12

**1. Section to which to which the objection relates**

1.1 Paragraph Appendix 2.

**2. Summary of objection**

2.1 Welcome the inclusion of a glossary and that the term allocation should be defined.

**3. The Councils Response**

3.1 The Council will discuss including the definition with government Office for the North East.

**Local Development Framework  
Statement of Community Involvement**

**Sunderland City Council**

Written Statement in Response to Sport England

Objection reference: 12

**1. Section to which to which the objection relates**

1.1 Paragraph 4.16.

**2. Summary of objection**

2.1 Sport England require that they are made aware of the outcome of any planning application they have made comments on. Request that on such applications they are informed in writing of the decision and where on the website the decision notice can be obtained. Paragraph 4.16 alludes to such a procedure, but could be made clearer

**3. The Councils Response**

3.1 Decision notices can be viewed on the Councils web site. The Council is looking into its procedure for informing consultees regarding notification of the decision. No change to the SCI.

**Local Development Framework  
Statement of Community Involvement**

**Sunderland City Council**

Written Statement in Response to Sunderland arc Ltd

Objection reference: 13

**1. Section to which to which the objection relates**

1.1 Paragraph Appendix 4.

**2. Summary of objection**

2.1 Sunderland arc would prefer that the generic references to Urban regeneration Companies be substituted by a specific reference to Sunderland arc Ltd. English partnerships should also be included in the schedule as a consultee.

**3. The Councils Response**

3.1 Will amend Appendix to refer to Sunderland arc Ltd, and add English Partnerships to the consultation schedule.

**Local Development Framework  
Statement of Community Involvement**

**Sunderland City Council**

Written Statement in Response to Edward Thompson Group

Objection reference: 14

**1. Section to which to which the objection relates**

1.1 Paragraph None stated..

**2. Summary of objection**

2.1 Broadly support the SCI, but make two requests. Firstly they recognise the difficulties in identifying and engaging the wider business community outside the Chambers of Commerce. However, should be consulted on land issues that would have an affect on the interests of ETG in the development plan and control process. There they request that their details be added to the consultation database.

**3. The Councils Response**

3.1 The Council seek to ensure that consultation, dependant upon the type, and location reaches a range of interested organisations, through various methods including the Council's website, letter, press advert and other means such as presentations and workshops. The Council will add ETG's contact details to the consultation database.

**Local Development Framework  
Statement of Community Involvement**

**Sunderland City Council**

Written Statement in Response to English Nature

Objection reference: 15

**1. Section to which to which the objection relates**

1.1 Paragraph None stated.

**2. Summary of objection**

2.1 In the light of ODPM circular 08/2005 on changes to the development Control System English Nature wish to see the following points included in the SCI:

English Nature sometimes does not receive all the information needed during the relevant timescale to make a response and may need to extend deadlines.

**3. The Councils Response**

3.1 Will amend paragraph 4.12 to address this issue. See earlier response to English Heritage.

**Local Development Framework  
Statement of Community Involvement**

**Sunderland City Council**

Written Statement in Response to English Nature

Objection reference: 15

**1. Section to which to which the objection relates**

1.1 Paragraph None stated.

**2. Summary of objection**

2.1 In the light of ODPM circular 08/2005 on changes to the development Control System English Nature wish to see the following points included in the SCI:

Legislation sets different time limits which superseded the requirement for statutory consultees to respond within 21 days of receipt of the consultation.

**3. The Councils Response**

3.1 Will amend paragraph 4.12 to address this issue. It is proposed that the text be amended to reflect all statutory time periods. "All representations received during the relevant statutory ~~24~~ consultation period..."

**Local Development Framework  
Statement of Community Involvement**

**Sunderland City Council**

Written Statement in Response to English Nature

Objection reference: 15

**1. Section to which the objection relates**

1.1 Paragraph None stated.

**2. Summary of objection**

2.1 In the light of ODPM circular 08/2005 on changes to the development Control System English Nature wish to see the following points included in the SCI:

The SCI should encourage developers to carry out pre-application discussion with English Nature concerning any application likely to affect directly or indirectly SSSI's, internationally important sites, protected species, protected species or other issues identified in the policies of PPS9. This can avoid undue delay in the application process by gathering all information early.

**3. The Councils Response**

3.1 The SCI in paragraph 4.4 encourages early discussion with the Council and will identify whether there is a need to consult the community and other consultees at the pre-application stage. Detailed guidance is being prepared on this aspect. No change to SCI.

**Local Development Framework  
Statement of Community Involvement**

**Sunderland City Council**

Written Statement in Response to English Nature

Objection reference: 15

**1. Section to which to which the objection relates**

1.1 Paragraph None stated.

**2. Summary of objection**

2.1 Of particular relevance to the SCI are the consultation procedures set out in Circular ODPM 06/2005 in regards PPS9 and the Habitats Regulations. These procedures can be expedited by pre-consultation with English Nature.

**3. The Councils Response**

3.1 The SCI needs to be succinct. These comments will be taken account of in the Council's procedures for Development Control and LDF preparation. No change to the SCI.



**Local Development Framework  
Statement of Community Involvement**

**Sunderland City Council**

Written Statement in Response to Forestry Commission

Objection reference: 16

**1. Section to which to which the objection relates**

1.1 Paragraph None stated.

**2. Summary of objection**

2.1 Although the Forestry Commission is referred to in Appendix 4 the Council need to ensure that all future correspondence goes to the correct office. Also the Great North Forest Team is added to the list of consultees.

**3. The Councils Response**

3.1 The Forestry Commission contact details have been amended, and the Great North Forest added to the consultation data base.

**Local Development Framework  
Statement of Community Involvement**

**Sunderland City Council**

Written Statement in Response to Forestry Commission

Objection reference: 16

**1. Section to which to which the objection relates**

1.1 Paragraph Section 4.

**2. Summary of objection**

2.1 The Forestry Commission consider that section 4 does not provide a clear indication that the Council will consult with relevant statutory bodies, such as the Forestry Commission or English Nature, in considering relevant planning applications.

**3. The Councils Response**

3.1 Although the Council does consult all relevant statutory consultees in accordance with the GDPO a further bullet point to reflect this will be added to paragraph 4.10 of the SCI.

**“Consultees – Statutory and non statutory consultees will be consulted in accordance with the General Development Procedure Order (GDPO).”**

**Local Development Framework  
Statement of Community Involvement**

**Sunderland City Council**

Written Statement in Response to Forestry Commission

Objection reference: 16

**1. Section to which to which the objection relates**

1.1 Paragraph Section 4.

**2. Summary of objection**

2.1 The Forestry Commission encourage the Council to consult the Forestry Commission whenever considering a planning application for a development that will have an adverse effect on ancient woodland, and all other types of woodland. The Forestry Commission also request that they be advised of any instances where they need to be involved due to their responsibilities under the Forestry EIA regulations.

Also the Forestry Commission would welcome the opportunity to be involved and to provide technical advice when the Council are considering any applications for wood processing or forest industry developments.

**3. The Councils Response**

3.1 The Council does consult all relevant statutory consultees in accordance with the GDPO, which is clarified in the proposed change to paragraph 4.10 of the SCI. The Forestry Commissions comments have been noted by Development Control. No change to the SCI.

**Local Development Framework  
Statement of Community Involvement**

**Sunderland City Council**

Written Statement in Response to Sunderland History Society

Objection reference: 17

**1. Section to which to which the objection relates**

1.1 Paragraph Section General.

**2. Summary of objections**

2.1 Raise awareness through school curriculum.

**3. The Councils Response**

3.1 The Council is working with Planning Aid to raise awareness of planning in schools. No change to the SCI.

**Local Development Framework  
Statement of Community Involvement**

**Sunderland City Council**

Written Statement in Response to Sunderland History Society

Objection reference: 17

**1. Section to which to which the objection relates**

1.1 Paragraph Section 1.3.

**2. Summary of objections**

2.1 A clear policy for explaining how a decision was reached, and by whom, and how there can be an application for an independent review.

**3. The Councils Response**

3.1 The members of the Local Planning Authority are elected to represent the interests of the whole community in planning matters. Each local authority is required to adopt a local code of conduct under the Local Government Act 2000 for Councillors in carrying out their duties. The guidance note "Probity in Planning - the role of councillors and officers " published by the Local Government Association in 2002 relates these requirements to planning. The authority also has a Protocol for Members in Relation to Development Control Matters which is set out in its Constitution. There exists a Standards Board to which allegations for breaches of local codes can be made, along with the Local Government Ombudsman for dealing with complaints.

No change to the SCI.

**Local Development Framework  
Statement of Community Involvement**

**Sunderland City Council**

Written Statement in Response to Sunderland History Society

Objection reference: 17

**1. Section to which to which the objection relates**

1.1 Paragraph Section 1.7

**2. Summary of objections**

2.1 Utilise existing contact groups and make consultation jargon free.

**3. The Councils Response**

3.1 The Council recognises the benefit of consultation and seeks to widen its consultation base through networking within the council but also with community groups. No change to the SCI.

**Local Development Framework  
Statement of Community Involvement**

**Sunderland City Council**

Written Statement in Response to Sunderland History Society

Objection reference: 17

**1. Section to which to which the objection relates**

1.1 Paragraph Section 1.9

**2. Summary of objections**

2.1 The example of the Sunderland Housing Group should be looked at to ensure mistakes they were able to force through can not happen again. Who will police the system, to reduce individual gain. Suggest an open list of who will gain from any specific decision.

**3. The Councils Response**

3.1 This is not appropriate to the Statement of Community Involvement. No change to the SCI.

**Local Development Framework  
Statement of Community Involvement**

**Sunderland City Council**

Written Statement in Response to Sunderland History Society

Objection reference: 17

**1. Section to which to which the objection relates**

1.1 Paragraph Section 3.8

**2. Summary of objections**

2.1 A declaration of who has been approached and when as well as who responded for all aspects including sustainability.

**3. The Councils Response**

3.1 The Council has prepared a Statement of Consultation to accompany the Submission draft SCI, and a statement of representations following the submission of the document to the Secretary of State. These documents set out who has been consulted and how the Council propose to deal with the representations. No change to the SCI.



**Local Development Framework  
Statement of Community Involvement**

**Sunderland City Council**

Written Statement in Response to Sunderland History Society

Objection reference: 17

**1. Section to which to which the objection relates**

1.1 Paragraph Section 3.21 & 3.22

**2. Summary of objections**

2.1 Workshops should avoid technical jargon so the lay person can understand. Also use should be made of existing groups using their knowledge and structure.

**3. The Councils Response**

3.1 The Council will seek to avoid jargon and explain the process in order to gain an understanding from people not familiar with the planning process. The Council recognises the benefit of consultation and seeks to widen its consultation base through networking within the council and community groups sharing knowledge and experience. No change to the SCI

**Local Development Framework  
Statement of Community Involvement**

**Sunderland City Council**

Written Statement in Response to Sunderland History Society

Objection reference: 17

**1. Section to which to which the objection relates**

1.1 Paragraph Section 4.5 & 4.20

**2. Summary of objections**

2.1 An applicant for planning permission who does not own the land should pay for the costs of consultation. Also, are penalties in place if a Council Officer allows a breach of Planning Control.

**3. The Councils Response**

3.1 Both these issues are not relevant to the SCI's test of soundness. No change to the SCI

**Local Development Framework  
Statement of Community Involvement**

**Sunderland City Council**

Written Statement in Response to Sunderland History Society

Objection reference: 17

**1. Section to which to which the objection relates**

1.1 Paragraph Section 4.13

**2. Summary of objections**

2.1 To encourage active participation it would be more useful to reply to specific comments at a later stage rather than the general acknowledgement letter. You are left feeling it is just a paper exercise and your views were not noted. A list of issues raised and reasons for decisions which were available publicly would demonstrate that all views were considered.

**3. The Councils Response**

3.1 Due to limited available resources it is not possible to respond on an individual basis, however, committee reports which generally identify the issues and reasons for decision are available on the Council's web site.

No change to the SCI

**Local Development Framework  
Statement of Community Involvement**

**Sunderland City Council**

Written Statement in Response to Bellway Homes Ltd

Objection reference: 19

**1. Section to which to which the objection relates**

1.1 Paragraph 4.6

**2. Summary of objections**

2.1 Greater clarity as to when an applicant would be expected to utilise “public meetings” – These can be unduly onerous. Policy should say “only in very exceptional circumstances for major developments of a more than local significance (ie sub regional) should public meetings be sought. In all other instances a public exhibition will suffice”.

**3. The Councils Response**

3.1- Detailed guidance is being prepared regarding pre-application discussions and consultation, but not yet completed. Comments by Bellway will be considered in preparation of this guidance as. No change to paragraph 4.4 of the SCI which states that “detailed guidance is being prepared in this respect”.

# CITY OF SUNDERLAND

## STATEMENT OF COMMUNITY INVOLVEMENT

November 2006

If you require this document in a language other than English please contact The Planning Policy Section on 0191 5531955 or by emailing [udp@sunderland.gov.uk](mailto:udp@sunderland.gov.uk)

“如閣下需要這份文件的其它語言譯本，請電01915531955聯絡計劃政策部門，或電郵[udp@sunderland.gov.uk](mailto:udp@sunderland.gov.uk)”

" اگر شما این مدرک را بزبان دیگری غیر از زبان انگلیسی نیاز دارید ، لطفاً با بخش طرح و برنامه ریزی بشماره تلفن 0191 5531955 یا توسط ایمیل [udp@sunderland.gov.uk](mailto:udp@sunderland.gov.uk) تماس بگیرید . "

এই দলিলাটি যদি আপনার ইংরেজী ছাড়া অন্য কোনো ভাষায় দরকার হয়, তাহলে প্লানিং পলিসি সেকশেন 0191 5531955 নাম্বারে ডায়াল করুন বা [udp@sunderland.gov.uk](mailto:udp@sunderland.gov.uk) এই এড্রেসে ইমেইল করুন ।

Philip Barrett  
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City of Sunderland  
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## PREFACE

The Statement of Community Involvement (SCI) sets out the Council's proposals for engaging all sections of the Community in planning the future of the City through its new Development Plan, the Local Development Framework (LDF) and in participating in the determination of planning applications. The Council's Community Consultation Framework gives clear reasons as to why it is essential to involve the community in planning and other services in order to :

- Improve Council Services
- Improve the quality of decision making
- Improve public confidence in the decision making process, and
- Increase the involvement of local people in the democratic process.

Engaging all of Sunderland's stakeholders in the planning process will move towards achieving the City and Council's vision for creating inclusive communities by taking inequalities; building cohesive communities and promoting inclusive notions of citizenship identity and belonging; opening up opportunities for all; promoting community engagement and active citizenship and; building capacity in communities.

With the use of up-to-date consultation techniques, including information technology, the opportunity to engage the community on planning matters in improved breadth and depth is available as never before.

The City Council would welcome views on this Submission draft Statement of Community Involvement. All views received will be considered by the Council and taken into account in finalising the SCI. The revised SCI will then be submitted to the Secretary of State to be examined by an independent Inspector. When finalised the SCI will set the standard for community involvement in planning in Sunderland.

This revised SCI will be submitted to the Secretary of State to be examined by an independent Inspector and there will also be a six week period in which representations can be made. When finalised the SCI will set the standard for community involvement in planning in Sunderland.

## 1.0 INTRODUCTION

- 1.1 Under the new Planning and Compulsory Purchase Act 2004 Planning Authorities are required to prepare a Statement of Community Involvement (SCI). This will set out how the Council intends to consult and involve communities and Stakeholders in the preparation, alteration and review of its new development plan the Local Development Framework (LDF) (explained further in Chapter 3) and in the process for determining planning applications. The SCI will provide a clear guide to inform people as to how and when they will be able to take part in the planning system. The SCI will also provide a basis for engaging communities on other relevant plans and strategies.
- 1.2 Consulting local communities has been a long established and important part of the planning process with opportunities provided to make representations in the Development Plan system and in consideration of planning applications. Under the new planning system the requirement for public consultation remains but there is more emphasis on informal engagement and consensus - building early in the process in order to speed up delivery and minimise the need for lengthy inquiries into planning proposals.
- 1.3 The Government recognises that community involvement:
- Can reflect local people's aspirations and needs
  - Is a key element of open and participatory democracy
  - Can improve decision making by drawing on local knowledge
  - Educates all participants
  - Promotes community cohesion through communities' involvement in decision making
- 1.4 The importance of effective community involvement is stated in Planning Policy Statement PPS1- (Delivering Sustainable Development), and PPS12 ( Local Development Frameworks) which recognise that community involvement is vitally important to planning and the achievement of sustainable development. Key to this is providing an accessible and transparent planning system, which provides continuing opportunities for local people to participate in the creation of inclusive, accessible, safe and sustainable communities. One of the main principles of sustainable development is involving communities in developing a vision for their area. In order to develop a vision communities need to be given the opportunity to participate in drawing up plans or policies and be consulted on planning applications.
- 1.5 To be successful, a clear understanding must be gained of the make-up of communities, their interests and needs. The City of Sunderland contains a wide range of communities and an inclusive approach should be taken so that all groups irrespective of age, sex, ethnicity or background, are able to fully participate in the planning process, with a particular need to involve hard-to-reach groups who find it difficult to engage in the process.
- 1.6 Community involvement is not simply a matter of ticking a box in response to a question or targeting those groups familiar with the planning process but requires genuine participation that will help shape the future of Sunderland.



PPS 1 advocates that effective community engagement requires communities to be:

- informed in good time about policies and proposals.
- able to shape developments and proposals rather than a reactive tick box approach to consultation
- consulted on formal proposals
- consulted in locations that are widely accessible
- provided with feedback but also involves a process that seeks feedback.

1.7 Therefore the Council will seek the most effective way to engage stakeholders and all sections of the community in the planning process. The Council firmly believes in the importance of such engagement which promotes local ownership in the planning process, and has already demonstrated a commitment to consultation.

1.8 Sunderland Council is committed to listening to, and acting upon, the views of the local community and in October 2000 approved the Community Consultation Framework. The Council wants to make sure that it carries out consultation in an inclusive and suitable manner. This means keeping the people whom it consults fully informed from the beginning to the end of consultation. The Council will build the results of consultation into its policy and planning.

1.9 The Council will also make sure that it meets a set of principles when it carries out any consultation:

#### COMMUNITY CONSULTATION FRAMEWORK – PRINCIPLES

The Council will seek to:

- Ensure the consultation is inclusive
- Use a suitable technique appropriate to the type of consultation
- Communicate clearly
- Promote quality in consultations
- Work in partnership
- Provide mechanisms for involvement

These Principles are fully explained in Appendix 1

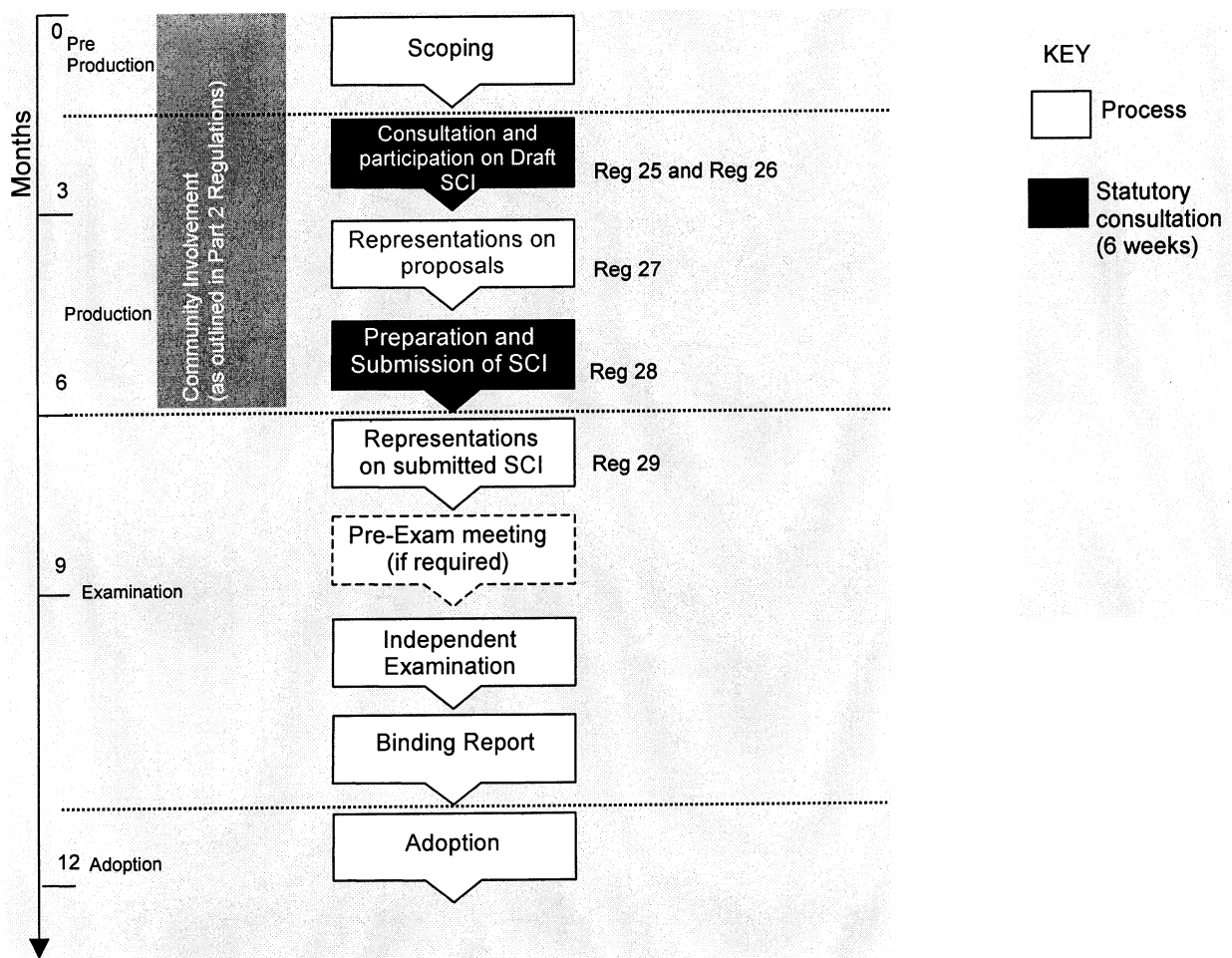
1.10 The Draft SCI has been written to conform with these principles taking into account the Town and Country Planning (Local Development) (England) Regulations 2004 and government guidance. In addition the SCI has been informed by a questionnaire consultation conducted in May 2005 and Pre-Submission Participation during July to September 2005.

1.11 The SCI covers the following matters in order to satisfy the “Test Of Soundness” :

- How the Council meet the minimum legal requirements.
- Links with other strategies.
- The range of community groups and bodies to be consulted.
- How these groups will be consulted.
- What appropriate consultation techniques will be used for different groups and individuals during the different stages of the planning process.
- How the results of community involvement will be used in the preparation of development plan documents and supplementary planning documents.
- How the Council intends to resource and manage community involvement effectively.
- How the Council will consult on planning applications.
- How the Council intends to monitor and review the SCI.

1.12 The SCI preparation process is illustrated in Figure 1. This sets out the stages and opportunities for consultation during the process. The preparation of all Development Documents and consideration of planning applications must accord with the standards set out in the SCI.

**Fig 1 Preparing a Statement of Community Involvement**



## 2.0 LINKS WITH OTHER COMMUNITY INITIATIVES

2.1 The Government recognises the benefits of developing linkages with the LDF and other strategies and plans such as community strategies and strategy for hard to reach groups in delivering sustainable development. One of the key principles which underpins the Sunderland (Community) Strategy is a commitment to participation. Only by developing joint working and sharing knowledge between Council departments can community participation be exploited fully. Also there are synergies to be gained from developing more effective relationships between the, LDF and Sunderland Strategy, regarding policy content and processes. These benefits are outlined in paragraph 2.4.

2.2 The key objective of community strategies is to enhance the quality of life for local communities whilst contributing to the achievement of sustainable development. The Sunderland Strategy combines 3 major City wide strategies, the first Community Strategy, the Sustainable Development Strategy, and the Neighbourhood Renewal Strategy to provide a cohesive vision:

*“Sunderland will be a prosperous City. A desirable, safe and healthy place to live, work, learn and visit, where all people can reach their full potential”*

2.3 This vision has 8 shared strategic objectives which highlight the principles and priorities for action:

1. Creating a prosperous City
2. Extending cultural opportunities
3. Improving the quality, choice and range of housing
4. Improving health and social care
5. Reducing crime and fear of crime
6. Raising standards and increasing participation in learning
7. Developing an attractive and accessible City
8. Creating inclusive communities

2.4 The involvement of the community is essential to the delivery of both the Sunderland Strategy and the LDF. Planning through the development plan and determination of planning applications is a key tool by which the Council will establish and take forward its vision for the City. The benefits from integrating policy and process between the LDF and community strategy are :

- An integrated approach towards future development based upon sustainable development objectives
- Joined up approach to community planning
- LDF as a delivery mechanism for the Sunderland Strategy
- Corporate working and sharing resources
- Ability to engage a wide range of stakeholders
- Recognise knowledge sharing

2.5 The SCI will therefore seek to ensure that the preparation of the LDF reflects the Sunderland Strategy and builds upon the benefits of integration.

### **3.0 COMMUNITY INVOLVEMENT IN THE LOCAL DEVELOPMENT FRAMEWORK**

3.1 Under the Planning and Compulsory Purchase Act 2004, the planning system has undergone major changes to the preparation of development plans. One of the key objectives of the new planning system is that it should be speedier, more flexible and responsive. The Unitary Development Plan (UDP) for Sunderland sets out the planning framework for the City until 2006. The UDP will eventually be replaced by the Local Development Framework (LDF)

#### **Alteration To UDP**

3.2 The City Council is currently preparing a revised planning framework for Central Sunderland. This framework is now being progressed through the statutory planning process as the City of Sunderland Unitary Development Plan: (Alteration No.2) Central Sunderland.

3.3 Following an earlier public consultation (1<sup>st</sup> deposit ) in March 2004 the document will be re-deposited in accordance with the appropriate planning regulations. This will comprise a 6 week consultation period, starting in October, where the policies will be available for public comment. Thereafter the entire document will be the subject of a Public Local Inquiry (scheduled to commence in April 2006) where the "soundness" of all the policies will be assessed by an independent Government Inspector.

3.4 Under the new Development Plans Regulations the Inspector's report will be binding; ie there will be no opportunity for the City Council to propose any modifications to that report. It is anticipated that the Inspector's report will be received towards the end of 2006, with Alteration No. 2 being formally adopted in early 2007. It will then be saved for a period of 3 years. The unaffected parts of the UDP have automatically been saved for a period of 3 years from the commencement of the Planning and Compulsory Purchase Act 2004. During this time these policies will be the statutory land use policies for the City until their replacement as part of the LDF for the City.

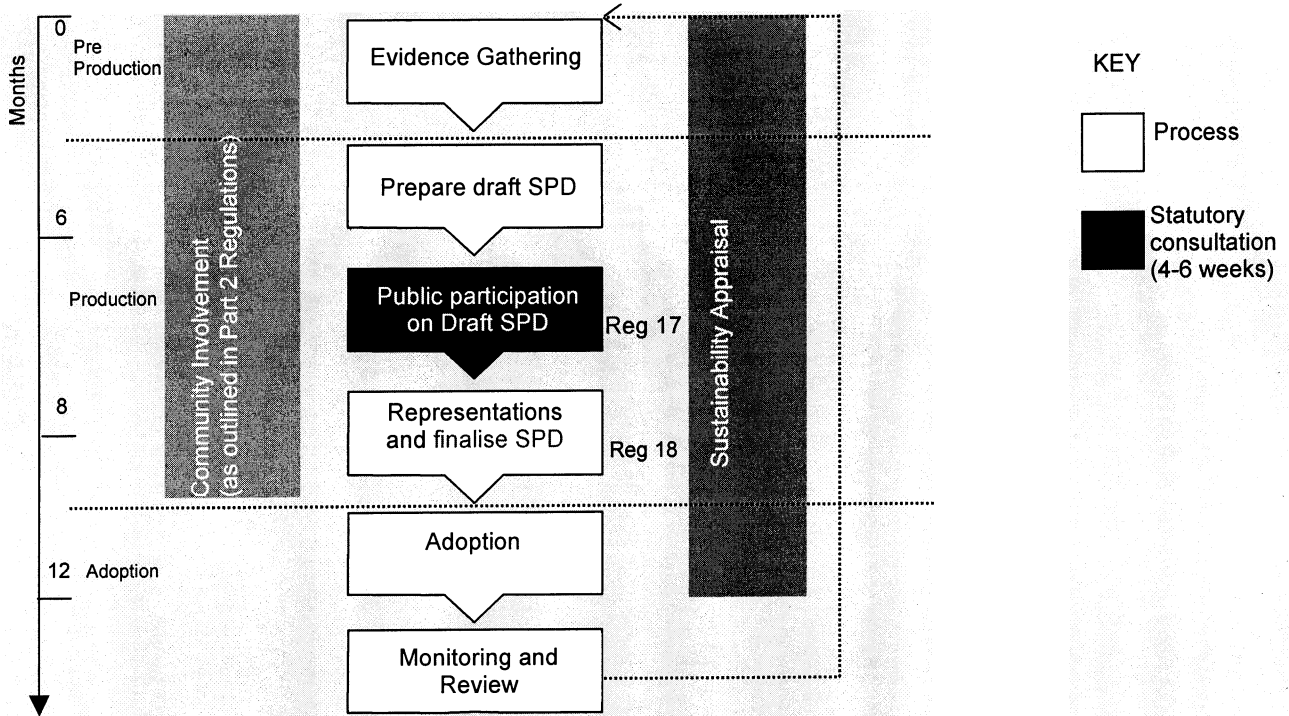
#### **Preparation of LDD's**

3.5 The LDF will consist of a suite of documents known as Local Development Documents (LDDs). Those classed as Development Plan Documents(DPD) will form the development plan and be subject to independent examination. They can include:

- Core Strategy - sets out the vision and strategic policies for the City
- Site Specific Allocations – specific sites identified for development
- Proposals Map – LDF policies illustrated on an OS map base
- Other Area Action Plans

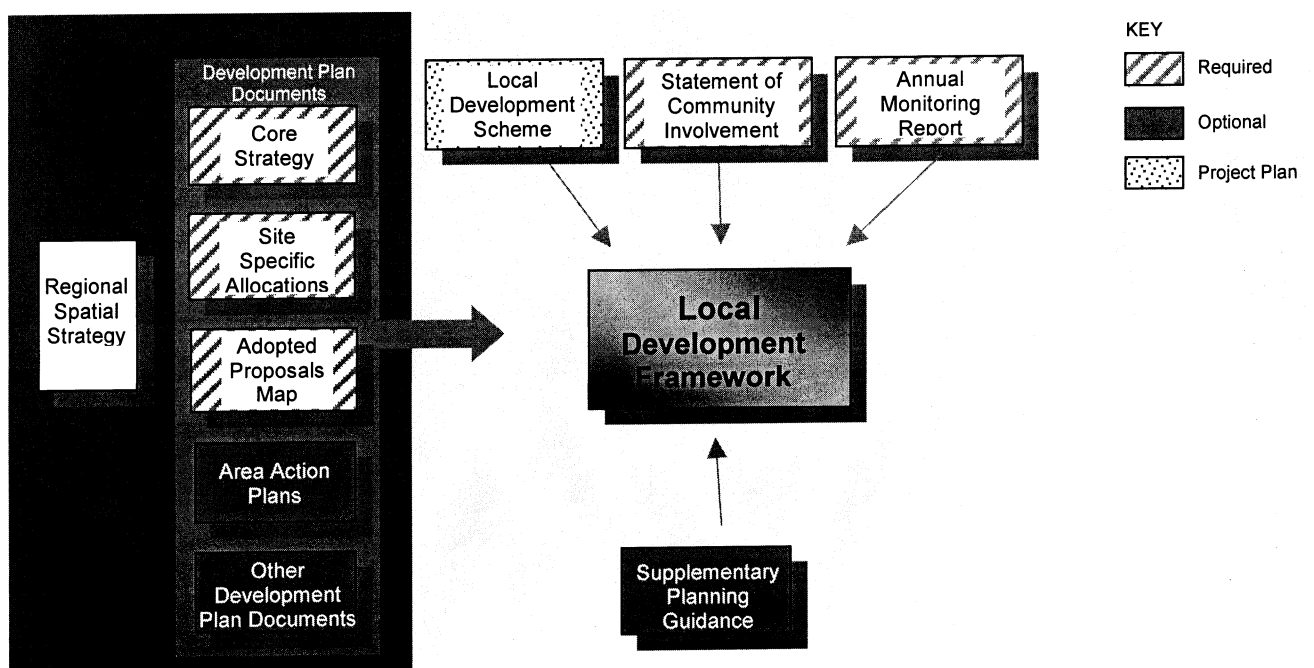
3.6 These DPD's are essentially the components that formed the UDP.

**Fig 2 The Supplementary Planning Document Process**



3.7 Supplementary Planning Documents (SPD) – are also LDDs. SPD's can be prepared to support policies in the DPD's, similar to existing Supplementary Planning Guidance. Although not subject to independent examination they will be subject to consultation. Figure 2 illustrates the Supplementary planning process and opportunities for community involvement. SPD's must not allocate land, but can be used to expand policy or provide further detail to policies in a DPD

**Fig 3 The Local Development Framework**



3.8 The LDF must also include:

- The Local Development Scheme (LDS) – this sets out the project plan timetable for the preparation of the LDF. Sunderlands LDS was published in March 2005
  - Annual Monitoring Report – which will be prepared every year setting out implementation and progress on the LDF
  - Statement of Community Involvement in the preparation of the LDF
- The preparation of the LDF documents will accord with the timetable set out in the LDS.

### **Sustainability Appraisal**

3.9 A Sustainability Appraisal is required for LDD's under the Planning and Compulsory Purchase Act 2004, to include SEA under the European Directive 2001/42/EC. The purpose of the sustainability appraisal is to appraise the social, environmental, and economic effects from the outset of the preparation process, and where appropriate what courses of action follow.

3.10 The Sustainability Appraisal has specific requirements for consultation. The Government has designated four statutory consultees who must be consulted during the process; The Countryside Agency, English Nature, English Heritage and the Environment Agency. Consultation will also take place with other relevant stakeholders, the Local Strategic Partnership, and other community interests.

### **Key stages of Development Plan Documents preparation**

3.11 Initial consultation – emphasis on early community involvement in the preparation of LDDs. Consultation will encourage participation, particularly of relevant groups, to help the Council identify the issues and options available to address them. The Council will seek to build consensus through continuous community involvement (See section on Consultation Methods 3.19).

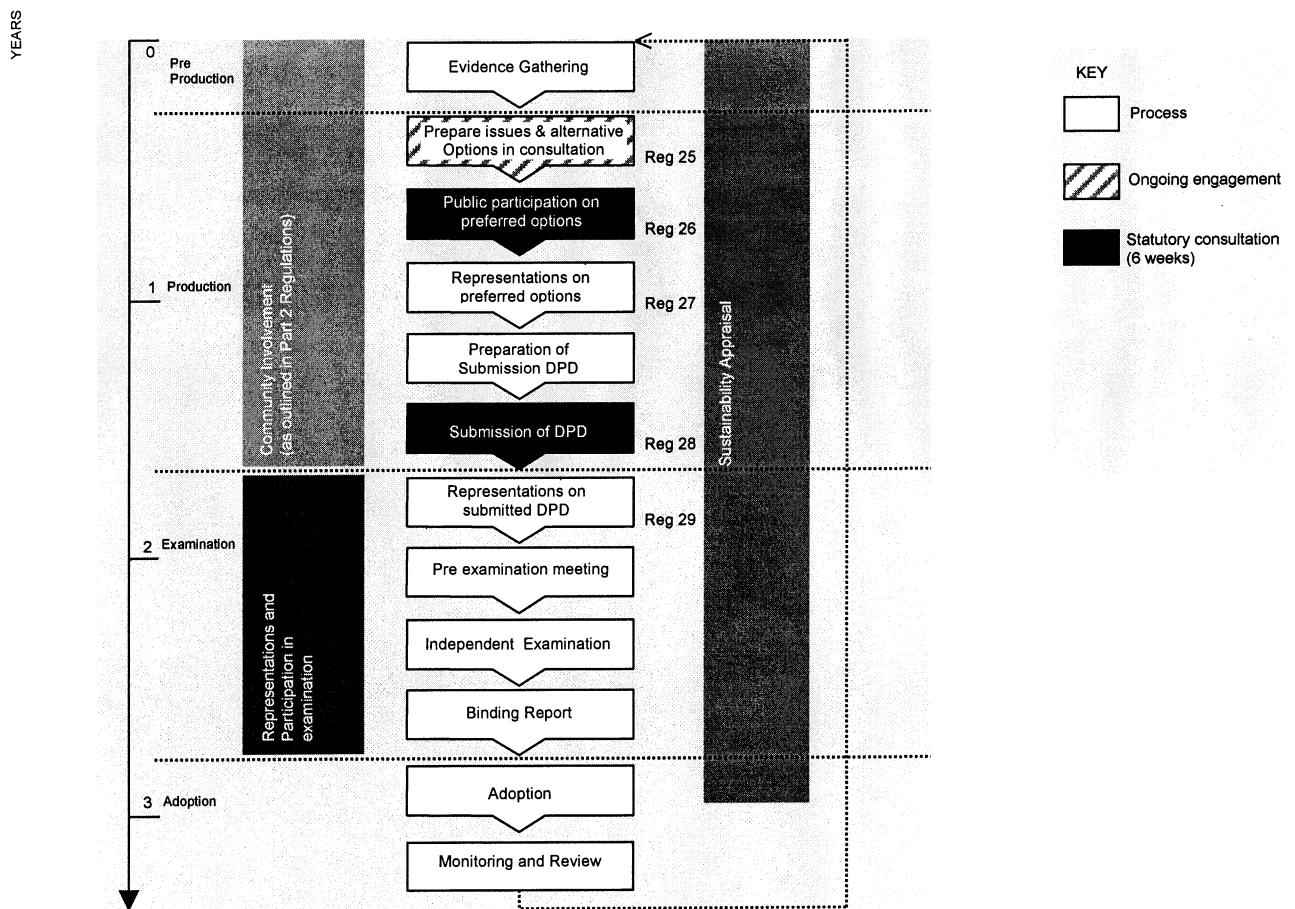
3.12 Pre-submission (Preferred Options Report) – this includes a statutory 6 week consultation period, (see the procedure summary outlined below). This gives the community and stakeholders the opportunity to ensure that the Council has considered all the options. Following the end of this period the Council will consider representations and prepare the document for submission.

3.13 Preparation of submission of Development Plan Document – The DPD should be prepared for submission for independent examination. On its submission to the Secretary of State there must be a further 6 week consultation period. This will be accompanied by the Statement of Compliance, detailing how the Council has complied with the SCI. The Council will provide feedback after all stages that involved public consultation as outlined in paragraph 3.24

3.14 Independent Examination – An Inspector will consider the soundness of the DPD through oral and written representations.

- 3.15 Inspector's Report – Following the examination the Inspector will produce a report that is binding upon the Council with recommendations on how the DPD must be changed, or matters for further consideration.
- 3.16 Adoption – The Council will adopt the DPD as amended by the Inspector
- 3.17 Review – DPDs will be reviewed in the light of changing circumstances and Annual Monitoring Reports

**Fig 4 Preparation of a Development Plan Document**



**LDF preparation – Community Involvement**

- 3.18 In preparing the draft SCI the Council undertook a scoping exercise to identify community and interest groups and gave them the opportunity to become involved in the planning process. This was drafted after internal consultation within the Council to list all known community groups and include, as far as possible, those generally considered hard to reach. The questionnaire sought to identify interested parties and how and when they would wish to become involved in the planning process. The exercise has also assisted the Council in how best to manage and prioritise resources to assist those with an interest in the process. A questionnaire was sent to known community groups and made available on the Council's web site (See Statement of Consultation). Further consultation was also undertaken in the preparation of the Pre-Submission Participation.

The Council has identified a range of key groups. These are:

- General Public
  - Elected members
  - Statutory & non Statutory Consultees (PPS 12 Annex E)
  - Government – Local, Regional, & National
  - Consultants & Developers
  - Local Businesses
  - Neighbouring Local Planning Authorities
  - Local Community Groups/ Interest Groups
  - Hard to reach – the following have been identified as those groups and individuals most likely to find consultation processes difficult to access and can therefore be considered hard to reach for the purpose of consultation:
    - Those with literacy problems
    - Those unaware of current planning procedures
    - Those with limited access to Council facilities i.e. with no transport, no internet access and few community facilities – notably residents in known area of deprivation.
    - Those currently living in institutions e.g. hospitals, prisons
- (These are listed in Appendix 4)

### **Consultation methods and procedure**

3.19 The following suggested consultation methods could be used by the Council during the production of LDDs. The Council's Community Consultation Framework and manual will inform the choice of technique, which will take into account benefits and resource implications.

- ***Database utilisation to identify and contact consultees*** – The Council's Development & Regeneration Directorate will maintain and update the contact records of all consultees and coordinate with other Council departments to ensure an up to date record of all consultees is maintained. Consultees will be consulted in writing about draft documents.
- ***Draft Document publication*** – The availability of all the documents produced for the LDF process will be made known to appropriate target audiences relevant to the nature of the document i.e. City wide, local in nature, or with a specific theme interest. Copies of the draft document will be made available for inspection at the Civic Centre and Libraries throughout the City, and on the Council's website [www.sunderland.gov.uk](http://www.sunderland.gov.uk)
- ***Council Web site and electronic response*** – The Council's web site will provide an efficient method of community engagement. Benefits of this method include;
  - Increase awareness of planning issues within the City
  - Consultation can be carried out on line resulting in a paperless environment
  - Improve communication between the community and the Council
  - Provide a forum for debate



- 3.20 The Council will make available on its web site [www.sunderland.gov.uk](http://www.sunderland.gov.uk) formal consultations and provide the opportunity for responses to be made on line. Consultation responses will also be made available on line when the Council reports on how responses have fed into the planning process.
- 3.21 The Council's new information technology initiative (CAP 7) will enable consultation down to neighbourhood level for major new allocations and the reviewing, analysis and retrieval of responses.
- **Workshops** – This method allows a means to engage the community in an interactive format. It has many benefits including:
    - Raising awareness
    - Shaping proposals
    - Generating ideas and suggestions for improvement
    - Community ownership in the planning process
  - **Participatory Appraisals** – This technique has already been used with some success by the Council. It is highly flexible for both small groups and whole communities where a cycle of data collection, reflection and learning and action planning is desired. Barriers can be identified with solutions agreed. Some of the advantages of this technique are:
    - Its personnel –led approach can over come potential literacy issues
    - Its simplifies complex issues
    - It is Inclusive
    - It helps create networks and shared knowledge
    - It can create action plans with priorities
    - Feedback is given to the community for confirmation
  - **Fora** – The Council will use existing Area Fora within the City to widen participation by communities in the LDF process. These fora will be used to engage the community and explain key planning issues. The Council will also set up a forum with key stakeholders to regularly examine and address planning issues within the City.
  - **Open days and Exhibitions** – These techniques provide a forum to listen, as well as the opportunity to provide information. They can be used to obtain comments, provide visual and audio information and give the opportunity for data collection through questionnaires and comment boxes. They need to be used carefully otherwise feedback may be unrepresentative.
  - **Media releases and Press notices** - The Council will explore the use of various forms of media, such as newspapers and radio to inform the community of key consultations. Free Council publications, such as City News, which is distributed throughout the City, can also be used to inform the community of key consultations.
- 3.22 The Council, guided by its Consultation Framework, will use the following consultation methods as appropriate to the document, stage, and geographical areas covered. The consultation methods employed will be

reflected by the time and resources available. All of the methods identified will not be used at every stage, and the combination of techniques will vary.

### Consultation Methods

Stakeholders	Development Plan Documents		Supplementary Planning Documents
	Core Strategy	Site Specific Allocations & Policies, Action Area Plans	Site specific and Topic SPDs
<b>General Public</b>	Council Website, Media & Press, Public Exhibitions, Fora, Workshops, Participatory Appraisal, Draft Document Publication	Council Website, Media & Press, Public Exhibitions, Fora, Workshops, Participatory Appraisal, Draft Document Publication	Council Website, Media & Press, Public Exhibitions, Participatory Appraisal, Draft Document Publication
<b>Local community Groups/ Interest Groups</b>	Council Website, Media & Press, Public Exhibitions, Fora, Participatory Appraisal, Workshops, Draft Document Publication	Council Website, Media & Press, Public Exhibitions, Fora, Participatory Appraisal, Workshops, Draft Document Publication	Council Website, Media & Press, Public Exhibitions, Fora, Participatory Appraisal, Workshops, Draft Document Publication
<b>Local Businesses</b>	Council Website, Media & Press, Exhibitions, Participatory Appraisal, Meetings, Draft Document Publication	Council Website, Media & Press, Exhibitions, Participatory Appraisal Meetings, Draft Document Publication	Council Website, Media & Press, Exhibitions, Participatory Appraisal Meetings, Draft Document Publication
<b>Hard to reach groups</b>	Council Website, Media & Press, (including methods for the functionally illiterate) Public Exhibitions, Fora, Participatory Appraisal, Workshops, Draft Document Publication, Language translations	Council Website, Media & Press, Public Exhibitions, Fora, Participatory Appraisal, Workshops, Draft Document Publication, Language translations	Council Website, Media & Press, Participatory Appraisal, Draft Document Publication, Language translations

<b>Elected Members</b>	Council Website, Media & Press, Member Briefing/Committee Draft Document Publication	Council Website, Media & Press, Member Briefing/Committee Draft Document Publication	Council Website, Media & Press, Member Briefing /Committee Draft Document Publication
<b>Statutory &amp; non Statutory Consultees. Government – Local, Regional &amp; National. Consultants, Developers. Neighbouring Local Planning Authorities.</b>	Meetings & informal discussions Draft Document Publication Letters	Meetings & informal discussions Draft Document Publication Letters	Meetings & informal discussions Draft Document Publication Letters

3.23 When making representations seeking change, comments should be as specific as possible, in particular how the DPD is unsound and what changes should be made to make it sound. Representations should be writing or sent electronically, preferably using the form supplied by the Local Planning Authority.

3.24 At the end of a consultation exercise the Council will prepare a summary of written comments and feedback from the consultation exercises. These will be made available for communities on the web and in hard copy form. The Council will write to those who made representations informing them of the next steps and any opportunity for further involvement. The findings will be considered by officers and members in the preparation and review of DPDs and SPDs.

3.25 The process will be evaluated and the changes that have occurred as a result of community involvement monitored and lessons learnt from the process. In particular relating to:

- Policy
- Procedure
- Service Delivery
- Efficiency
- Customer Service

**Summary of procedure for participation and consultation for Development Plan Documents:**

3.26 Minimum requirements for consultation:

- Make all relevant material available at Council Offices, and other appropriate accessible places for a 6 week period (or the minimum statutory period)
- Place all material for inspection on the Council's website ([www.sunderland.gov.uk](http://www.sunderland.gov.uk))

- Advertise in local press for the area, with details of the consultation
- Send copies of the relevant material to Government Office for the North East, and consultees in accordance with PPS 12. (see Appendix 4)

### 3.27 Additional undertakings:

- Make the relevant material available in appropriate community facilities and libraries
- Make material available on request in Braille, audio, large print and to all groups irrespective of ethnicity
- Utilise and integrate Council databases to cover all communities and stakeholders
- Utilise Area Regeneration Framework delivery mechanisms where possible
- Use appropriate consultation methods

3.28 When producing a Development Plan Document (DPD) the Council must adhere to the requirements of the SCI. When the DPD is to be submitted to the Secretary of State a Statement of Compliance will be prepared detailing how the Council complied with the SCI and minimum requirements of the regulations. The Statement of Compliance will need to set out how the Council sought representations and how they were addressed in the preparation of the submitted DPD.

## 4.0 COMMUNITY INVOLVEMENT IN DEVELOPMENT CONTROL

4.1 This section of the SCI sets out how the Council will engage the community and stakeholders in the Development Control Process. The purpose of this is to demonstrate how the Council intends to implement statutory and discretionary requirements for consultation and publicity for planning applications.

4.2 All planning applications received by the City Council are currently publicised in accordance with statutory requirements (Town and Country Planning (General Development Procedure) Order 1995). This is contained in the Council's Development Control Good Practice on Publicity for Applications (See Appendix 5).

4.3 Involvement in planning applications engages individuals, communities and stakeholders in the process. The Council in meeting its statutory obligations to publicise and consult has to balance its discretionary measures with cost, speed of decision and fairness. The discretionary level of consultation varies as will be explained later.

### **Community Involvement in planning applications**

#### **Pre-application**

4.4 The Council will encourage early dialogue to examine potential development proposals. This approach becomes more important the more significant or major the proposal. The Government advises that for such proposals wider community consultation may be required in addition to the statutory

requirements. Early discussion by applicants with the Council will identify whether there is a need to consult the community and other consultees at the pre-application stage. Detailed guidance is being prepared on this aspect.

4.5 The purposes of this approach are:

- Wider understanding of proposals
- Community ownership in the process and transparency of procedure
- Feedback to shape initial proposals towards a well designed proposal
- Early identification of issues
- Avoid unnecessary objections later on in the application process, which can extend the determination period and be expensive to resolve

4.6 Suggested methods of community involvement may include:

- Public Exhibitions
- Public Meetings
- Workshops

4.7 The Council will welcome early discussion with prospective applicants, particularly on major or controversial proposals to agree whether or not it would be appropriate to undertake such a consultation exercise. The results of consultation exercises will be reported and considered as part of the application process.

4.8 The Council cannot insist that such community consultation is undertaken. However, it is considered that such engagement early in the application process can be beneficial to all parties in creating a partnership approach towards development.

4.9 Small applications, such as domestic extensions and other minor proposals will not undergo this pre-application community consultation exercise.

#### **Community Involvement when a planning application is received**

4.10 Consultations will be carried out and information disseminated on planning applications in the following ways:

##### **All applications**

- **Weekly List & Register** - The Council produces a weekly list of all planning applications received.

The planning application register, which includes all applications on hand and those which have been decided is also available for public inspection at the Civic Centre during office hours. The register includes the planning application files. These and decisions are also available on the Council web site

- **Neighbour notification** – Occupiers of neighbouring properties most likely to be affected by an application will be notified by letter, and

invited to make comments on the application usually within 21 days. Notify consultees by letter giving them 21 days, or 28 days in the case of a planning application potentially affecting a SSSI or in a SSSI consultation area<sup>1</sup>, in which to comment.

- **Advertisements** - The Council has a statutory obligation to publish details in the local Press (Sunderland Echo) of specified applications, and how to make representations
- **Site Notices** – These are displayed on or near the application site to inform the wider community and give details on how and when to make representations
- **Consultees** – Statutory and non statutory consultees will be consulted in accordance with the General Development Procedure Order (GDPO)

### **Major applications**

The council will publicise and discuss major applications (defined in Appendix 5) through exhibitions, public meetings and workshops as appropriate

### **Community Involvement during the application process**

- 4.11 The Council undertakes a considerable amount of negotiation on applications, particularly the complex and major applications. The Council encourages negotiation between applicants and officers which may result in amendments to proposals made to bring them into line with planning policies or in response to representations received. Where an amended proposal is submitted a further round of consultations may be undertaken. Whilst there is no statutory obligation to re-consult on amended plans the Council will re-consult on changes of a significant nature, on the basis of a case by case consideration.

### **Community Involvement in the decision making process**

- 4.12 All representations received during the relevant statutory consultation period will be considered in determining the application and reported in the officer's recommendation. There may be an occasion when responses will be submitted outside the statutory time period, for example if further information is required. Representations received outside of the prescribed time period will be considered at the discretion of the Council bearing in mind circumstances leading to this situation. Site inspection to view matters raised in representations received may also involve case officers calling at objectors' properties to discuss the representation.
- 4.13 All representations made in writing will be acknowledged and the writer will be notified of the procedures for determining the application. Comments on applications can also be made online by email.

<sup>1</sup> in accordance with Section 28 of the Wildlife & Countryside Act 1981 as amended by the Countryside and Rights of Way Act 2000.

It should be noted that objections should relate to planning issues such as, loss of privacy, design, and not non-planning issues such as ownership.

- 4.14 Over 90% of planning applications are determined by the Director of Development and Regeneration under the Council's delegation scheme. This assists the Council in meeting performance targets for speed of decision of planning applications.
- 4.15 Other applications are reported to one of the 3 Development Control Area Sub - Committees. The public are given the opportunity to address the Sub Committees, subject to rules on advance notification and procedure. (see Appendix 4 Planning Service leaflet- Have Your Say).

#### **Community Involvement after an application has been determined**

- 4.16 When a planning decision is issued the Council will inform the applicant/agent and those who made written representations of the decision. If the decision was made at committee, the minutes of the meeting are available on the Council's web site [www.sunderland.gov.uk](http://www.sunderland.gov.uk) within the meeting pages of the City Council. All decision notices can be viewed on-line.

#### **Community Involvement if an appeal is received on a planning application**

- 4.17 Statute allows applicants the right to appeal within 6 months of decision if an application is refused. There is no provision for third parties to appeal against a decision on an application.
- 4.18 When an appeal is received anyone who made representations on the application within the time allowed prior to determination is notified of the appeal and supplied with written details on how to make their views known. If the Planning Inspectorate decide the appeal will be determined by written representations then the objectors/supporters would be required to restate any of their representations to the Inspectorate. If the appeal is to be decided by an informal hearing or inquiry then they would be given the right to appear. All representations made during the planning application stage are public records and are forwarded to the Planning Inspectorate.
- 4.19 The Council will also publicise by means of site notices and on its web site details of any informal hearing or public inquiry. In addition a press notice may also be published.

#### **Community Involvement on Enforcement Issues**

- 4.20 A dedicated team is responsible for the enforcement of planning control which includes investigation of possible breaches and instigating any enforcement action in respect to unauthorised development. The team is also responsible for the maintenance, reviewing and enforcement of Tree Preservation Orders. All enforcement cases will be treated in confidence by the Council unless the complainant requests otherwise.

- 4.21 More detailed information on enforcement procedures is available on the Council's Planning and Building Control web page [www.sunderland.gov.uk](http://www.sunderland.gov.uk) .

## **5.0 RESOURCES MANAGEMENT**

- 5.1 The principles of Community Involvement are already embraced by the City Council. The Planning Policy Section in the Development and Regeneration Directorate is responsible for the preparation of the LDF. The Section, with assistance from other Council directorates, will utilise their structures and experience in undertaking community involvement. All consultation will accord with the Council's Community Consultation Framework.
- 5.2 The Development Control Section has existing resources and structures in place for consulting on planning applications in accordance with legislation. In those cases where developers undertake pre-application consultation they will be expected to provide the resource.

## **6.0 SCI - REVIEW**

- 6.1 The SCI will be kept under careful scrutiny so as to ensure that the Council meets its commitment to community involvement in the planning process. The Council will monitor and review the involvement by different types of group, ensuring that hard to reach groups are engaged together with individuals, and other stakeholders. In particular feedback will be used to monitor the performance of techniques, the effectiveness of consultation, and used in refining the SCI.

The effectiveness of the SCI will be assessed on the basis of:

- Feedback from representations on consultation exercises
  - Ease of accessing planning documents
  - Level of involvement in the planning process across all the community
- 6.2 As part of the LDF process the Council will prepare an Annual Monitoring Report (AMR). This will assess the production progress and policy effectiveness of the LDF. The SCI will be assessed within the AMR which will determine when it should be formally reviewed.

## **7.0 INDEPENDENT ADVICE**

- 7.1 Planning Aid North is able to offer free, independent and professional advice on Town and Country planning issues to community groups and individuals who cannot afford to pay a planning consultant. It also works with communities to help them understand and play a role in the planning process. Planning Aid produces a leaflet which can provide more details and guidance on eligibility at the address below.
- 7.2 Planning Aid works with people and communities to help them influence changes to local areas. This help includes:
- Understanding the planning system



- Involvement in preparing development plans
- Develop their own plans for the community
- Comment on planning applications
- Apply for planning permission or appeal against refusal of permission, and
- Appear at Public Inquiries
- Planning, training and education activities

Planning Aid North covers Cumbria, Northumberland, Tyne and Wear, Durham, and Cleveland.

Contact Details are:

Joint Professional Centre for Planning & Landscape,  
3<sup>rd</sup> Floor,  
Claremont Tower,  
University of Newcastle upon Tyne  
NE1 7RU.  
TEL: 0191 2225776  
Fax 0191 222 5669

Email address: [ntco@planningaid.rtpi.org.uk](mailto:ntco@planningaid.rtpi.org.uk)

Website: [www.rtpi.org.uk](http://www.rtpi.org.uk)

## APPENDIX 1

### Community Consultation Framework - Principles

The Council wants to make sure that it carries out consultation in an inclusive, suitable manner. This means keeping the people it consults fully informed from the beginning to the end of consultation. The Council will build the results of consultation into Council policy and planning. The Council will also make sure it meets the following principles when it carries out any consultation.

The Council will seek:

- To ensure the consultation is as **inclusive** as possible, through:
  - making all efforts to make sure the target groups are representative;
  - making specific efforts to include those in hard to reach groups. This means dealing with barriers to participation
  
- To use a suitable consultation **technique** for consultees, the nature of the service and issue the Council consults on, bearing in mind the resources available
  
- To **communicate** clearly with consultees throughout the consultation. This includes:
  - giving reasonable notice before consultation events, and providing reasonable time for responses, so that people can take part.
  - explaining the point of the consultation, who the consultees are, why and how the Council will use the results, and what the next steps will be.
  - ensuring the information provided for the consultation is fair, open and understandable, in the right language, written style and format;
  - providing help to participants if they need it;
  - listening to the views of consultees and respecting those views;
  - communicating the results of the consultation exercise to the consultees;
  
- Telling consultees what will happen because of the consultation, or provide an explanation to why consultation results have not been actioned.
  
- To ensure consultation results are part of service planning and policy development through:
  - making consultation a necessary part of all strategy and service planning;
  - designing consultations to fit into the City Council's strategic planning;
  - requiring demonstration of the use made of results as part of Best Value
  
- To promote **quality** throughout City Council consultations through:-
  - spreading best practice on consultation techniques
  - evaluating consultations undertaken

- To work in **partnership** across Departments and with external organisations, to
  - avoid
- duplication and work towards Best Value;
  - minimise 'consultation fatigue' or repeat consultation of groups or areas;
  - widen ownership of the results of the consultation, to increase the potential for joint action on issues arising out of the consultation.
- To provide mechanisms wherever possible for those who wish to become **involved** in consultation and participation regularly.

More information on the Council's commitment to consultation can be found on the web site [www.sunderland.gov.uk](http://www.sunderland.gov.uk)



## APPENDIX 2 Glossary

The Government Office for the North East has produced a Planning Glossary. The Glossary provides a summary explanation to over 450 planning words and phrases which you may encounter in this Statement of Community Involvement or in other planning publications including the other Local Development Document that will make up the Local Development Framework for Sunderland. This glossary extracts some definitions from the full glossary, which is available at [http://www.gos.gov.uk/gone/planning/planning\\_glossary](http://www.gos.gov.uk/gone/planning/planning_glossary)

<b>Adoption</b>	The final confirmation of a development plan or Local Development Document as having statutory status by a Local Authority (LPA).
<b>Allocation</b>	Land identified in a Local Development Framework
<b>Alteration</b>	A partial review of a development plan.
<b>Amenity</b>	A positive element or elements that contribute to the overall character of an area, for example open land, trees, historic buildings and how they relate to each other.
<b>Annual Monitoring Report (AMR)</b>	A report submitted to Government by local planning authorities or regional planning bodies assessing Local Development Framework or Regional Spatial Strategy production progress and policy effectiveness.
<b>Area Action Plan</b>	A type of Development Plan Document focused upon a specific location or an area subject to conservation or significant change (for example major regeneration).
<b>Brief / Planning Brief</b>	A planning brief can include site-specific development briefs, design briefs, development frameworks and master plans that seek to positively shape future development.
<b>Building</b>	The term building refers to the whole or any part of any structure or erection. It does not include plant or machinery comprised in a building.
<b>Community Strategy</b>	A strategy prepared by local authorities to help deliver local community aspirations, under the Local Government Act 2000.
<b>Conservation Area</b>	Areas of special architectural or historic interest, the character, appearance or setting of which it is desirable to preserve or enhance.

<b>Core strategy</b>	A Development Plan Development setting out the spatial vision and objectives of the planning framework for an area, having regard to the Community Strategy (see also DPDs).
<b>Deposit</b>	A term describing the statutory consultation period for plans being progressed under transitional arrangements.
<b>Development</b>	Development is defined under the 1990 Town and Country Planning Act as "the carrying out of building, engineering, mining or other operation in, on, over or under land, or the making of any material change in the use of any building or other land." Most forms of development require planning permission (see also "permitted development").
<b>Development Plan Documents (DPDs)</b>	DPDs are Local Development Documents that have development plan status. Once adopted, development control decisions must be made in accordance with them unless material considerations indicate otherwise. The DPDs which local planning authorities must prepare, include the core strategy, site-specific allocations of land and, where needed, area action plans. There will also be a proposals map, which illustrates the spatial extent of policies that must be prepared and maintained to accompany all DPDs. All DPDs must be subject to rigorous procedures of community involvement, consultation and independent examination, and adopted after receipt of the inspector's binding report.
<b>E-government / E-planning</b>	Government initiatives helping local authorities provide planning services 'on-line' and accessible via the internet and email, for example, the Planning Portal website.
<b>Evidence Base</b>	The information and data gathered by local authorities to justify the "soundness" of the policy approach set out in Local Development Documents, including physical, economic, and social characteristics of an area.
<b>Front-loading</b>	Community involvement in the production of Local Development Documents to gain public input and seek consensus from the earliest opportunity.
<b>General Conformity</b>	A process by which Regional Planning Bodies consider whether a Development Plan Document is in "general conformity" with the Regional Spatial Strategy. Also, all other DPDs must conform to a Core Strategy DPD.
<b>Government Offices (GOs)</b>	Representatives of central Government in the regions, bringing together the work of ten government departments.
<b>Household Waste</b>	Refuse from household collection rounds, waste from street sweepings, public litter bins, bulky items collected from households and wastes which householders themselves take to household waste recovery centres and "bring sites".

<b>Household Waste Recovery Centres / Civic Amenity Sites</b>	A facility provided by the Waste Disposal Authority that is available to the public to deposit waste which cannot be collected by the normal household waste collection round.
<b>Independent Examination</b>	The process by which an Independent Planning Inspector may publicly examine a 'Development Plan Document' or a 'Statement of Community Involvement', and any representations, before issuing a binding report.
<b>Inspector's Report</b>	A report issued by an Independent Planning Inspector regarding the planning issues debated at the independent examination of a development plan or a planning inquiry. Reports into DPDs will be binding upon local authorities.
<b>Local Development Documents (LDDs)</b>	These include Development Plan Documents, which will form part of the statutory development plan, and Supplementary Planning Documents, which do not form part of the statutory development plan. LDDs collectively deliver the spatial planning strategy for the local planning authority's area, and they may be prepared jointly between local planning authorities.
<b>Local Development Framework (LDF)</b>	The local development framework is a non-statutory term used to describe a folder of documents, which includes all the local planning authority's local development documents (comprised of development plan documents, which will form part of the statutory development plan, and supplementary planning documents). The local development framework will also comprise the statement of community involvement, the local development scheme and the annual monitoring report.
<b>Local Development Scheme (LDS)</b>	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.
<b>Local Planning Authority</b>	The local authority or council that is empowered by law to exercise planning functions. Often the local borough or district council.
<b>Material Consideration</b>	A matter that should be taken into account in deciding on a planning application or on an appeal against a planning decision.
<b>Office of the Deputy Prime Minister (ODPM)</b>	ODPM's aim is to create sustainable communities. It is responsible for housing, planning, regional and local government, regeneration, social exclusion, neighbourhood renewal and the fire and rescue service. It is also lead sponsor department for the Government Offices for the Regions.

- Plan-led system** The principle that decisions upon planning applications should be made in accordance with adopted development plans (and DPDs), unless there are other material considerations that may indicate otherwise.
- Planning & Compulsory Purchase Act 2004** The Act updates elements of the 1990 Town & Country Planning Act. The Planning and Compulsory Purchase Act 2004 introduces:
- a statutory system for regional planning;
  - a new system for local planning; reforms to the development control and compulsory purchase and compensation systems; and
  - removes crown immunity from planning controls.
- Planning Aid** Planning Aid provides free and independent advice and support to community groups and individuals unable to employ a planning consultant.
- Planning permission** Formal approval sought from a Council, often granted with conditions, allowing a proposed development to proceed. Permission may be sought in principle through outline plans, or be sought in detail through full plans.
- Proposals Map** The component of a development plan, or LDF, showing the location of proposals in the plan, on an Ordnance Survey base map.
- Regional Spatial Strategy (RSS)** A strategy for how a region should look in 15 to 20 years time and possibly longer. It 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. Most former Regional Planning Guidance is now considered RSS and forms part of the development plan. New RSS is being prepared by RPBs.
- Secretary Of State** The lead Minister for all policies relating to Town & Country Planning, having powers of intervention on Development Plans and Planning Casework under certain circumstances.
- Spatial Planning** Spatial planning goes beyond traditional land use planning to bring together and integrate policies for the development and use of land with other policies and programmes which influence the nature of places and how they function. That will include policies which can impact on land use, for example by influencing the demands on, or needs for, development, but which are not capable of being delivered solely or mainly through the granting or refusal of planning permission and which may be implemented by other means.

<b>Statement of Community Involvement (SCI)</b>	The SCI sets out standards to be achieved by the local authority in involving the community in the preparation, alteration and continuing review of all local development documents and development control decisions.
<b>Statement of Consultation / Statement of Compliance</b>	A report or statement issued by local planning authorities explaining how they have complied with their SCI during consultation on Local Development Documents.
<b>Statutory</b>	Required by law (statute), usually through an Act of Parliament.
<b>Statutory Body</b>	A Government appointed body set up to give statutory advice and comment upon development plans and planning applications affecting matters of public interest. (For example, Countryside Agency, English Heritage, English Nature, Environment Agency, Health & Safety Executive, Regional Development Agency, and Sport England).
<b>Supplementary Planning Document (SPD)</b>	An SPD is 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' DPD.
<b>Sustainability Appraisal (including Environmental Appraisal)</b>	The process of weighing and assessing all the policies in a development plan, Local Development Document, or Regional Spatial Strategy, for their global, national and local implications. (See also Strategic Environmental Assessment).
<b>Sustainable Development</b>	A widely used definition drawn up by the World Commission on Environment and Development in 1987: "development that meets the needs of the present without compromising the ability of future generations to meet their own needs". The Government has set out four aims for sustainable development in its strategy "A Better Quality of Life, a Strategy for Sustainable Development in the UK". The four aims, to be achieved at the same time, are: social progress which recognises the needs of everyone; effective protection of the environment; the prudent use of natural resources; and maintenance of high and stable levels of economic growth and employment.



**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 3- Existing Guidance for Public Speaking at Committees

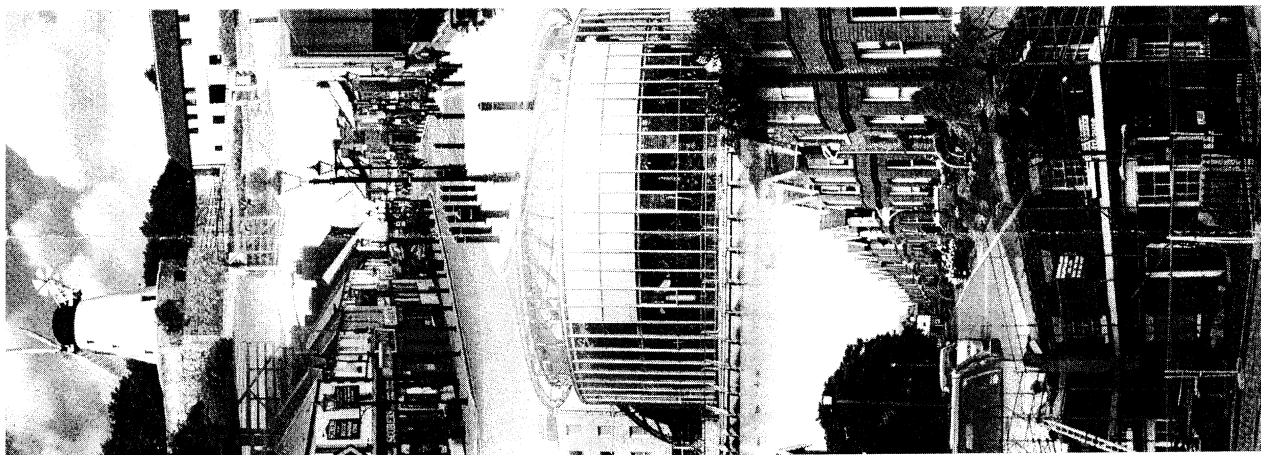
*Planning  
Service*

*Have  
Your  
Say*

The City Council is committed to involving the public and community groups fully in the Development Control process.

The Council has resolved to allow interested parties to address Committee to present their views directly.

In the interest of fairness any procedure must have clear rules. This leaflet explains the procedure the Council has adopted.



*City of*  
**SUNDERLAND**  
*Director of  
Development and  
Regeneration  
Philip J. Barrett*

*Head of Planning &  
Environment  
John Whyte  
PO Box 102  
Civic Centre  
Sunderland  
SR2 7DN*

*Telephone (0191) 553 1000  
Fax (0191) 553 1460  
email: [DC@sunderland.gov.uk](mailto:DC@sunderland.gov.uk)  
September 2002*

*Post to*

Please affix  
stamp here

*John Whyte  
Head of Planning & Environment  
FAO Development Control Section  
P O Box 102  
Civic Centre  
Sunderland  
SR2 7DN*

## *Procedure For Public Speaking At Development Control Sub-Committees*

### **Who can speak ?**

A Development Control Sub-Committee may, to assist in the determination of any application that is on that Committee's agenda, hear representation from any person or Organisation, subject to the following procedure.

### **Procedure**

- 1 Any person or organisation interested in speaking in support of representations on an application shall:
  - ❖ Previously have expressed their views in writing, by fax or e-mail and
  - ❖ Made the request to speak in writing, by fax or e-mail, to the Head of Planning three working days before the Sub-Committee meeting.
- 2 Speaking shall only be permitted at a meeting when the application is expected to be determined.
- 3 If there are a large number of potential speakers the Chairman shall ask them to select a spokesperson. If groups of objectors have differing and distinct views more than one speaker could address the Sub-Committee.
- 4 Each speaker shall be limited to a maximum of 5 minutes, however at the sole discretion of the Sub-Committee this may be extended.
- 5 Normally those objecting to the officer's recommendation shall speak first followed by those in support.
- 6 After a presentation Committee Members shall have the opportunity of questioning speakers, at the Chairman's discretion.
- 7 Following any questions from Members the Chairman shall ask officers to address any issues raised.
- 8 The Chairman shall have the right to vary all or any of these rules if considered appropriate, particularly to ensure fairness and/or to assist in the determination of the application.
- 9 If the Chairman considers that the opportunity to address the Sub-Committee is being abused he/she may require the speaker to stop. If the speaker does not do so the Chairman may require the speaker to leave the room.

### **Commentary**

The facility to speak at Committee will be advertised appropriately.

Mail, fax or e-mail must be sent to the addresses/numbers shown overleaf.

The speaker will be notified when a recommendation for decision is likely to be made.

The Chairman will ensure that everybody has had the opportunity to have his / her point of view expressed.

Some applications are particularly complicated and a longer time period may be necessary.

The purpose of any questions should be to clarify any areas of doubt. This stage in the proceedings is not to be used as an opportunity to repeat representations.

To avoid repetition and/or unnecessary delay, inappropriate or disruptive behaviour, irrelevancies etc.

## *Request to speak at Development Control Sub Committee*

*Application No*

*Proposal*

*Outline of Comments*

*I would like to present my views on the above application at the appropriate Sub Committee meeting*

*Name*

*Address*

*Email address*

*Telephone No (Home)*

*(Work)*

*Send to the Head of Planning & Environment or Email your request to [DC@sunderland.gov.uk](mailto:DC@sunderland.gov.uk)*

## **APPENDIX 4**

### **Consultees**

(These are specific consultation bodies and must be consulted in accordance with the Act and Regulations)

- The Regional Planning Body
- Each Relevant Authority for an area adjacent to the area covered by the proposals
- The Countryside Agency
- The Environment Agency
- Highways Agency
- English Heritage
- English Nature
- The Strategic Rail Authority
- Regional Development Agency whose area is in or adjoins the area of the local planning authority
- Any person to whom the electronic communications code applies by virtue of a direction given under Section 106 (3) (a) of the Communications Act 2003
- Any person who owns or controls electronic communications apparatus situated in any part of the area of the local planning authority
- Any of the bodies from the following list who are exercising functions in any part of the area of the local planning authority:
- Strategic Health Authority
  - Person to whom a license has been granted under Section 72 of the Gas Act 1986
  - Sewage Undertaker
  - Water Undertaker

### **Government Departments**

- The First Secretary of State (through Government Office for the North East)
- Home Office
- Department for Education and Skills (through Government Office for the North East)
- Department for Environment, Food and Rural Affairs (DEFRA)
- Department for Transport
- Department of Health
- Department of Trade and Industry
- Ministry of Defence
- Department of Work and Pensions
- Department of Constitutional Affairs
- Department for Culture, Media and Sport
- Office for Government Commerce
- The Countryside Agency

### **General Consultation Bodies**

- Voluntary Bodies
- Those who represent the interests of different racial, ethnic or national groups in the authority's area

- Those who represent the interests of different religious groups in the authority's area
- Those who represent the interests of disabled persons in the authority's area
- Those who represent the interests of persons carrying on business in the authority's area

### **Other Consultees**

(Sunderland Council will where appropriate consult with the following agencies and organisations in the preparation of local development documents)

- Age Concern
- Airport Operators
- British Chemical Distributors and Traders Association
- British Geological Survey
- British Waterways, canal owners and navigation authorities
- Caba
- 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
- Commissions for Racial Equality
- Crown Estate Office
- Diocesan Board of Finances
- Disability Rights Commission
- Disabled Persons Transport Advisory Committee
- Electricity, Gas and Telecommunications Undertakers, and the National Grid Company
- English Partnerships
- Environmental groups at national, regional and local level, including
- Council for 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
- Heritage Agencies
- Housing Corporation
- Learning and Skills Councils
- Local Agenda 21 including:
- Civic Societies
  - Community Groups
  - Local Transport Authorities
  - Local Transport Operators
  - Local Race Equality Councils and other local equality groups

#### Local Strategic Partnerships

- National Playing Fields Association
- Network Rail
- Passenger Transport Authorities
- Passenger Transport Executive
- Police Architectural Liaison Offices/ Crime Prevention Design Advisors
- Port Operators
- Post Office Property Holdings
- Rail Companies and the Rail Freight Group
- Regional Development Agencies
- Regional Housing Boards
- Regional Sports Boards
- Road Haulage Association
- Sport England
- The House Builders Federation
- Traveller Law Reform Coalition
- Urban Regeneration Companies; Sunderland arc Ltd
- Water Companies
- Women's National Commission

## APPENDIX 5

# DEVELOPMENT CONTROL PRACTICE NOTE PUBLICITY FOR PLANNING APPLICATIONS

### Introduction

This note seeks to outline the Development and Regeneration Directorate's practice on publicity for planning applications. It outlines the legislative requirements and advice set out in the General Development Procedure Order 1995 (GDPO) and Publicity for Planning Applications Circular 15/92. It also sets out the procedures and practice on the appropriate form of publicity that should be undertaken for different types of applications.

The responsibility for publicising applications falls to the Local Planning Authority (LPA) and the General Development Procedure Order 1995 (GDPO) makes provision for 3 basic types of publicity:

- Letters to occupiers of adjacent properties.
- Posting site notices visible to the general public
- Publishing a notice in a newspaper circulating in the locality.

The following seeks to give advice on the most appropriate form of notification for different types of applications, and is summarised at Annex 1.

### 1. Major development

Major development is defined in the General Development Procedure Order (1995) The 5 categories are

- i. The erection of 10 or more dwellings, or if this is not known where the site area is 0.5hectares or more
- ii. In other cases where the floorspace to be created is 1000sqm or more or where the site area is 1ha or more.
- iii. The winning or working of minerals or the use of land for mineral working deposits
- iv. All waste developments meaning any development designed to be used wholly or mainly for the treatment, storing or processing of refuse or waste.
- v. Development carried out on a site having an area of 1 hectare or more

For all major applications the General Development Procedure Order 1995 (GDPO) requires that publicity must take the form of site notices and newspaper advertisement. The Development Control Section will also use the standard neighbour letters where appropriate i.e. for nearby occupiers that may be affected by the development. The technical administrators should consult Case Officers on all major applications to determine the extent of the required neighbour consultations.

## 2. Other (minor) development

The DETR suggest that there are other categories of development which may require wider publicity. The type of publicity for such applications specified in the General Development Procedure Order 1995 (GDPO) are site notices and/or neighbour letters

The broad categories where wider publicity is required (set out in Publicity for Planning Applications circular 15/92) are:

- i. Those affecting nearby properties by causing noise, smell, dust or other nuisance.
- ii. Attracting crowds, traffic or noise into a generally quiet area.
- iii. Causing activity and noise during unsocial hours.
- iv. Introducing significant change i.e. a tall building
- v. Those affecting the setting of an ancient monument or archaeological site
- vi. Proposals affecting trees subject to a TPO

Circular 15/92 (Publicity for Planning Applications) makes it clear that it is the Local Planning Authorities responsibility to decide which applications may require wider publicity. The Development Control Section normally carries out wider publicity on applications that fall within the above list and on the following types of applications:

- Any significant change of use or new building to accommodate a commercial use in a residential area
- All proposals for change of use or new build for class A3, A4 and A5 (restaurant, pub, café or hot food takeaway.)
- Proposals for hotels, Houses in Multi Occupation, intensive use housing/care homes
- Proposals for D2 uses ie cinemas, gyms, sports/leisure uses

Wider publicity shall take the form of a site notice and letters to nearby occupiers. The extent of the consultation of nearby occupiers will be at the discretion of the case officer.

If it is considered that the individual proposal will not affect the wider area then wider publicity will not be required. Conversely if it is considered that other developments may require wider publicity then this should be given. Check with a case officer if you are unsure as to whether a site notice is required.

## 3. General householder/ commercial applications

The LPA is required by the General Development Procedure Order 1995 (GDPO) to consult the occupiers of adjacent land by posting a site notice or serving notice on any adjoining owner or occupier.

It is the Development Control Section's practice to send neighbour letters to the occupiers of **all** properties that adjoin the site. If the site is bounded by land where the ownership is not clear a site notice should be displayed as well. Annex 1 gives advice on which neighbours should be consulted.



#### 4. Special applications

The General Development Procedure Order 1995 (GDPO) states that site notices and press notices are required for the types of applications listed below. It is the Development Control Section's practice to also consult nearby occupiers by way of neighbour letters. An applications falling into these categories may need to be identified by a case officer. The reasons for the adverts should be made clear in the description.

- Departure from the Unitary Development Plan (UDP) (as defined in the Departure regulations)
- Environmental assessments (EIA)
- Affects a right of way (i.e. stopping up orders)
- Affects a Site of Special Scientific Interest

#### 5. Telecommunications Prior Notifications (TEX)

The public consultation requirements for the Local Planning Authority under the 56 day prior approval procedure are the same as the same requirements as for applications requiring planning permission.

The relevant Ward Councillors, Chairperson and Vice Chairperson of the appropriate Development Control Sub- Committee's are consulted.

In addition to the statutory consultation, the development control section undertakes additional publicity that they consider necessary to give people likely to be affected by the proposed development an opportunity to make their views known to the section. This is the advice given in Planning Policy Guidance Note 8 (Telecommunications)

#### 5b) Telecommunications Application (FUL)

Telecommunication equipment requiring full planning permission. The requirements for publicity are the same as for applications requiring planning permission.

The relevant Ward Councillors, Chairperson and Vice Chairperson of the appropriate Development Control Sub- Committee's are consulted.

#### 6. Other Prior Notification Procedure Applications

These will include agricultural buildings and demolitions. There is no statutory obligation to consult on these types of applications but it is the Development Control Section's practice to notify local residents via neighbour letters. Local occupiers will only be given 14 days to respond due to the fact that such applications have to be determined within 28 days.

#### 7. Listed Building Consents / applications in Conservation Areas/ applications affecting the setting of a listed building.

All applications require a press notice, site notice. The Development Control Section's also sends letters to nearby occupiers.

## 8 Advert applications

Publicity for advert applications is discretionary. However, the Development Control Section's practice is to consult nearby occupiers.

## 9. TPO applications

There is no statutory duty to consult on such applications. However, the Development Control Section's practice is to consult nearby occupiers.

A site notice is issued to the applicant for posting before the works are carried out on the application site to notify residents of the impending works.

## 10 Applications to vary planning conditions /reserved matters

There is no statutory obligation to publicise such applications. However, it is Development Section's practice to notify all adjacent occupiers or other persons who made representations at the time of the original application. Wider publicity may be undertaken depending on the nature of the proposal.

## 11 Notifications of changes to an original application

It is at the discretion of the Local Planning Authority to decide if further publicity is required on amended details submitted during the life of the application. The following should be taken into account:

Were the objections received at the original stage substantial and sufficient to justify further publicity.

Are the proposed changes significant and will they have a greater impact on adjacent occupiers

Did earlier views cover the matters now under consideration

Are the matters now under consideration likely to affect parties not previously notified

The time given for responses on re-notification is normally 7-14 days depending on the target date for the determination of the application and the significance of the changes involved.

## ANNEX 1 SUMMARY OF REQUIRED PUBLICITY ON PLANNING APPLICATIONS

TYPE OF APPLICATION	CONSULTATION TYPE
Major applications	Site Notice Press Notice Neighbour letters
Minor Development	Site Notice Neighbour letters
General Householder/commercial	Neighbour letters (site notice where adjacent occupiers can't be identified)
Departure Environmental assessment Stopping up Affects SSSI	Site notice Press Notice Neighbour letters
Telecommunications (TEX) 56 day procedure and Telecommunications (FUL)	Neighbour letters Ward Councillors Chair and Vice Chair of DC committee
Listed Building Consent Conservation area Consent Affects setting of Listed Building	Site notice Press Notice Neighbour letters
Advert applications	Neighbour letters
TPO applications	Neighbour letters
Reserved matters Vary conditions	Neighbour consultations (Site notice if application is for significant development)

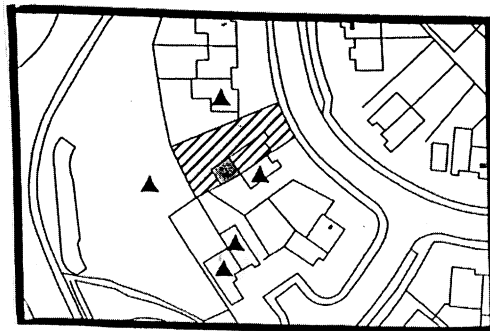
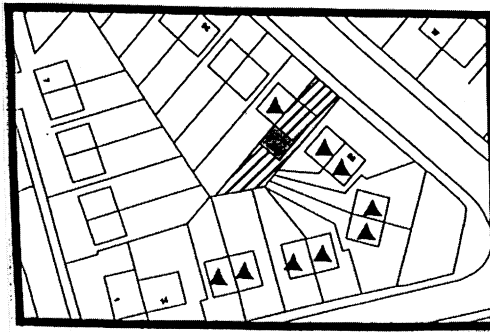
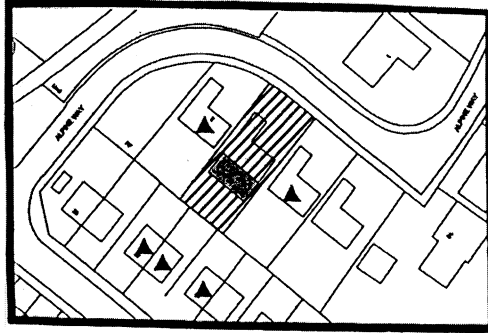
## DEVELOPMENT CONTROL PRACTICE NOTE

### ANNEX 2 NEIGHBOUR NOTIFICATION PROCEDURE

#### Householder applications

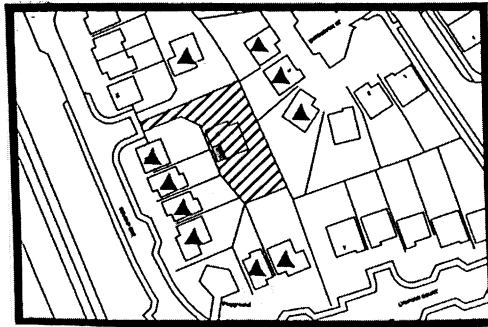
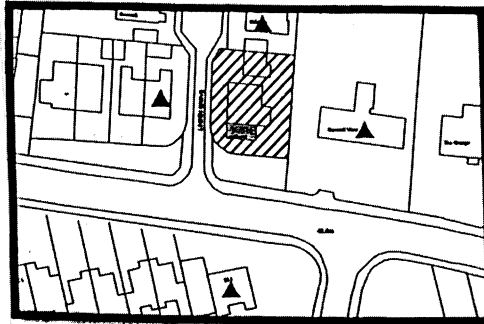
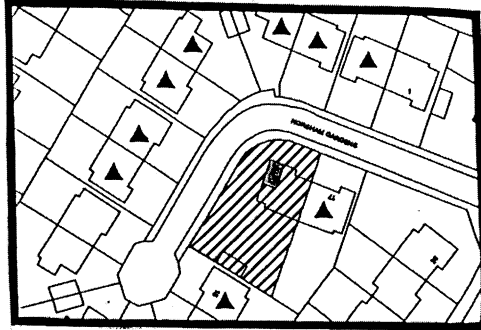
All occupiers abutting the site must be notified. For front and side extensions it will also be necessary to notify properties on the opposite side of the road. If the site abuts land where the occupation is unclear a site notice may be required

#### A. SINGLE STOREY/TWO STOREY REAR EXTENSIONS



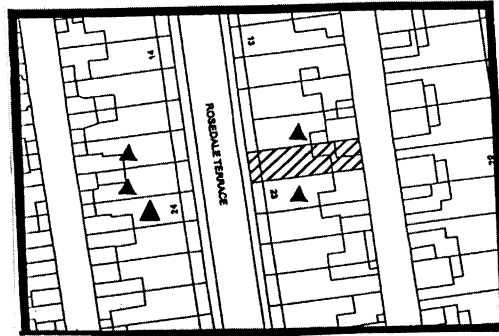
DEVELOPMENT CONTROL PRACTICE NOTE

B. SINGLE STOREY/ TWO STOREY SIDE OR FRONT EXTENSIONS

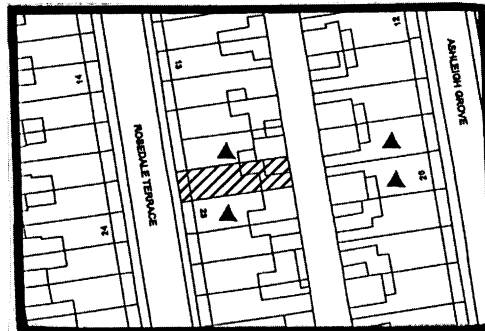


## DEVELOPMENT CONTROL PRACTICE NOTE

### (A) DORMER TO FRONT



### (B) DORMER TO REAR



#### Changes of use

Publicity should be wider if the impact of the development is likely to be greater on the neighbouring properties. As a general rule 5 properties either side of the application site and opposite should receive neighbour letters

**ENVIRONMENT AND PLANNING REVIEW COMMITTEE 18 SEPTEMBER 2006**

**REPORT OF DIRECTOR OF COMMUNITY AND CULTURAL SERVICES**

**STREET CARE – UPDATE**

**1. PURPOSE OF REPORT**

To update Members about a range of activities to improve local environmental quality across the City during the course of 2006/07.

**2. BACKGROUND**

- 2.1 Members may recall that in 2004/05 a one-off provision of £300,000 was made available to the Director of Community and Cultural Services and the Environmental Services Division.
- 2.2 That funding was largely defrayed in 2004/05, with some carry over into 2005/06, on tackling areas which were not incorporated within maintenance schedules but were a source of member and public complaint due to their overgrown nature, use for anti-social or other illicit purposes or otherwise had become litter traps or depositories for rubbish.
- 2.3 A number of sites across the City were tackled with work involving tree felling and pruning, shrub pruning and rubbish removal. The most notable were the former railway line at Roker, Newport Dene, Silksworth (where cars were removed from trees); Ferryboat Lane, at Hylton Castle and City Way, Doxford Business Park.
- 2.4 An element of the funding permitted resources to be deployed on street cleaning tasks including the provision of an operative with a barrow on Durham Road to deal with the increasing levels of litter being thrown from vehicles.

The public response to that work was very positive.

**3 MORI AND COMMUNITY SPIRIT RESULTS AND FEEDBACK OUTCOMES.**

- 3.1 The results of the 2005 MORI Survey indicated that satisfaction with parks and open spaces increased by 4% to 66%; grass cutting of open spaces 6% to 67% and with green spaces by 5% to 61%. Satisfaction with street cleansing, however, slipped 5% to 60%.
- 3.2 The Summer Community Spirit Survey for 2005 focused on litter and refuse and dog fouling and sought to provide more detailed information to that obtained from the MORI survey which could be used in service development and planning. 1065 Responses were received from 2361 invitees.
- 3.3 The results were analysed in line with Area Regeneration Framework boundaries and respondents were asked to identify sites or occurrences that they considered to be a problem.

- 3.4 Although there were slight differences across the six areas the generally perceived problems were food, drink and alcohol related litter with the principal causes being cites as young people, take-aways and shopping areas particularly in the vicinity of schools. Open spaces in Washington were identified as a problem by respondents from that area.
- 3.5 Open spaces and rear lanes were the most frequently cited sites that respondents considered to be affected by dog-fouling.

#### **4. BEST VALUE PERFORMANCE INDICATOR**

- 4.1 Best value Performance Indicator 199 is a measure of the cleanliness of land for which the Council is responsible (relevant land). In order to arrive at the measure of cleanliness a total of 900 site surveys (300 in each 4 month period) have to be undertaken in accordance with detailed guidance issued by Defra. As well as a measure of site cleanliness the surveys now also include measures for graffiti and fly posting. Details of the surveys undertaken and a summary of the results are returned to Defra annually.
- 4.2 Between 2004/05 and 2005/06 the percentage of sites of an unsatisfactory standard fell from 22.14% to 14.2% against a target of 20%. The target for 07/08 as part of LPSA 2 is 12. Efforts are therefore being concentrated on improving standards at marginally unsatisfactory sites.
- 4.3 The results for 2005/06 indicated that 2% were affected by graffiti and 0% by fly-posting against targets of 6% and 3% respectively.

#### **5. RECENT SERVICE DEVELOPMENTS**

- 5.1 As part of a process of continuous service review and improvement a number of measures have been put into effect including:
- Service Integration - extension of the arrangements developed in the Coalfield area extended to Washington including increased frequencies of grass cutting from March 2006.
  - City Centre cleansing arrangements - revised methods and extended hours of operation to address issues arising from new licensing arrangements and additional resources to tackle problem sites; and the seasonal use of a pavement scrubbing machine.
  - Chewing gum removal - the acquisition of equipment and its deployment in City Centre and Houghton initially.
  - Durham Road - continuation of litter patrol arrangements



- Vehicle livery - street cleansing vehicles and equipment have all had the new livery fixed in line with the Council's Image Strategy and requirements of the LGA's "Reputation" programme to which the Council is a signatory. The "Clean Team" branding has been removed but the operational elements of that campaign remain in place.

## **6. PROJECTS AND ENHANCEMENTS IN 2006/07**

- 6.1 A further one-off budget provision of £500,000 is an indication of the Council's commitment to developing an attractive and accessible City and Government's "Cleaner, Safer, Greener" programme.
- 6.2 The additional funding has allowed a variety of work to be programmed some of which is being carried out on an "invest to save" basis whilst most has the benefit of improving personal safety or reducing the fear of crime and at the same time enhancing the appearance of an area.
- 6.3 That work includes:
- i) removal of shrub and rose beds and turning them over to lawned areas. This removes litter traps and reduces the ongoing cost of maintenance. The programme is attached as Appendix 1.
  - ii) clearing out and thinning of plantation areas in the same vein as work carried out in 2004/05. That programme is attached as Appendix 2.
  - iii) further deployment of litter and dog "poop" bins
  - iv) environmental enhancement including bulb planting
  - v) additional street cleaning resources to tackle litter from vehicles on routes into and across the City and where parking presents operational difficulties including Thompson and Newcastle Roads; Chester Road and Hylton Road and streets in the vicinity of Royal Hospital; North Moor and Farringdon area; and highway verges in Washington.
- 6.4 Further additional funding has been secured as part of LPSA 2 which includes targets for the removal of graffiti and cleanliness of the Council's land. Two additional graffiti teams have been deployed as a result.
- 6.5 The Street Pride project in the Back on the Map area provides for the deployment of two enforcement officers and some additional street cleaning activity with the aim of securing lasting improvements through changes in public behaviour.
- 6.6 The Council has also provided additional funding for the early deployment of an additional 33 Police Community Support Officers (PCSO's) which will provide a

further resource to tackle environmental crime and assist in the reporting of damage and vandalism.

- 6.7 An exercise is also being undertaken to address known problem sites for fly-tipping which, where possible, will involve use of temporary barriers to prevent vehicular access.

## **7. OBSERVATIONS**

- 7.1 Completion of work identified as part of the programme at paragraphs 6.3 (i) and ii) have, to date, met with public support and approval; as have measures referred to at 6.3 v)
- 7.2 Reduced level of service requests and complaints have been recorded since full implementation of service integration in the Washington area in March 2006.
- 7.3 Work is progressing with a view to aligning those Street Care services provided by Sunderland Housing Group with those delivered by Environmental Services
- 7.4 There is some evidence that public concerns about litter are shifting with an increasing focus on open spaces, cycle tracks, bridle paths and watercourses etc. This presents a challenge in terms of the deployment of resources and the maintenance of standards elsewhere.

## **8 CONCLUSION**

- 8.1 Resources are being deployed to tackle concerns identified by the public with the dual aims of improving local environmental quality and reducing fear of crime. A consequential effect of the work being carried out is that the services involved are much more visible and the impact almost instantaneous. This has been reflected in public support for the work completed to date.

## **9. BACKGROUND PAPERS**

Background paper relied upon in the preparation of this report include:

Mori Resident Survey 2005 – results  
Community Spirit Summer Survey – results

## List of Sites Shrubs

- |  |  |
|--|--|
| 1. Silksworth Row                                      | Blue = Completed   |
| 2. Railway Row   | Red = Ongoing  |
| 3. Mowbray Road  | Green = Local residents objected and will not be removed |
| 4. West Lawrence Street                                |  |
| 5. Commercial Road Car Park                            |  |
| 6. Thornholme Road                                     |  |
| 7. Highfield Place (Not Removing)                      |  |
| 8. Booth Place   |  |
| 9. Hume Street   |  |
| 10. Barnes Park Extension (Not Removing)               |  |
| 11. Wilber Court                                       |  |
| 12. Thorney Close Bowling Green                        |  |
| 13. Bishops Way  |  |
| 14. Monksfield Close                                   |  |
| 15. Former Ryhope Golf Course Car Park                 |  |
| 16. Withernsea Grove                                   |  |
| 17. Ryhope Village Green                               |  |
| 18. Rear of Golden Fleece Public House                 |  |
| 19. Horatio Street                                     |  |
| 20. Dykelands Road                                     |  |
| 21. Dacre Road   |  |
| 22. Dundas Street                                      |  |
| 23. Eglington Street                                   |  |
| 24. Hahnemann Court                                    |  |
| 25. Keats Avenue/Kings Road                            |  |
| 26. Howick Park  |  |
| 27. Tyzacks Estate                                     |  |
| 28. Southwick Library                                  |  |
| 29. Downhill Sports Complex, Rotherfield Road Car Park |  |
| 30. Hylton Castle Library                              |  |
| 31. Coverley Road, Outside Of General Dealers          |  |
| 32. Richies Allotments                                 |  |
| 33. Union Street                                       |  |
| 34. Downs Lane   |  |
| 35. Hetton Boxing Club                                 |  |
| 36. Fairy Street/Edward Street                         |  |
| 37. Houghton Buffs Club                                |  |
| 38. Oxclose Village Centre                             |  |
| 39. Barmston Village Centre                            |  |
| 40. Sulgrave Village Centre                            |  |
| 41. Albany Village Centre                              |  |
| 42. Ayton Village Centre                               |  |
| 43. Biddick Village Centre                             |  |
| 44. Rickleton Village Centre & Subway                  |  |
| 45. Concord Village Centre                             |  |
| 46. Rear Of High Row/Inkerman Street                   |  |
| 47. Heworth Road/Stone Cellar Road Subway              |  |
| 48. Stone Cellar Road Subways                          |  |

- 49. Bell Street & Subway
- 50. Shepherds Way Subway
- 51. West Bridge Street
- 52. Rickleton Way Subway
- 53. Biddick Lane Subway

## List of Sites Plantations

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Lanchester, Fatfield</li> <li>2. Fieldfare, Ayton</li> <li>3. Martin Court, Ayton</li> <li>4. Skaylock Drive, Lambton</li> <li>5. Turnstone Drive, Ayton</li> <li>6. Chantry Close, Moorside</li> <li>7. The Leazes</li> <li>8. Mulgrave Drive, Roker</li> <li>9. Donwell Peripheral Road</li> <li>10. Trimdon Street</li> <li>11. Burn Park</li> <li>12. Donwell Peripheral Road</li> <li>13. Burn Park</li> <li>14. Trimdon Street</li> <li>15. Glebe Crescent, Washington Village</li> <li>16. Parkway Peripheral Road (Biddick)</li> <li>17. Rear of Rookhope, Rickelton</li> <li>18. Harthope, Rickleton</li> <li>19. Teal Farm Emergency Services Exit/Entrance</li> <li>20. Mardale, Albany</li> <li>21. Glebe Park</li> <li>22. Subway rear of Pendle Close, Lambton</li> <li>23. Rear of Winchester House, Town End Farm</li> <li>24. Rear of the Willows, Barmston</li> <li>25. Rear of Whittonstall</li> <li>26. Calthwaite Close, Hylton Castle</li> <li>27. Rear of Monkside Close, Lambton</li> <li>28. Galleries Subway, Washington</li> <li>29. Kenya Road, Downhill</li> <li>30. The Fairway, Usworth</li> <li>31. Baltimore Court, Concord</li> <li>32. Low Street Hendon</li> <li>33. Rear of Lapwing Close / Blackcap Close</li> <li>34. Albert Place, Columbia</li> <li>35. Burnhope Subway, Barmston</li> <li>36. Chipchase, Oxclose</li> <li>37. Silksworth Road, Farringdon</li> <li>38. European way, Pallion</li> <li>39. Middleham Court, Witherwack</li> <li>40. Parkway, off A1231, Washington</li> <li>41. Portmarnock, Usworth</li> <li>42. Shepherds Way Car Park, Fatfield</li> <li>43. Silksworth Lane, Barnes</li> <li>44. The Spinney, Fatfield</li> <li>45. Rear of Usworth Park</li> <li>46. View Point Car Park, Princess Anne Park</li> </ol> | <p>Blue = Complete<br/> Red = Current work<br/> Black = Remaining work to do</p> |
|---|--|