

ENVIRONMENTAL AND PLANNING REVIEW COMMITTEE

AGENDA

**Meeting to be held in the Civic Centre (Committee Room No. 1)
on Monday, 19th June, 2006 at 5.30 p.m.**

ITEM		PAGE
1.	Apologies for Absence	
2.	Minutes of the last Meeting of the Committee held on 24th April, 2006 (Copy herewith).	1
3.	Declarations of Interest (Including Whipping Declarations)	
4.	Priorities and Key Issues for the Year Ahead Joint report of the City Solicitor and Directors of Development and Regeneration and Community and Cultural Services (copy herewith).	7
5.	Policy Development and Review 2006/07: Topics for Consideration Joint report of the City Solicitor and Directors of Development and Regeneration and Community and Cultural Services (copy herewith)	9

**This information can be made available on request in other languages.
If you require this, please telephone 0191 553 1009**

6.	Draft Annual Work Programme 2006/07	13
	Joint report of the City Solicitor and Directors of Development and Regeneration and Community and Cultural Services (copy herewith)	
7.	Queen Alexandra Bridge Major Maintenance: Contract Update	17
	Report of the City Solicitor (copy herewith).	
8.	Residential Design Guide	23
	Report of the Director of Development and Regeneration (copy herewith).	
9.	Hetton Downs Area Action Plan: Report on Options and Issues for Public Consultation	26
	Report of the Director of Development and Regeneration (copy herewith).	
10.	Farrington Row Development Framework	31
	Report of the Director of Development and Regeneration (copy herewith)	
11.	Overview and Scrutiny in Sunderland – Draft Handbook 2006/07	70
	Report of the City Solicitor (copy herewith).	
12.	Decriminalised Parking Enforcement – Action Plan Update	107
	Joint report of the Director of Development and Regeneration and the City Solicitor (copy herewith).	
13.	Inclusion of Item on the Agenda – Councillor P. Wood	119
	Report of the City Solicitor (copy herewith)	

R.C. RAYNER,
City Solicitor.

Civic Centre,
SUNDERLAND

9th June, 2006

At a meeting of the ENVIRONMENTAL AND PLANNING REVIEW COMMITTEE held in the CIVIC CENTRE on MONDAY, 24TH APRIL, 2006 at 5.30 p.m.

Present:-

Councillor Tate in the Chair

Councillors Blackburn, Higgins, Rolph, L. Scott, Wares, Whalen and Wood.

Also Present:-

Councillor Lawson – Portfolio Holder for Planning and Transportation

At this juncture the Chairman thanked the Members, Portfolio Holder and Officers for their contributions to the Committee's meetings throughout the municipal year. He paid tribute to the work undertaken by the Committee and believed that Members should be proud that all decisions had been reached by consensus without recourse to a vote.

Councillor Wood thanked the Chairman for his even handed stewardship of the Committee's meetings.

Minutes of the last meeting of the Committee

1. RESOLVED that the minutes of the last meeting of the Committee held on 20th March, 2006 (copy circulated) be confirmed and signed as a correct record.

Declarations of Interest (Including Whipping Declarations)

There were no declarations of interest.

Study into Road Safety and Child Pedestrian Accidents – Draft Report

The City Solicitor submitted a report (copy circulated) which presented for Members' consideration and comment, the Committee's draft final report on Road Safety and Child Pedestrian Accidents in the City.

(For copy report – see original minutes)

Councillor Rolph referred to the interchangeable use of 'Britain' and the 'UK' within the report and suggested that their use was clarified.

Councillor Rolph referred to the first bullet point in respect of paragraph 3.2 and asked that a 'league table' be included based on accident casualties in other European countries.

In response to an enquiry from Councillor Rolph it was confirmed that the road casualties referred to all pedestrian accidents and not just children. Councillor Rolph asked that this was made clear in the report.

In response to an enquiry with regard to paragraph 4.3, Councillor Rolph was advised that the figures for 2005 were unlikely to be available until June/July, however if possible they would be included in the final report.

With regard to the section headed 'Casualties Among Boys and Girls', Councillor Rolph stated that the Committee had discussed possible reasons for this and asked that they be included as theories meriting further investigation.

With regard to paragraph 4.20 Councillor L. Scott suggested that the academic research should investigate whether there was a correlation between child pedestrian accidents and play facility provision. He stated that the public's intolerance of children's play had increased. On every green space residents requested a 'no ball games' sign. European local authorities appeared to be more proactive in the provision of simple play facilities. Was it the case that in the UK children were driven to play in dangerous areas because they were denied access to green spaces?

Councillor Wood asked whether timescales had been determined for the research. He was advised that firstly Cabinet would need to approve the request and the associated funding. If granted it was unlikely that the research would be completed within 12 months.

With regard to paragraph 5.3 Councillor Rolph asked that the age range of children involved in the Walkwise programme be included. Members were advised that the programme catered for primary school children rather than pre-school.

Councillor Rolph referred to paragraph 5.6 and asked that it be clarified whether road safety matters were included in the National Curriculum or whether it was optional.

Councillor Rolph referred to the first bullet point on page 24 of the agenda and suggested it was clarified so it referred to every child in year one receiving practical training, rather than giving the impression that only one child per year benefited.

Councillor Rolph noted that the word 'refunding' in paragraph 5.28 should be amended to read 're-offending'.

In response to an enquiry from Councillor Rolph, Jim Diamond, Review Co-ordinator, advised that he would check whether the figures in paragraph 5.31 referred to all accidents, adult or child.

Councillor Wood referred to paragraph 5.30 and asked through which mechanism the Council would seek to develop a speed management strategy. Andy Morris, Head of Transport and Engineering, replied that the most important element would be a consistent approach across the Council and its partners. It was important that any strategy was well understood as a better understanding would lead to better behaviour. There would also be an element to highlight where changes to the speed limits occurred, together with physical measures and gateway features. These would have to be addressed extremely carefully.

Discussion ensued on inconsistencies in the speed limits across the City. Members agreed to include a further recommendation in the report that Cabinet be asked to instigate a review of speed limits within the City from the point of view of optimum road safety.

Mr. Morris advised that in September 2004 the Council had adopted a Road Safety Strategy which included a speed management framework. However in order to work up the document, a risk assessment framework would need to be developed and this was proving difficult given the resources available. Councillor Lawson added that it was not necessarily financial resources that were required but human resources.

2. RESOLVED that the Committee's report, as amended, on its study into Road Safety and Child Pedestrian Accidents be submitted to Cabinet for consideration.

Update on Halliwell Banks

The Director of Community and Cultural Services submitted a report (copy circulated) which provided Members with an update on the progress of investigations into the former landfill site at Halliwell Banks, Ryhope.

(For copy report – see original minutes)

Peter High, Head of Environmental Services, informed Members that the investigation had comprised two phases, a geophysical survey highlighting areas for further investigation and an intrusive phase involving trial pits, bore holes and gas monitoring wells.

Once the final results of the site investigation were known a scientific risk assessment would be made and decisions taken as to whether the site posed or was likely to pose risk of harm.

Mr. High advised that once the full set of results was available he would submit a further report to the Committee.

Councillor Wares welcomed the report and the big step forward following initial denials when he first raised the issue in May 2003. He expressed concern however that coastal erosion could allow wave action to further disturb the site.

3. RESOLVED that the report be received and noted and that a further progress report be submitted once the final test results were made available.

Shoreline Management Plan 2

The Director of Development and Regeneration submitted a report (copy circulated) which updated the Committee on the current position and next steps regarding the Shoreline Management Plan 2 (SMP2).

(For copy report – see original minutes)

Andy Morris, Head of Transport and Engineering presented the report informing Members of the background to the development of the plan and the next steps leading to its planned adoption by the Council and the North East Coastal Authorities Group in January 2007.

Councillor Wares stated the issue was an emotive one for the people of Ryhope. Approaches to the shore could quickly become dangerous and he cited a recent case where people were trapped by the incoming tide at Salterfen and were unable to get off the beach.

In response to enquiries from Councillor Rolph, Mr. Morris confirmed that the projected rises in sea level took into account the anticipated impact of global warming. The term 'hard point control' referred to the use of artificial headlands to control erosion.

4. RESOLVED that the report be received and noted.

Reference from Cabinet – 12th April, 2006 City of Sunderland Local Development Framework : Amendments to Local Development Scheme

The City Solicitor submitted a report (copy circulated) appending a report of the Director of Development and Regeneration on proposed amendments to the Local Development Scheme. The report had been approved by Cabinet

at its meeting held on 12th April, 2006 and referred to this Committee for comment.

(For copy report – see original minutes)

Neil Cole, Planning Policy Manager, presented the report and having apprised Members of the key issues it was:-

5. RESOLVED that the Committee endorse the recommendations contained in the report of the Director of Development and Regeneration and that Cabinet be advised accordingly.

Feedback from Committee Visits

The City Solicitor submitted a report (copy circulated) which provided Members with feedback on the following visits undertaken by the Committee.

- (i) 31st March, 2006, Teesside Energy from Waste Plant based in Billingham, Stockton upon Tees.
- (ii) 4th April, 2006, Sunderland Crematoria and Beach Street Waste Reception Site.

(For copy report – see original minutes)

Councillor L. Scott referred to the impressive nature of the Energy from Waste Plant and its ability to generate enough electricity to supply 40,000 homes. He suggested that energy from waste and other options for renewable energy could be the topic for a future policy development study by the Committee. This view was echoed by Councillors Wares and Rolph.

With regard to the Crematoria, Members commended the high standard of the facilities together with the well managed and sympathetic nature of the service provided.

6. RESOLVED that the report be received and noted.

End of Year Report on the Operation of the Environmental and Planning Review Committee 2005-06

The City Solicitor submitted a report (copy circulated) which provided Members with a review of the operation and achievements of the Committee during 2005/06.

(For copy report – see original minutes)

Councillor Wood drew the Committee's attention to paragraph 4.27 and suggested that the emergency number referred to, be printed in the report.

Councillor Rolph referred to paragraph 4.31 and requested that it included a reference to state how impressed Members had been with the quality and speed of the work carried out to the Queen Alexandra Bridge.

Councillor Rolph referred to paragraph 4.39 and stated that she had raised the issue of private streets and it should therefore be listed as a Member's request, rather than one from the Road Adoption Campaign.

Councillor Rolph referred to paragraph 4.56 and suggested that reference be made to the fact that many areas featuring high on the list of what the public thought were important to them, were contained within the remit of the Committee.

7. RESOLVED that the End of Year Report on the operation of the Environmental and Planning Review Committee 2005/06 be approved and submitted to Council.

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

(Signed) R.D. TATE,
Chairman.

**ENVIRONMENTAL AND PLANNING REVIEW COMMITTEE
2006**

19 JUNE

PRIORITIES AND KEY ISSUES FOR THE YEAR AHEAD

LINK TO WORK PROGRAMME – MONITORING AND EVALUATION

**Report of the City Solicitor, Director of Development and Regeneration
and Director of Community and Cultural Services**

1. Purpose

- 1.1 To provide members with an outline of the key issues and priorities for the year ahead for services contained within the remit of the Committee.

2. Background

- 2.1 Review Committees have a number of key roles:-

- ☐ Policy Review and Development
- ☐ Scrutiny of Cabinet Decisions
- ☐ Performance Management and Improvement

- 2.2 In order to help provide a context for the work of the Committee for the year ahead, representatives from service areas have been invited to the meeting to set out their priorities and key challenges for the year ahead.

- 2.2 The remit of the Review Committee includes the following services: -

Building Control, Planning Policy, Transport, Land Use, Coast Protection, Emergency Planning, Port (Non Operational), City Centre, Cemeteries and Crematorium, Ground Maintenance, Highway Services and Facilities Management (excluding leisure centres).

- 2.3 The relevant Heads of Service have been invited to the meeting to provide a brief presentation on the key priorities and challenges facing services for the year ahead.

3. Recommendation

- 3.1 The Committee is asked to consider the issues raised by the presentation.

4. Background Papers

Agenda and Minutes – Environmental and Planning Review Committee
Sunderland Strategy 2004-7

Contact Officer: Jim Diamond
james.diamond@sunderland.gov.uk

**ENVIRONMENTAL AND PLANNING REVIEW COMMITTEE
19 JUNE 2006**

**POLICY DEVELOPMENT AND REVIEW 2006/07: TOPICS FOR
CONSIDERATION**

**Report of the City Solicitor, Director of Development and Regeneration and
Director of Community and Cultural Services**

1. Purpose

- 1.1 This report sets out a number of possible topics for policy development and review as part of the Committee's work programme.

2. Background

- 2.1 Policy development and review is a central component of the work of the Council's Review Committees. The Committee has previously undertaken studies into a number of areas including the development of cycling within the city and road safety and child pedestrian accidents.
- 2.2 Policy development and review studies provide an opportunity for the Review Committee to assist the Council and Cabinet in the development of future service policy. It also provides an opportunity for examining issues of direct concern to the local community, encouraging public and service user engagement and building on existing partnership arrangements.
- 2.3 This report seeks the guidance of the Committee on the study areas it wishes to examine in the current municipal year. In order to help identify potential study areas for review during 2006/7, use can be made of the criteria set out in Appendix A.
- 2.4 Section 3 of the report outlines a number of possible topic areas that the Review Committee may wish to consider: -

3 Possible Topic Areas for Review 2006/07

CARBON MANAGEMENT

- 3.1 In May 2006, the Council became one of 35 local authorities joining phase four of the Carbon Trust's Local Authorities Carbon Management Programme. The Carbon Trust is working with a range of UK public sector bodies and businesses to help cut levels of carbon emissions and encourage low carbon technologies. The reduction of carbon emissions is a key part of the fight against climate change.
- 3.2 Local authorities have two major roles. Firstly, as a community leader by raising awareness, encouraging and coordinating action across communities and organisations. But secondly, as a major organisation and consumer of resources itself. The Local Authorities Management

Programme seeks to deliver improvements in energy efficiency and reduce levels of carbon emissions in areas under the direct control of the Council, including buildings, vehicle fleets, street lighting and landfill sites.

- 3.3 The Review Committee may wish to consider the Council's overall strategy and vision in relation to Carbon Management. The Committee may also wish to review the content of the city's Carbon Management Programme and the options available to the Council.
- 3.4 The issue of Carbon Management has also been identified as a priority within the Council's Corporate Performance Assessment (CPA) Road Map.

WASTE MANAGEMENT

- 3.5 Since the publication of the Waste Strategy 2000 there have been substantial improvements in waste management in the UK. The growth in the level of municipal waste has slowed, less waste is being landfilled and recycling and composting of household waste has doubled over the last four years.
- 3.6 At a local level, the Council has achieved its recycling target of 18% for 2005 and is on course to meet its target of 20% in 2006.
- 3.7 However, more needs to be done nationally and locally to ensure that the country meets its Landfill Directive targets and other European commitments. The reduction of methane emissions associated with landfill is also a part of the fight against climate change.
- 3.8 The Government is currently reviewing England's approach to waste strategy in order to consider the issue of long term sustainability and the need to treat waste more clearly as a resource. The Committee may wish to review the Council's long term strategic vision for sustainable waste management and the potential and options for the future.
- 3.9 The study would therefore look at the whole spectrum of waste management issues, including the need to minimise the amount of waste produced, reduce reliance on landfill, the alternatives and options for the future, measures for continuing to increase levels of recycling and composting and the future treatments of plastics and white and electrical goods.
- 3.10 The Council's Community Strategy 2004/07 identifies as a target the need to reduce the amount of household waste going to landfill sites.

QUALITY OF BUS SERVICES

- 3.11 The bus is the most widely used form of public transport. Buses can carry large numbers of people thereby reducing congestion and pollution. Buses are an essential transport service for people without access to a car. For

many people, buses provide a vital link between home and work, healthcare, education and leisure activities.

The Government is committed to reversing the long term decline in bus use and ensuring that local authorities and bus companies work together in partnership to achieve improved bus services.

However in most areas of the country, including Sunderland, levels of bus use continue to fall and concerns are expressed at issues such as the frequency and coordination of services.

The Review Committee may wish to consider these issues in more detail through meetings with other local authorities and discussions with NEXUS and local bus operators.

The Community Strategy 2004/07 set as a priority the need to increase the personal mobility of people in the city by promoting all modes of transport thus increasing travel choice. Developing the partnership with NEXUS and local bus operators has also been identified as a priority within the Council Corporate Performance Assessment (CPA) Road Map.

4. Next Steps

- 4.1 Following the selection of a policy development review topic, a report will be brought to the next meeting of the Committee setting out a possible approach to review. This will include aspects such as proposed terms of reference/the area of study, definitions, the importance of the service to corporate goals and partnerships, background to the national picture, a profile of local services and a process of review.

5. Recommendation

- 5.1 Members are asked to consider the appropriateness of the study areas set out above and consider the inclusion of any further potential topics for in-depth review.

6. Background Papers

Environment and Community Services Agendas 2002/3, 2003/4 and 2004/5

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

APPENDIX A

COUNCIL CRITERIA FOR SELECTION OF REVIEWS

Given the need to prioritise items the Environment and Community Services Review Committee will need to focus on those areas where it can have most impact in an area that is of priority to local residents. The criteria for identifying the committee's policy review for 2006/07 gives priority to topics which:

Assists in meeting Council's Strategic Priorities.

Addresses the Council's role as Community Leader.

Provides Members with better ownership and understanding of key service issues.

Addresses equal opportunities and particularly access to the Council.

Avoids replicating recent Council Performance Improvement and Best Value reviews or themes in the programme for forthcoming reviews but builds on opportunities to assist in meeting Action Plans.

Refers to all aspects of the Terms of Reference for the Review Committee.

Demonstrates corporate benefits arising out of a review of a particular area; i.e. thinking as one-organisation.

Has an external focus and is a matter of concern for the City and its inhabitants.

Explores options for future direction where there are no existing or alternative arrangements.

Provide a wider cross-cutting perspective avoiding day to day operational issues.

Meets the interests of local people for collaborative working with external organisations particularly where there exists expertise or resources.

**ENVIRONMENTAL AND PLANNING REVIEW COMMITTEE
2006**

19 JUNE

DRAFT ANNUAL WORK PROGRAMME 2006/07

LINK TO WORK PROGRAMME – MONITORING AND EVALUATION

Report of Director of Development and Regeneration, Community and Cultural Services and City Solicitor

1. Purpose

- 1.1 To consider and agree a work programme for the Review Committee for the municipal year 2006/07.

2. Background

- 2.1 The work programme of the Committee sets out the key issues to be addressed during the year and a timetable of work. To be effective, the work programme should provide a basis and framework for the year ahead, while retaining sufficient flexibility to respond to any important issues that may emerge.
- 2.2 The draft Work Programme seeks to reflect the remit of the Review Committee and balance its responsibility for undertaking scrutiny, performance management and policy review and development. The content of the programme also reflects the priorities of the Council contained in the Sunderland Strategy, issues raised by the CPA Assessment and raised in MORI polls and Community Spirit Surveys.
- 2.3 Also, in order to ensure that the Committee is able to undertake all of its business and respond to emerging issues, there will be scope for additional meetings not detailed in the annual work programme and Council diary. These may need to be held to consider, for example, further evidence as part of a policy development review or to respond to a new issue.

3. Scope of the Committee

- 3.1 Based on its remit, the Environmental and Planning Review Committee is responsible for setting its own work programme, subject to the co-ordinating role of the Policy & Co-ordination Review Committee.
- 3.2 The work programme for each of the Review Committees covers the following seven broad themes:

Policy Review: The Committee may make proposals to Cabinet in relation to matters within its terms of reference. Up to two reports a year may be submitted.

Monitoring & Evaluation: This aspect of the work programme provides monitoring and evaluation of services within the terms of reference of the committee, including the adoption of protocols and an end of year evaluation of the work of the committee;

Consultation: As the year progresses, members will be consulted by Cabinet on a number of issues including a range of Article 4 and proposals for other key Plans and Strategies;

Performance Review: The Review Committee will receive a number of Best Value reports and Improvement Plans, Updates and Inspection Reports (including external inspection) falling within the scope of this Committee;

Information and Awareness Raising: This theme allows the Committee to receive reports to inform on current issues and on services within its terms of reference. There will also be flexibility, in this section, as new issues emerge during the year;

Members Items: This area allows flexibility for the addition of items such as requests from Members of the Committee or members of Council.

Call-In: the Committee has the power to call in executive decisions made but not yet implemented in accordance with the constitution of the Council.

4. Recommendation

- 4.1 That the work programme for 2006/7 be approved and submitted to the Policy & Co-ordination Review Committee.

5. Background Papers

- 5.1 Agendas and Minutes Environment and Community Services Review Committee

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

Environmental and Planning Review Committee – Draft Work Programme 2006 - 07

REASON FOR INCLUSION	JUNE 19.06.06	JULY 17.06.06	SEPTEMBER 18.09.06	OCTOBER 16.10.06	NOVEMBER 13.11.06	DECEMBER 11.12.06	JANUARY 22.01.07	FEBRUARY 19.02.07	MARCH 19.03.07	APRIL 23.04.07
Policy Review	Select topic(s) for policy review (Members) Quality of Bus Services Carbon Management Waste Management Strategy	Scope & approach to review (Jim Diamond)	Service Profile Report (Head of Service: Topic dependent)	Evidence gathering (Jim Diamond)	Evidence gathering (Jim Diamond)	Evidence gathering (Jim Diamond)	Evidence gathering (Jim Diamond)	Evidence gathering (Jim Diamond)	Draft report for consideration (Jim Diamond)	Final draft for approval (Jim Diamond)
Monitoring & Evaluation	Work Programme 2006/07 (Jim Diamond) Alexandra Bridge (Graham Carr) Parking Enforcement – Action Plan (Phil Barrett) Scrutiny Handbook (Review Co-ordinators)	Highways Maintenance Contingency Spend (Graham Carr) Landfill at Halliwell Banks (Peter High)	Regional Spatial Strategy Update (Keith Lowes) Streetscene– Update (Peter High)	Local Transport Plan – 5 Year Update (Graham Carr) Development of Cycling – Update (Barry Lucock)	Update Report of Local Development Plan (Keith Lowes) Carbon Management Programme - Update (Jim Gillen)	Coastal Protection - Update (Ed Wallage) Quality of Bus Services – Nexus and Bus Operators (NEXUS)	Child Road Accidents – Current Position (Rod Manson) Central Station Development (Graham Carr)	Cemeteries Upkeep (Peter High) Waste Management Strategy (Peter High)	Carbon Management Programme - Update (Jim Gillen) Streetscene– Update (Peter High)	End of year report (Jim Diamond) Update Report on Local Development Plan (Keith Lowes)

Consultation	Residential Design Guide (Keith Lowes) Hetton Downs Area Action Plan (Peter Lawson) Farrington Row Development Framework – Outcome of Consultation (Keith Lowes)									
Performance Review		Community Spirit Findings – Priority Issues Survey (Sal Buckler)	Year End Performance Report for 05/06 (Sarah Reed)	Making Sunderland a Greener Place – Best Value Review Update (Peter High)		Performance Report April/Sept 06 (Sarah Reed)			Performance Report Oct/Dec 06 (Sarah Reed)	MORI 2007 (Sal Buckler)
Awareness Raising	Priorities of the Directorate for 2006/07 (Heads of Service)	HIGHTRANS – Feedback of Land Use and Transport Report (Clive Greenwood)		Community Based Sustainability Projects (Keith Lowes)				Operation of Bus/No Car Lanes in Sunderland (Rod Manson)	Emergency Planning – Update (Val Bowman)	
Members Items		Visit to Joe's Pond (Keith Lowes)								
Call-Ins										

**ENVIRONMENTAL AND PLANNING REVIEW COMMITTEE
2006**

19th JUNE

QUEEN ALEXANDRA BRIDGE MAJOR MAINTENANCE: CONTRACT UPDATE

LINK TO WORK PROGRAMME – MONITORING

Report of the City Solicitor

1 Background

- 1.1 On 7 June 2006, Cabinet will consider the attached report by the Director of Development and Regeneration.
- 1.2 The report asks Cabinet to note the estimated additional costs and the revised completion date for the Queen Alexandra Bridge Major Maintenance contract and approve the proposed funding as set out in the report.
- 1.3 The report is submitted to this Committee for information.

2 Background Papers

- 2.1 There are no background papers.

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

CABINET MEETING – 7th JUNE 2006

EXECUTIVE SUMMARY SHEET – PART I

Title of Report:

Queen Alexandra Bridge Major Maintenance: Contract Update

Author(s):

Director of Development and Regeneration

Purpose of Report:

To update members on progress on the project and to seek approval for the estimated additional expenditure necessary to complete the project.

Description of Decision:

Cabinet is recommended to note the estimated additional costs and the revised completion date for the Queen Alexandra Bridge Major Maintenance contract and approve the proposed funding as set out in the report.

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 anticipated contractual obligations.

Alternative options to be considered and recommended to be rejected:

No alternatives are submitted.

Is this a “Key Decision” as defined in the Constitution? Yes

Is it included in the Forward Plan? No

Relevant Review Committee:

Environmental and Planning

QUEEN ALEXANDRA BRIDGE MAJOR MAINTENANCE: CONTRACT UPDATE

REPORT OF THE DIRECTOR OF DEVELOPMENT AND REGENERATION

1.0 Purpose of Report

- 1.1 This report updates Cabinet members on progress on the project and seeks approval for the estimated additional expenditure necessary to complete the project.

2.0 Description of Decision

- 2.1 Cabinet is recommended to note the estimated additional costs and the revised completion date for the Queen Alexandra Bridge Major Maintenance contract, and approve the proposed funding as set out in the report.

3.0 Background

- 3.1 The contract to undertake major refurbishment works to the Queen Alexandra Bridge was awarded in February 2005 to Mowlem at a target cost of £4,521,793. The contract allowed 52 weeks for completion of the specified works.
- 3.2 The contract is the most thorough refurbishment since the Grade II listed bridge opened in 1909. The works to the structural steelwork include removal by blast-cleaning of all old paintwork back to bare steel, the repair of corroded steel where necessary to maintain structural integrity and the application of a modern paint system. In addition the bridge deck is being repaired and re-waterproofed, and the street lighting and drainage systems repaired and upgraded where appropriate.
- 3.3 Detailed inspections were carried out in advance of the works to determine the type and condition of the existing paint system and to estimate the likely extent of repairs to the structural steelwork. Assessing the condition of the steelwork included inspection by experienced bridge inspectors working within touching distance of all exposed steelwork. Experience on other major bridge maintenance was also reviewed. The unique nature of Queen Alexandra Bridge meant however that the condition of certain areas of the bridge could not be determined by any means other than carrying out the works.
- 3.4 The form of contract is an 'Engineering and Construction Contract Option C' which involves a collaborative approach to the project and incentivises the contractor to carry out the works efficiently.
- 3.5 The target cost and contractual time for completion are amended if allowable additional works are identified and the Contractor is paid allowable actual costs with a cost-sharing arrangement for savings or additional costs in relation to the target cost. There is a cap on the Council's contribution if

actual costs exceed the target cost and there is a provision in the Contract to recover costs for any delay beyond the contractually justifiable time for completion of the works.

- 3.6 The cost of the main contract works is being funded through the Local Transport Plan.

4.0 Current Position

Programme and Progress

- 4.1 Work commenced in March 2005. Works to the bridge above road deck level are being carried out under temporary traffic management control, effectively in two phases. Works to the underside of the bridge are largely independent and do not depend on temporary traffic management.
- 4.2 During work on the first half of the bridge, the Contractor found that the time taken to blast-clean the steelwork to the specified standard was greater than they had originally estimated. This was largely due to the presence of millscale, a residue formed during the original manufacture of the steel. The standard of preparation specified for the modern, high-performance paint system requires that all millscale be removed.
- 4.3 As removal of the existing paint system has progressed, and despite detailed inspections of the bridge being carried out in advance, many areas of steelwork, which were only exposed following abrasive blasting, were found to be in worse condition than previous inspections suggested. In addition, areas of the bridge have been exposed which could only be inspected following removal of redundant steelwork, which due to the bridge's listed status have never previously been removed. It became clear as work progressed on the first half of the bridge that the nature and extent of steelwork repairs exceeded estimates and varied throughout the bridge with no predictable pattern.
- 4.4 Work to the first half of the bridge was originally programmed to be completed on 26 August 2005. Due to the time for the Contractor to gain experience of working on this particular structure, additional time taken to prepare to the specified standard and additional steelwork repairs, the first half was actually complete on 23 December 2005, approximately 17 weeks later than planned. The delays are due largely to the additional time for blasting for which the Contractor is not entitled to additional time or costs and for additional steelwork repairs for which the contractor is entitled to additional time and costs. These and other factors have been taken into account in the estimated total cost.
- 4.5 Council officers and the Contractor are working together to minimise the impact of these difficulties, however in order to undertake the works properly, more time is required than originally planned. It is the Contractor's responsibility to plan and programme the works within the requirements of the contract. Lessons learned on Phase I have been applied to the planning of

Phase II, which is currently ongoing and the current estimated date for completion is mid-September 2006.

- 4.6 The duration of the works is thus estimated at 77 weeks. The contractual time for completion of the works, which will determine whether delay damages for late completion are applied, is currently being evaluated.

Estimated Cost Increase

- 4.7 At the time of tender acceptance, a contingency on the target cost was allowed of approximately 10%, giving a budget total for the contract cost of £4,967,190. Subsequent reviews increased the estimated total contract costs to £5.448m at the time that the Capital Programme was set for 2006/2007.
- 4.8 Based on all information available at this time, it is now estimated that the Council's total contractual liability will be approximately £6.3 million. This is dependent on final evaluation of the Contractor's entitlement to additional time and costs and the actual time taken and total cost of the works.
- 4.9 The estimated cost increase that the Council must meet is primarily for carrying out additional repairs which are identified as work progresses and areas of steelwork are exposed. A total of approximately 3 tonnes of steelwork repairs were identified by the detailed inspections carried out in advance of the works, whereas it is now estimated that over 10 tonnes of steelwork repairs will be carried out in total, all of which are required to ensure the structural integrity of the bridge. This work is essential and the cost of carrying out the additional work would have been inevitable, whether the additional repairs could have been identified in advance or not.
- 4.10 It should be noted that during the course of the works, a dispute has arisen between the Contractor and the Council as to the interpretation of the Contract specification relating to the standard of steel preparation required. This relates to the need to remove millscale as referred to in paragraph 4.2 above. Mowlem subsequently referred the dispute to an Adjudicator appointed under the Contract. The Adjudicator upheld the Council's argument that the Contractor is required to blast clean to remove all millscale and not to a lower standard as claimed by Mowlem. Accordingly, Mowlem's claim was dismissed. However, on 26th October, 2005 Mowlem informed the Council that it intends to refer this dispute to Arbitration, although to date Mowlem has not progressed this matter further. Nevertheless, the Council's contractual liability may increase further depending on the outcome of the Arbitration, should Mowlem take the matter further.

5.0 Reasons for the decision

- 5.1 To meet anticipated contractual obligations.

6.0 Alternative Options

- 6.1 The Council could choose not to complete the refurbishment works but this would result in further deterioration of those elements of the bridge not yet repaired and repainted, with consequently greater future maintenance costs.

7.0 Financial Implications

- 7.1 As the latest estimated total contract cost exceeds the previously reported total, the additional cost will need to be met from current and future year's Local Transport Plan allocations. However, a specific bid for additional funds is being made to the Department for Transport.

8.0 Background Papers

Capital Programme.

Department for Transport letter 19 December 2003

Cabinet 11 February 2004

Approval of Scheme

Environment and Community Services Review Committee 16 February 2004

Decision record d148-04 18 May 2004

Approval of Contractors

Decision record d058-05 25 Feb 2005

Acceptance of Tender

Cabinet 18 January 2006-05-08

Capital Review

Environmental and Planning Review Committee 20 February 2006

RESIDENTIAL DESIGN GUIDE

Report of the Director of Development and Regeneration

1.0 Purpose of Report

- 1.1 The purpose of this report is to seek comments from this Committee on the revised Residential Design Guide.
- 1.2 The Committee's comments will be reported to Cabinet for consideration at its next meeting in July, when approval will be sought for the Residential Design Guide to be adopted as Interim Planning Policy and as a basis for public consultation.

2.0 Background

- 2.1 At its meeting on 12 December 2001 Cabinet considered a report by the Director of Environment and approved for publication Unitary Development Plan (UDP) Alteration No.1 – Housing, First Deposit. The first deposit policies were supported by several other documents including proposed revisions to the Council's Supplementary Planning Guidance: Residential Design Guide.
- 2.2 The purpose of the Residential Design Guide is to ensure the delivery of sensitive, appropriately designed and sustainable housing development. The Guide is intended for use by everyone involved in the housing development process to assist in achieving high quality and sustainable 'places for living'. The document has been amended over a period of time following feedback and comments from those involved in residential design such as house builders, architects and developers.

3.0 Amendments to the Residential Design Guide

- 3.1 The first draft of this document was put on formal deposit with the UDP Alteration No1 (Housing) in January 2002. Since then the document has been subject to extensive consultation and has been modified in light of comments received. The document has been widely accepted to be a useful tool in assisting developers and architects improve proposals for residential development.
- 3.2 Since the first draft of the Residential Design Guide was prepared there have been a series of Government publications and guidance relating to residential design including Planning Policy Statement 1 (2005). This requires Planning Authorities to have regard to good practice set out in 'By Design – Urban Design in the Planning System (DETR & CABE 2000)'. Other publications such as 'By Design, Better Places to Live – A Companion Guide to Planning Policy Guidance Note 3 (PPG3) focus on the attributes of well designed successful residential environments and provide further best practice guidance for those involved in the design of residential schemes.

- 3.3 The Commission for Architecture and the Built Environment (CABE) recently published an audit of private housing developments which found that 94 per cent of new private housing built over the last three years in the North of England fails even to meet CABE's "satisfactory" standards of design quality. Almost a quarter (24 per cent) of new housing developments reviewed in the North were categorised as "poor". Four housing developments in Sunderland were reviewed. The Broadway, Grindon attained the highest score (65%) of those schemes reviewed in Sunderland, still only equivalent to CABE's "average". It is anticipated that the Residential Design Guide will assist developers improve the design quality of new housing in Sunderland.
- 3.4 The Design Guide has been amended and expanded in light of these recent publications and research to reflect current best practice guidance and the key principles of good urban design. Additional diagrams, images and illustrative materials have been incorporated to provide clearer design guidance for all those involved in residential design. Case studies showing best practice in relation to housing design have been prepared and included in the document.
- 3.5 The Guide reflects national planning guidance prepared by Central Government which all Local Planning Authorities across England are required to implement. Therefore the financial implications of the Guide for residential development in Sunderland should be generally no greater than those for similar guidance in other Local Authorities.

4.0 New Planning Regulations

- 4.1 Following commencement of Part 2 of the Planning and Compulsory Purchase Act (2004), Local Planning Authorities are encouraged to produce Supplementary Planning Documents (SPD) for inclusion in their Local Development Framework instead of Supplementary Planning Guidance (SPG). Preparation of the Residential Design Guide began before Part 2 of the Act came into force. Government Guidance, 'Creating LDFs – A Companion Guide to PPS12' states that existing or emerging SPG cannot be automatically transferred into the LDF nor can it automatically become a SPD. However, SPDs can be linked to 'saved' policies from the current adopted development plan and should be included in the Local Development Scheme.
- 4.2 The Residential Design Guide builds on the Council's adopted UDP Policy B2 (Built Environment) and Policy B2A (Sustainable Urban Design) contained within UDP Alteration No 2 for central Sunderland. The policies within UDP Alteration No 2 were placed on redeposit in November 2005 and are programmed for formal adoption in early 2007. It is intended that the Residential Design Guide be taken forward through the statutory planning processes under the new planning regime established under the Planning Act to become SPD. Accordingly it is proposed to carry out extensive consultations on the Residential Design Guide, including relevant stakeholders and statutory consultees. Representations and comments received will be taken into account in the finalisation of the Guide, which will be presented to Cabinet for approval at a later date. Meanwhile it is proposed the Residential Design Guide be adopted as Interim Planning Policy in order to provide immediate guidance to developers.

5.0 Alternative Options

- 5.1 The Council could choose not to adopt the amended Residential Design Guide as Interim Planning Policy. However, failure to adopt the Design Guide as Interim Planning Policy will weaken the Council's ability to control the quality of design in new residential developments across the city.

6.0 Consultations

- 6.1 The City Solicitor and City Treasurer have been consulted and their comments incorporated into the body of the report.

7.0 Policy Implications

- 7.1 If adopted as Interim Planning Policy the Residential Design Guide will be a material consideration in determining planning applications for new housing across the City.

8.0 Recommendation

- 8.1 Committee is recommended to consider the amended Residential Design Guide and refer its comments to Cabinet for consideration.

9.0 Background Papers

- UDP Alteration No1. Housing
- UDP Alteration No 2. Central Sunderland
- Unitary Development Plan (UDP)
- Interim Strategy for Housing Land (ISHL)
- Draft SPG No 3 – Residential Design
- Schedule of consultees
- Summary of consultee responses
- Planning Policy Statement No 1 – Delivering Sustainable Development (PPS1)
- Planning Policy Guidance Note 3 – Housing (PPG3)
- Planning Policy Guidance Note12 – Development Plans (PPG12)
- By Design – Better Places to Live, A Companion Guide to PPG3 (DTLR)
- By Design – Urban Design in the Planning System (DTLR)
- Housing Audit: Assessing the design quality of new homes in the North East, North west and Yorkshire and Humber (CABE)

**HETTON DOWNS AREA ACTION PLAN:
REPORT ON OPTIONS AND ISSUES FOR PUBLIC CONSULTATION**

Report of the Director of Development and Regeneration

1.0 Purpose of the Report

- 1.1 The purpose of the report is to seek comments from this Committee on the consultants' Report on Options and Issues for development in the Hetton Downs area.
- 1.2 The Committee's comments will be reported to Cabinet at its meeting on 21 June when approval will be sought to a recommendation to Council that the Report on Options and Issues be approved as the basis for public consultation.

2.0 Background

- 2.1 The results of a private sector housing condition survey of the City in 2002 prompted the commissioning in 2003 of a Neighbourhood Renewal Assessment (NRA) of housing on Downs Lane (odd numbers) and Nicholas Street. The NRA found that the properties exhibited the symptoms of rundown housing with high vacancy rates, severe levels of disrepair and unfitness, low demand and low value and an over representation of the private rented sector. They represented some of the poorest quality housing in the City and there was an urgent need for a programme of housing renewal to prevent localised market failure rippling out into the wider Hetton Downs area. The NRA concluded that the downward spiral of decline could only be arrested with direct intervention and that the clearance of these properties would achieve a highly positive impact, sustainable in the long term by creating the opportunity for the provision of new housing.
- 2.2 As a result of the above findings, the City Council embarked on a programme of property acquisition and demolition in selected streets in an effort to halt the decline of the area, funded and supported by English Partnerships.
- 2.3 However, it was also apparent from the options generated in the NRA process that such housing renewal must take place in the context of a wider, area-based regeneration programme for the area.
- 2.4 Accordingly, in May 2005, Nathaniel Lichfield and Partners were appointed by the City Council to commence the preparation of an Area Action Plan for the Hetton Downs Area, to be taken forward for formal adoption as part of the City's new Local Development Framework.

2.5 An Area Action Plan will provide a robust planning framework for the area, a key mechanism for the area's long-term sustainable regeneration.

2.6 An Area Action Plan for the Hetton Downs area is now included as a Development Plan Document in the Council's Local Development Framework Draft Local Development Scheme (April 2006).

3.0 Progress to Date

3.1 The consultants have undertaken a comprehensive review of relevant national, regional and local policy and a baseline assessment of the area. Subsequently, a range of front-loaded initial consultations have been undertaken with local residents, stakeholders (including Sunderland Housing Group), service providers and a Community Reference Group to identify those issues considered significant in the local community. These consultations included meetings and workshops in the local community.

3.2 Significant issues that were identified have focussed on housing, environmental quality, community facilities and safety, transport and highways, and the local economy.

4.0 The Options and Issues Report

4.1 The consultants' Options and Issues Report is available for inspection in the Members' Library and additional copies are available on request from the Director of Development and Regeneration.

4.2 Based on the outcome of the above initial consultations, 4 development options for the area have now been produced to address the identified issues. These 'land use visions' are set out in the accompanying consultants' report and seek to provide the framework for a programme of potential development over the next 15 to 20 years.

4.3 Each of the options sets out a number of key development elements and indicates how these will address the relevant identified issues to ensure the long term sustainability of the area and its population. The broad proposals in each are as follows.

4.4 Option 1 assumes that current interventions in the area will continue and is focused on dealing with the existing areas of poor housing demand, with demolitions and new housing proposed in those areas. It proposes a net loss of about 70 houses in the area. Improvements to Market Street and the support of businesses there are envisaged together with investment in the older housing areas around Regent Street and The Avenue. Elsewhere there would be investment in public open spaces, pedestrian and cycle routes. Eppleton Quarry is seen as reclaimed and heavily forested around a series of small lakes and ponds to create a mainly passive recreational resource, with Great North Forest planting at appropriate places elsewhere on the periphery of the area.

- 4.5 Option 2 is more ambitious, adding more new housing on sites beyond the current problem areas (together with increased numbers of demolitions providing a net increase of approximately 60 houses in the area). Limited new retail premises are also proposed. The reclaimed quarry is seen as a formal extension to the Hetton Lyons Country Park, providing active recreational opportunities (for example playing pitches and associated facilities). More direct access to this extended Country Park will be required. The upgrading of Hetton Park is also proposed to improve its contribution to the environmental quality of the area.
- 4.6 Option 3A extends proposals for new housing still further, towards the northern boundary of the area (net increase of about 105 houses but also involving higher numbers of demolitions and new houses). Together with the possible re-structuring of the Sunderland Housing Group estate at Broomhill this adds the possibility of creating a new, more direct access to the area from Houghton Road (at present, the area suffers from poor accessibility, involving sometimes tortuous routes). Limited additional commercial premises are also added.
- 4.7 Option 3B builds on Option 3A with alternative configurations of new housing areas (net increase 115) and additional opportunities for Great North Forest planting to emphasise the settlement break between Hetton and Houghton le Spring to the north.
- 4.8 Larger scale plans illustrating the various options will be displayed at the Committee meeting.

5.0 Proposed Public Consultation

- 5.1 The preparation of an Area Action Plan to be adopted as a Development Plan Document as part of the City's Local Development Framework must follow the correct statutory procedure under the Planning and Compulsory Purchase Act 2004, associated regulations and government guidance. These include requirements to ensure that the community is able and encouraged to participate throughout the preparation process. Such requirements are reflected in the City Council's Statement of Community Involvement (Submission Stage), recently presented to Government Office North East for independent examination by the Planning Inspectorate. An approved Statement of Community Involvement is a required part of the Local Development Framework.
- 5.2 The early involvement of the community has already been achieved through the initial consultations outlined in Section 4 above.
- 5.3 In further accordance with the above requirements, it is proposed that the Options and Issues will be subject to a 6-week public consultation exercise.
- 5.4 The purpose of the consultation is to identify a community-led preferred option for change, to form the basis of an Area Action Plan. The

preferred option may be one of those outlined above or a new option may emerge, possibly amalgamating different elements of each.

- 5.5 The consultation will commence with a 1-day neighbourhood exhibition in July hosted by the consultants. This will be followed by a 6-week period during which the options and issues plans will be displayed in the local community at appropriate locations, with representatives from the City Council present at specified times to deal with queries from members of the public. The public will be given the opportunity to comment on the options and identify the one they prefer.
- 5.6 The responses to the consultation exercise will be analysed and the conclusions reflected in the selection of a preferred option to be taken forward in an Area Action Plan. The Area Action Plan will subsequently be the subject of public consultation and amended if necessary before submission to the Secretary of State for formal examination (the submitted Area Action Plan will be subject to further public consultation at this time). Following the formal examination of the Area Action Plan it must be amended in accordance with the Planning Inspector's legally binding recommendations (if any) before adoption as part of the City of Sunderland Local Development Framework. The anticipated timescale of the process up to the adoption of the Area Action Plan is April 2009, although this process will not necessarily delay the implementation of acceptable development and other improvements, including proposals in the emerging Local Delivery Plans for the Hetton Downs area also being prepared by the consultants.
- 5.7 The delivery of proposals contained in the Area Action Plan will be reliant on the availability of appropriate investment and other resources. Where that delivery requires the Council's investment and resources, proposals will have to be prioritised against other Council projects and programmes.

6.0 Reason for the Decision

- 6.1 The decision will facilitate public consultation and community involvement in the selection of a preferred development option to be taken forward in the preparation of an Area Action Plan for the Hetton Downs area, in accordance with the Council's Statement of Community Involvement (Submission Stage).

7.0 Alternative Options

- 7.1 The alternative would be to not consult the local community on the development options for the Hetton Downs area. However, this would not comply with the Council's Statement of Community Involvement (Submission Stage). Consequently, any resulting Area Action Plan would be unlikely to be approved by the Secretary of State as part of the Council's Local Development Framework (i.e. would not be able to demonstrate the support of the local community) and would therefore carry little or no weight in determining planning applications or promoting development in the area.

8.0 Consultations

- 8.1 The City Treasurer and City Solicitor have been consulted and have confirmed there are no significant financial or legal implications for the Council in approving the Options and Issues Report as a basis for public consultation.

9.0 Recommendation

- 9.1 Committee is recommended to consider the consultants' Report on Options and Issues for development in the Hetton Downs area and refer its comments to Cabinet for consideration.

10.0 Background Papers

- 10.1 The following background documents are relevant to this report:

City of Sunderland Private Sector Housing Condition Survey (David Adamson & Partners) (2002).
City of Sunderland Neighbourhood Renewal Assessment: Eppleton Ward (David Adamson & Partners)(October 2003).
Consultancy Brief for Development and Implementation of Regeneration Plans: Castletown and Hetton Downs Areas.
Hetton Downs Strategic Context (Nathaniel Lichfield & Partners) (October 2005).
Hetton Downs Area Action Plan: Baseline Assessment Report (Nathaniel Lichfield & Partners) (October 2005).
Hetton Downs Area Action Plan: Sustainability Appraisal - Scoping Report (Nathaniel Lichfield & Partners) (December 2005).
Hetton Downs Area Action Plan Report on Issues and Options (Nathaniel Lichfield & Partners) (May 2006).
Sunderland City Council Local Development Framework: Draft Local Development Scheme (April 2006).

**ENVIRONMENTAL AND PLANNING REVIEW COMMITTEE
19 JUNE 2006**

FARRINGTON ROW DEVELOPMENT FRAMEWORK

Report of the Director of Development and Regeneration

1.0 Purpose of the Report

1.1 The purpose of this report is to seek comments from this Committee on:

(a) Responses received following consultation on the Draft Farringdon Row Development Framework

(b) The revised Farringdon Row Development Framework

1.2 The Committee's comments will be reported to Cabinet for consideration on 12 July 2006, when approval will be sought for a recommendation that the Farringdon Row Development Framework be adopted as Interim Planning Policy.

2.0 Background

2.1 Cabinet considered a report by the Director of Development and Regeneration on the Draft Farringdon Row Development Framework at its meeting on 15 February 2006, and approved it for adoption as Interim Planning Policy, pending the outcome of consultations.

2.2 The aim of the document is to establish a planning framework, to assist in the delivery of the vision for the regeneration of the Farringdon Row area shared by the City Council and Sunderland arc. It sets out a detailed framework for the area that, if adopted as Interim Planning Policy, would be the Framework against which subsequent planning applications would be assessed. In addition, it would provide support for the use of compulsory purchase powers, should they be required.

2.3 The Development Framework supplements the Unitary Development Plan (Alteration Number 2) Central Sunderland. It adds further detail to the principles set out in policy SA55A.2, by setting out the Council's detailed requirements for development at Farringdon Row, including guidance on:

- Opportunities for and constraints to the redevelopment of the site.
- Development principles and parameters such as built design, scale and massing, public realm and open space, infrastructure/servicing/security, sustainable development, layout, accessibility/connectivity and its relationship with surroundings.
- Details relating to the delivery and implementation of development schemes.

3.0 Consultations on the Farringdon Row Development Framework

- 3.1 Copies of the Draft Farringdon Row Development Framework were made available at the City Library, the Civic Centre and on the City Council website (www.sunderland.gov.uk/farringdonrow) from Monday 13 March until Friday 21 April 2006. Public exhibitions were held at The Bridges Shopping Centre on 15 and 16 March 2006, the Central Library on 29 March and 31 March 2006 and at the Civic Centre from 13 March to 21 April 2006. Staff from the City Council's Development and Regeneration Directorate and Sunderland arc attended the exhibitions at specified times to give members of the public the opportunity to discuss the Development Framework. Leaflets and comments forms were provided at all the display points to allow members of the public to express their views.
- 3.2 Copies of the Draft Development Framework were sent to statutory consultees. In addition, letters setting out details of the consultation and information on where the document could be viewed were sent to non-statutory consultees, local residents, local businesses and community groups. Annex 1 to this report contains a Consultation Statement, which provides further details of the consultation process, including a schedule of consultees.

Summary of Consultation Responses

- 3.3 A total of 30 written responses were received; 7 from statutory consultees and 23 from non-statutory consultees. The majority of the responses were broadly in support of the Development Framework.
- 3.4 In addition to the formal comments received a number of comments, both positive and negative, were made verbally to staff from the Development and Regeneration Directorate whilst attending the public exhibitions.
- 3.5 A summary of the main comments received and the Council's response to them is set out below. Annex 2 to this report contains all comments received together with the Council's proposed response to them and an indication of any changes required to the document where considered appropriate.

Interim Planning Policy

- 3.6 There were several queries raised with regard to the City Council's intention to bring the document forward as Interim Planning Policy. In particular, setting out that Interim Planning Policy does not form part of the development plan for the purposes of Section 38(3) of the Planning and Compulsory Purchase Act 2004. This means that whilst Interim Planning Policy may be used as a material consideration in the determination of planning applications, applicants for planning

permission may be able to successfully challenge any decision based on the document.

- 3.7 **Proposed Response** – In dealing with applications for planning permission, the authority shall have regard to the provisions of the development plan, so far as material to the application, and to any other material considerations. The Farringdon Row Development Framework has initially been brought forward as Interim Planning Policy in order to provide guidance for the determination of planning applications prior to the adoption of UDP Alteration No. 2 (Central Sunderland). The City Council intends to convert the Development Framework to the status of a Supplementary Planning Document following the adoption of Unitary Development Plan Alteration Number 2 – Central Sunderland (UDP Alteration No. 2). The conversion process will require an additional public consultation, which will be carried out in line with the requirements of the Town and Country Planning (England) Regulations 2004.

Sustainability Appraisal

- 3.8 Several comments suggested that given the nature of the Development Framework, it might have been useful for it to be informed by a Sustainability Appraisal. This would have helped demonstrate how sustainability is embedded within the proposals.
- 3.9 **Proposed Response** - UDP Alteration No. 2 has been the subject of a Sustainability Appraisal exercise. Therefore, policy SA55A.2, which this Development Framework intends to supplement, has been appraised. On adoption of UDP Alteration No. 2, the City Council will undertake further consultation on the Farringdon Row Development Framework in respect of converting it to the status of a Supplementary Planning Document. The conversion process is likely to generate the need to prepare an additional Sustainability Appraisal in respect of areas where the Farringdon Row Development Framework has added detail to policy SA55A.2.

Flood Risk

- 3.10 The Environment Agency has objected to the western part of the Farringdon Row site being redeveloped without any supporting flood risk information. There is no reference to how the risk will be mitigated, site layout and design, and how safe access and egress will be addressed. A site specific Flood Risk Assessment would be required to allow detailed design to minimise flood risk to the built environment. The Environment Agency would expect the development to demonstrate a reduction in flood risk in the area. In addition, the Development Framework should make reference to the forthcoming Strategic Flood Risk Assessment, the outcome of which should be taken into account as to the appropriateness of the site allocations.

- 3.11 **Proposed Response** – Paragraph 6.26 of the Development Framework sets out that, where necessary, planning applications for development at Farringdon Row must be supported by Flood Risk Assessments and Sustainable Urban Drainage Statements. The need for such studies will be largely dependent on the exact nature and scale of the uses proposed, the need for which will be assessed at the pre-application stage. In addition, The Strategic Flood Risk Assessment had not been commissioned when the Development Framework went out to consultation. Paragraph 6.28 of the Development Framework has now been amended to include a reference to the forthcoming Strategic Flood Risk Assessment.

Sport and Recreation

- 3.12 Sport England has welcomed the many references in the Development Framework to the promotion and improvement to the open spaces at Galley's Gill/Festival Park. However, they have raised concerns that this will purely provide informal space rather than lead to the introduction of formal and informal facilities to address sport and recreational needs. Sport England has requested clarification that the sport and recreational needs that will arise from this mixed use development (including 450 houses) will be addressed.

- 3.13 **Proposed Response** – Paragraph 4.22 of the Development Framework sets out that the City Council and Sunderland arc are committed to completing a masterplan for the upgrading and improvement of Galley's Gill. In addition, the site is close to Stadium Park where an Olympic sized swimming pool is currently being developed, as well as to a number of existing sport and recreation facilities within the City Centre. For clarification purposes, the final sentence of paragraph 6.32 has been amended to make reference to the provision of off site public open space, both informal and formal/equipped, in accordance with Planning Policy Guidance note 17: 'Planning for Open Space and Recreation'.

Archaeology

- 3.14 Several requests have been made to strengthen the Development Framework in order to set out the Council's commitment to detailed archaeological investigations on the site. The Farringdon Row site is considered to be of considerable archaeological potential. Bronze Age remains have been found at the nearby Vaux site and evidence for prehistoric activity has been recorded at area A at Farringdon Row. There is the potential for similar finds to survive on area B, C and D. All sites are additionally of industrial archaeological interest.
- 3.15 **Proposed Response** – The Tyne and Wear Archaeology Officer has stated that a programme of archaeological evaluation trenching and archaeological recording work will be required at Farringdon Row. These programmes will need to be undertaken well in advance of construction commencing on site. It is therefore likely that the need for

such work will be set out in a condition to the grant of planning permission at Farringdon Row. A statement referring to the need for archaeological assessments has been added to paragraph 6.19 of the Development Framework.

Affordable Housing

3.16 The North East Assembly has stated that to ensure conformity with Regional Planning Guidance and the emerging Regional Spatial Strategy, where a Housing Needs Study identifies a need for affordable housing the Development Framework should make provision for affordable housing.

3.17 **Proposed Response** – The Interim Strategy for Housing Land (2005) identifies an imbalance in the quality of the City's Housing stock, with a large proportion of low value housing and a shortage of high value houses. New 'City living' opportunities at Farringdon Row will help address this imbalance. However, the need to achieve balanced mixed communities in new, large-scale residential developments is acknowledged. Therefore, residential developments within Areas B, C and D at Farringdon Row may need to provide an element of affordable housing, should a need be identified in an up-to-date Housing Needs Study.

Timber Supplies Limited

3.16 A number of objections were received from Timber Supplies Limited, who currently own land forming part of area D as set out in the Development Framework. They largely focus on their desire to amend the phasing strategy set out in the Development Framework in order to ensure an earlier start to the redevelopment of area D and the desire to increase the number of dwellings proposed for the site. In addition, they object to the Council's intention to use their compulsory purchase order enabling powers in order to complete the comprehensive redevelopment of Farringdon Row. A summary of these objections and the proposed Council response is included in Annex 2 to this report (see reference FR27).

Sunderland Civic Society

3.17 Sunderland Civic Society submitted a number of representations on the Development Framework. They mainly focus on the need to protect the vitality and viability of the City Centre. A summary of these objections and the proposed Council response can be found in Annex 2 to this report (see reference FR25).

4.0 Amendments to the Draft Farringdon Row Development Framework

4.1 In light of the representations that have been received and following a period of analysis, the Development Framework has been amended.

Annex 2 sets out the key changes that have been made. Copies of the Development Framework are available in the Members' Library.

5.0 Alternative Options

- 5.1 The Council could choose not to adopt the amended Development Framework as Interim Planning Policy. However, failure to do so will significantly weaken the ability to deliver the City Council's and Sunderland arc's vision for the site. In particular, it would result in a lost opportunity to provide specific guidance on the nature, quality and timing of development. In addition, the lack of an approved framework may potentially impede the Council from using its compulsory purchase enabling powers with regard to the possible need to assemble land under section 226 of the Town and Country Planning Act 1990 (as amended by section 99 of the Planning and Compulsory Purchase Act 2004).

6.0 Consultations

- 6.1 The City Solicitor and City Treasurer have been consulted and their comments incorporated into the body of the report.

7.0 Policy Implications

- 7.1 If adopted as Interim Planning Policy the Planning Framework will be a material consideration in determining planning applications for development at the Farringdon Row site.

8.0 Recommendation

- 8.1 Committee is recommended to consider the responses received following consultation on the Draft Farringdon Row Development Framework and refer its comments on these and the amended Development Framework to Cabinet for consideration.

9.0 Background Papers

- Draft Farringdon Row Development Framework
- Written Representations
- Redeposit UDP Alteration Number 2 (Central Sunderland)

Annex 1 – Consultation Statement

**Sunderland City Council
Draft Farringdon Row Development Framework
Interim Planning Policy
March 2006**

Consultation Statement

Introduction

This Statement has been prepared to accord with the requirements of the Town and Country Planning (Local Development) (England) Regulations 2004 (hereafter referred to as the regulations). The regulations require Sunderland City Council to produce a consultation statement as part of the Supplementary Planning Document (SPD) process.

The statement sets out details of consultations that have been carried out during the preparation of the Farringdon Row Development Framework, and highlights how the consultation process has influenced the draft proposals. It also sets out details of the formal consultation process, to be undertaken by the City Council from Monday 13 March until Friday 21 April 2006.

Background

Farringdon Row is one of Sunderland arc's priority city centre development sites. The arc proposes a phased development to be procured through agreements with developers. Overall the proposed project comprises 450 new homes, 7000m² of offices, a 100-room hotel and 1000m² of retail/leisure space.

The Farringdon Row Development Framework has been prepared by Sunderland arc to co-ordinate the redevelopment of the site. This has been submitted to Sunderland City Council for consideration, with a view to its approval by the Council as Interim Planning Policy.

The City Council intends to bring this document forward as Interim Planning Policy, pending the adoption of Alteration number 2 to the Council's Unitary Development Plan. On adoption of Alteration number 2 (proposed for Winter 2006/07), the City Council proposes to adopt the Farringdon Row Development Framework as a Supplementary Planning Document (SPD) to policy SA55A.2.

Consultation process to date

The Sunderland Urban Regeneration Company (Sunderland arc) was officially launched in May 2002. The Sunderland arc business plan sets out that public consultation and involvement is key to successful urban renaissance. As such, the Urban Regeneration Company has undertaken an extensive programme of

stakeholder workshops and community events in relation to its Strategic Investment Framework, as well as in connection with proposals for specific development sites such as Farringdon Row. The arc has provided regular updates relating to its proposals for Farringdon Row, which are available on the website www.sunderlandarc.co.uk/farringdonrow.

During late May and early June 2003, the 'Vaux Bus' and a touring exhibition gave the people of Sunderland a chance to see and comment on Sunderland arc's vision for the former Vaux Brewery site, as well as the Farringdon Row site. The exhibition included a scale simulation and a virtual reality model, which allowed people to 'fly' through the site on a computer screen. A site masterplan and architects drawings were also on display. Exhibition venues included:

- Market Square, Sunderland City Centre.
- Local schools
- Sunderland Museum and Winter Gardens
- The National Glass Centre
- Sunderland Library and Arts Centre

On February 6 2006, staff from the arc and the Council's Development & Regeneration Directorate attended an event at the Saltgrass Pub, Deptford. This provided an opportunity for businesses and residents living near Farringdon Row to speak to them about proposals for the site. In addition, Publicity material was circulated. This included a leaflet, which gave the public an opportunity to send their comments to the arc. A list of the consultees can be found in annex 1.

General issues raised and concerns people had were:

1. Will it actually happen?
2. Will it make the area a better place?
3. Concern that Galley's Gill will be used for the wrong reasons.

The Development Framework looks to co-ordinate the redevelopment of the site, and ensure that the area can become a better place. Information gathered through these consultations has helped shape the vision for the Farringdon Row Development Site, which is articulated in the Draft Development Framework.

In addition, the Farringdon Row site is allocated in UDP Alteration Number 2 - Central Sunderland (policy SA55A.2), a proposed Development Plan Document, which has been the subject of extensive consultation by the City Council.

Formal Consultation

Before considering the arc's proposals, the City Council will seek the views and comments of the public and other interested parties. A formal consultation on the Draft Farringdon Row Development Framework has therefore been arranged to take place from Monday 13 March until Friday 21 April 2006.

The formal consultation will consist of the following:

- A letter will be sent to formal Consultees and key Stakeholders. A CD containing the Draft Farringdon Row Development Framework will be enclosed (see annex 2)
- A letter will be sent to residential and business addresses within and around the site. In addition, this letter will be sent to companies who previously responded to consultations conducted by the arc (see annex 3)
- A letter will be sent to any known interested groups/individuals informing them about the consultation on the Development Framework and where to view the documents (see annex 4)
- The Council will circulate a press release stating that the City Council is seeking the views and comments of the public and other interested parties on the Farringdon Row Draft Development Framework.
- A poster will be displayed at the libraries within Sunderland, informing residents of the consultation.
- Copies of the draft document will be available during normal opening times at Sunderland Civic Centre and all libraries within the City.
- A series of public exhibitions showcasing the Farringdon Row Development Framework will be displayed at specified times during the consultation period. They will be located at The Bridges Shopping Centre and Sunderland Central Library. In addition, a permanent exhibition will be on display in Sunderland Civic Centre.
- Leaflets advertising the consultation will be made available at libraries and at the exhibitions, this will also be sent to local residents. The leaflet will contain a postcard allowing comments to be left in boxes at the exhibitions or returned to the Civic Centre by freepost.
- Staff from the City Council's Development & Regeneration Directorate will attend exhibitions at The Bridges Shopping Centre on 15th and 16th March and at Sunderland Central Library on 29th and 31st March. Staff will also be available at the Civic Centre during normal Office hours on request.
- A dedicated web page will be created, which will be accessed via the friendly URL www.sunderland.gov.uk/farringdonrow. The page will include the draft document, an on-line response sheet and a printable comments sheet.

All consultation responses made by 5:00pm on 21 April 2006 will be fully considered and, if appropriate, changes will be made to the Development Framework prior to its adoption as Interim Planning Policy.

Summary

The Farringdon Row Development Framework will be brought forward by the City Council as SPD on adoption of Alteration number 2 – Central Sunderland. In the meantime, the Council will endorse this document as Interim Planning Policy. Before adoption as SPD, this statement will be updated to provide a summary of the main issues raised during the formal consultation period and how these issues have been addressed in the final draft of the SPD. This will be publicised by the Council in accordance with the regulations.

Appendix

Annex 1 – Sunderland arc Consultation (February 2006)

Annex 2 – Letter 1 and list of Consultees

Annex 3 – Letter 2 and list of Consultees

Annex 4 – Letter 3 and list of consultees

Annex 1 - Sunderland arc consultation (February 2006)

Various Businesses Silksworth Row, Sunderland
Currys, Trimdon Street, Sunderland
PC World, Trimdon Street, Sunderland
Halfords, Trimdon Street, Sunderland
B&Q, Trimdon Street, Sunderland
NEDL
ABB Ltd, Hanover Place, Sunderland
The Saltgrass, Hanover Place, Sunderland
Liebherr, Ayres Quay, Sunderland
The Winston Public House, Hanover Place, Sunderland
Ayres Quay Motors
T Mobile Ltd
CCS Cellular Ltd
Northumbrian Water
Lofthouse & Partners, Sunderland
Crass & Co.

Annex 2 - Letter 1 & list of consultees

Dear Sir,

Farringdon Row Development Framework Public Consultation

Farringdon Row is one of Sunderland arc's priority city centre development sites. The arc proposes a phased development to be procured through Agreements with developers. Overall the project comprises 450 new homes, 7,000m² of commercial space, a 100 bedroom hotel and 1,000m² retail / leisure space. The overall vision for Farringdon Row is to create a high quality, attractive and sustainable living and working environment.

In order to achieve a coordinated and integrated approach to the development of Farringdon Row, Sunderland arc has prepared a Development Framework for the site. This has been submitted to Sunderland City Council for consideration with a view to its approval as Interim Planning Policy for the future redevelopment of Farringdon Row.

Before considering the arc's proposals, the City Council is seeking the views and comments of the public and other interested parties. A six-week consultation is taking place from Monday 13 March to Friday 21 April 2006.

The City Council will consider all comments received and will seek to agree appropriate changes to the Development Framework with Sunderland arc before taking the Development Framework forward for adoption as Interim Planning Policy.

I attach, for your information, an electronic copy of the Farringdon Row Development Framework on CD together with the relevant form for making comments. The CD also includes a copy of the Statement of SPD matters and Consultation Statement. All comments should be returned by no later than Friday 21 April 2006. Copies of the Development Framework can also be viewed on the website <http://www.sunderland.gov.uk/farringdonrow>

If you have any queries regarding the above please do not hesitate to contact my assistant Dan Hattle on 5531714.

Yours faithfully,
Director of Development and Regeneration

British Gas
British Telecom
Countryside Agency
English Heritage
English Nature
Environment Agency
Government Office for the North East
Highways Agency
Network Rail
North East Regional Assembly
Northumbrian Water Ltd
One North East
Strategic Rail Authority
Transco BG
Northern Electric Distribution Limited

Annex 3 - Letter 2 & list of consultees

Dear Sir,

Farringdon Row Development Framework Public Consultation

Farringdon Row is one of Sunderland arc's priority city centre development sites. The arc proposes a phased development to be procured through Agreements with developers. Overall the project comprises 450 new homes, 7,000m² of commercial space, a 100 bedroom hotel and 1,000m² retail / leisure space. The overall vision for Farringdon Row is to create a high quality, attractive and sustainable living and working environment

In order to achieve a coordinated and integrated approach to the development of Farringdon Row, Sunderland arc has prepared a Development Framework for the site. This has been submitted to Sunderland City Council for consideration with a view to its approval as Interim Planning Policy for the future redevelopment of Farringdon Row.

Before considering the arc's proposals, the City Council is seeking the views and comments of the public and other interested parties. A six-week consultation is taking place from Monday 13 March to Friday 21 April 2006.

The City Council will consider all comments received and will seek to agree appropriate changes to the Development Framework with Sunderland arc before taking the Development Framework forward for adoption as Interim Planning Policy.

Copies of the Development Framework can be viewed on the website www.sunderland.gov.uk/farringdonrow. Alternatively please contact my assistant Dan Hattle or Richard Crosthwaite if you would like a hard copy of the document. I enclose a copy of the form for making comments. All comments should be returned by no later than Friday 21 April 2006. If you have any queries regarding the above please do not hesitate to contact my assistant Dan Hattle or Richard Crosthwaite on 5531714.

Yours faithfully,
Director of Development and Regeneration

Local Authorities

Chester-le-Street District Council
City of Durham Council
City of Newcastle-upon-Tyne Council
Durham County Council
Easington District Council
Gateshead Metropolitan Borough Council
North Tyneside Metropolitan Borough Council
South Tyneside Metropolitan Borough Council

National Bodies

British Waterways
Civil Aviation Authority
Commission for Architecture and the Built Environment
Friends of the Earth
House Builders Federation
National Playing Fields Association
Royal Society for the Protection of Birds
Sport England
Sustrans
The Coal Authority

Local Organisations

Business Link Tyne & Wear
City Centre Residents Association
City Hospitals Sunderland
City of Sunderland Council for the Disabled
Durham Biodiversity Partnership
Energy Savings Trust North East Advice Centre
Federation of Small Businesses
Nexus
North East Chamber of Commerce
North East Housing Board
North of England Civic Trust
Northumbria Police
Rotary Club of Bishopwearmouth
Round Table (Sunderland)
Sunderland arc

Sunderland Association Football Club
Sunderland Business Network Ltd
Sunderland City Centre Management
Sunderland Civic Society
Sunderland Deaf Society
The Northern Energy Initiative
Tyne & Wear Development Company
Tyne and Wear Metropolitan Fire Brigade
Tyne and Wear Passenger Transport Authority
University of Sunderland

Community Groups

Ashbrooke Residents Association
Bank Top Residents Association
Castletown Community Association
East Community Association
Farringdon Community Association
Farringdon Residents Association
Hendon Islamic Society
Hendon Young People's Project
Hylton Castle Residents Association
North East Pensioners Association
Pennywell Community Association
Redhouse & District Community Association
Ryhope Community Association
Silksworth Community Centre
Southwick Youth & Community Association
Sunderland Bangladeshi Community Centre
Sunderland Federation of Community Associations
Sunderland North Community Business Centre
Sunderland Sikh Association
Town End Farm Community Associations
Town End Farm Residents Association

Annex 4 - Letter 3 & list of consultees

10 March 2006

Dear Sir/Madam,

Farringdon Row Development Framework Public Consultation

Farringdon Row is one of Sunderland arc's priority city centre development sites. The arc proposes a phased development to be procured through Agreements with developers. Overall the project comprises 450 new homes, 7,000m² of commercial space, a 100 bedroom hotel and 1,000m² retail / leisure space. The overall vision for Farringdon Row is to create a high quality, attractive and sustainable living and working environment

In order to achieve a coordinated and integrated approach to the development of Farringdon Row, Sunderland arc has prepared a Development Framework for the site. This has been submitted to Sunderland City Council for consideration with a view to its approval as Interim Planning Policy for the future redevelopment of Farringdon Row.

Before considering the arc's proposals, the City Council is seeking the views and comments of the public and other interested parties. A six-week consultation is taking place from Monday 13 March to Friday 21 April 2006.

The City Council will consider all comments received and will seek to agree appropriate changes to the Development Framework with Sunderland arc before taking the Development Framework forward for adoption as Interim Planning Policy.

Copies of the Farringdon Row Development Framework can be viewed at the Civic Centre (3rd floor reception), City Library, and all local libraries. The Framework can also be viewed on the website www.sunderland.gov.uk/farringdonrow

A series of public exhibitions showing the Farringdon Row Development Framework will be on display, during the six week consultation period, at the following venues:

The Bridges Shopping Centre
Wednesday 15 March to Thursday 16 March

Sunderland Central Library
Monday 27 March to Friday 31 March 2006

Sunderland Civic Centre
Monday 13 March to Friday 21 April 2006

Staff from the City Council's Development & Regeneration Directorate will attend exhibitions at the following times if you wish to discuss the Development Framework.

The Bridges Shopping Centre
15 March 09:00 to 17:00
16 March 09:00 to 19:00

Sunderland Central Library
28 March 10:00 to 13:00
29 March 14:00 to 19:00

Sunderland Civic Centre
13 March to 21 April 2006 during normal office hours upon request.

If you wish to make comments on the Masterplan please use the comments form enclosed. Comments can be placed in the collection points provided at the above venues or returned to the City Council's Development and Regeneration Directorate. All comments should be returned by Friday 21 April 2006.

If you have any queries regarding the above please do not hesitate to contact my assistant Dan Hattle or Richard Crosthwaite on 5531714.

Yours faithfully,
Director of Development and Regeneration

Local Residents

1-9 Alliance Place, Sunderland
Deptford House, Alliance Street, Sunderland
1-42 Hylton Road, Sunderland
1-39b Lily Street, Millfield, Sunderland
1-40 May Street, Millfield, Sunderland
1-40 Rose Street, Millfield, Sunderland
1-40 Violet Street, Millfield, Sunderland

Businesses

Rock Top Scrapyard, Farringdon Row
Timber Supplies, Farringdon Row
B&Q Sunderland Warehouse, Deptford

Currys, Trimdon Street
PC World, Trimdon Street
Halfords, Trimdon Street
Various (1-42 Hylton Road)
Tesco Plc
Various (Silksworth Row, Sunderland)
Rock Top Autos, Farringdon Row
Ayres Quay Motors
CCS Cellular Ltd
ABB Ltd, Hanover Place, Sunderland
The Saltgrass, Hanover Place, Sunderland
Liebherr, Ayres Quay, Sunderland
The Winston Public House, Hanover Place, Sunderland
Allotment plot holders, Farringdon Row, Sunderland
Lofthouse & Partners, Sunderland
Crass & Co, Sedgefield
Tesco Plc
T Mobile Ltd

**Annex 2 – Schedule of Responses and Key Changes to the Farringdon
Row Development Framework.**

FARRINGTON ROW DEVELOPMENT FRAMEWORK (FRDF) – REPRESENTATIONS (13/03/06 – 21/04/06)

Reference	Respondent	FRDF Paragraph / Policy (where applicable)	Description	Proposed Action
FR1	John Bee	N/A	1. Supports the scheme.	1. Noted
FR2	John Potts	N/A	1. Supports the scheme.	1. Noted
FR3	Mr B Clark	N/A	1. Supports the scheme.	1. Noted
FR4	J Curran	N/A	1. Supports the scheme.	1. Noted
FR5	Wood	N/A	1. Concerned about the risk of increased traffic congestion. 2. Concerned that the architecture will be third rate. 3. Concerned that the topography of the site has not been taken into account.	1. The FRDF requires the production of detailed Transport Assessments (TAs) to accompany planning applications (see FRDF paragraph 6.3). The TAs will identify any highways improvements required to mitigate any impacts of development, such as congestion. 2. The FRDF sets out a series of requirements that schemes brought forward on the site meet high standards of design (see FRDF paragraph 4.16). High quality of development is a fundamental objective of Sunderland arc and the City of Sunderland Council and proposals which do not meet high standards of design will not be permitted. 3. The topography of the site and presence of disused rail tunnels have been accounted for in the 'Opportunities and Constraints' and 'General Development Principles' sections of the FRDF. Developments are to be designed to reflect the topography of the site.
FR6	R Mallin	N/A	1. Supports the scheme	No changes proposed to the FRDF. 1. Noted
FR7	P Lang	N/A	1. There are empty offices all over Sunderland 2. There are too many flats 3. We need a better range of shops 4. We need an Ice Rink 5. We need a Supermarket for people who haven't got a car and can use the bus 6. We need leisure facilities for teenagers 7. We need pubs for older people with decent entertainment 8. Most of all we need employment	1. The Farringdon Row site is allocated for development including offices in the Sunderland UDP (1998) and the Alteration no.2 to the UDP (2005). The development of modern office accommodation would assist in the regeneration of the central Sunderland area, in line with objectives of the Regional Economic Strategy, the Tyne and Wear City Region Development Programme, the TyneWear Economic Strategy and the Sunderland Strategy. 2. The Farringdon Row site is allocated in the Alteration no.2 to the UDP as a 'strategic site', which is required to meet the future housing needs

FR8	Paul Andrew	N/A		<p>of Sunderland. Apartments are required in order to provide a more diverse mix of accommodation.</p> <p>3. Any shops provided at Farringdon Row will be of a scale and type that meets the needs of the new residential and business population at Farringdon Row. A greater range of shops will be secured in the City Centre, through the development of sites such as 'Holmeside Triangle'.</p> <p>4. A permanent ice-rink at Farringdon Row would not be viable. Stadium Park / Sheepfolds (adjacent to the Stadium of Light) is allocated in the Alteration no.2 for leisure-led mixed use development.</p> <p>5. The Holmeside Triangle site is allocated for retail development and is suitable for the development of a superstore. Given its location, adjacent to the Park Lane Interchange, a superstore at Holmeside Triangle would be highly accessible by public transport.</p> <p>6 and 7. The Alteration no.2 to the UDP establishes a policy which supports the diversification of leisure and recreational facilities within the City Centre area. Any leisure facilities (eg bars and restaurants) at Farringdon Row will be of a scale that primarily meets the needs of the new population in the area. Stadium Park / Sheepfolds is an appropriate location for larger scale leisure facilities, as allocated in the Alteration No. 2.</p> <p>8. The redevelopment of the Farringdon Row area will result in the creation of a substantial number of jobs in the Central Sunderland area.</p> <p>No changes proposed to the FRDF.</p> <p>1. Noted, the FRDF looks to secure the development of good housing and landmark buildings across the site.</p> <p>2. Noted</p>
FR9	D English	N/A	<p>In support, but:</p> <p>1. The hotel would be more likely to succeed if it fronted Galley's Gill rather than the rear of Curry's.</p>	<p>No changes proposed to the FRDF.</p> <p>1. Noted. This issue will be considered through pre-application discussions and the development control process. The Silksworth Row frontage is considered to be a suitable and viable location for</p>

				commercial uses including an hotel, in order to have visual prominence. Sites overlooking Galleys Gill are most suited for residential development.
FR10	Mrs Jean Bridge	N/A		No changes proposed to the FRDF.
FR11	D Duggan	N/A		1. Noted
FR12	Geoff	N/A		1. Noted
FR13	D.A.N Lane	N/A		1. Noted. This issue will be considered through pre-application discussions and the development control process.
FR14	R Wilson	N/A		No changes proposed to the FRDF. 1. The City of Sunderland Council are committed to the relocation of the Farringdon Row allotments to a suitable alternative location, in order to enable the comprehensive redevelopment of the area.
FR15	Mr Peter White	N/A		1. Access to the riverside is to be improved primarily as part of the comprehensive improvements to Galleys Gill, which is to be the subject of a separate masterplanning exercise. Pedestrian and cycle routes are to be enhanced along the riverside, as part of the development of the Farringdon Row, former Vaux brewery and Galleys Gill sites. 2. Viewing points, with seating, are to be provided throughout the Farringdon Row development.
FR16	Government Office for the North East	2. Paragraph 1.15		No changes proposed to the FRDF. 1. Noted. The FRDF has initially been brought forward as IPP to provide detailed guidance for the redevelopment of the site, prior to the adoption of UDP Alteration Number 2 – Central Sunderland (Policies EC5A and SA55A 2) 2. Noted (see below) 3. Noted (see below) Proposed Amendment to FRDF: Section 1.0 of the FRDF to be revised in order to confirm that the FRDF will be included within a revised Local Development Scheme. Section to also confirm that the FRDF will be adopted as SPD.

FR17	English Heritage - North East Region	1. Paragraph 6.21	<p>1. The requirement that the determination of planning applications may need to be preceded by archaeological investigation (set out in paragraph 6.21) should be strengthened.</p> <p>2. Development on the site should have regard to the setting of nearby listed buildings and the adjacent Bishopwearmouth Conservation Area.</p>	<p>in accordance with the procedures set out in Planning Policy Statement 12: 'Local Development Frameworks' and the associated companion: 'Creating Local Development Frameworks'. These procedures will include a requirement for the FRDF to be the subject of a sustainability appraisal and an assessment of its compliance with the Council's Statement of Community Involvement. Further consultation on the FRDF will be undertaken in due course, in accordance with the requirements of PPS12, following the adoption of Alteration no. 2 to the UDP as a Development Plan Document.</p>
			<p>1. Noted. (see below)</p> <p>Proposed Amendment to FRDF:</p> <p>Add an additional bullet point to paragraph 6.18 in respect of the required content of Design Statements, which establishes a need to provide:</p> <p><i>"- an analysis of the potential impacts, arising from the proposed development, upon the setting of any Conservation Areas or Listed Buildings in proximity to the application site. This analysis shall determine whether the proposal would preserve or enhance this setting."</i></p> <p>Add a new section (paragraphs 6.19 to 6.21), entitled 'Archaeological Assessment', following the section entitled 'Design Statement' which states:</p> <p><i>"Despite the fact that the majority of the Farringdon Row site falls outside of an 'Area of Potential Archaeological Importance', as designated in the Sunderland UDP, the area is considered by the Tyne and Wear County Archaeologist to be of considerable archaeological potential. Evidence of prehistoric activity have been recorded on Area A of the Farringdon Row site whilst Bronze Age remains have been found at the former Vaux brewery site. In addition, all sites are considered to be of industrial archaeological interest.</i></p> <p><i>In this context, archaeological field evaluations will be required to be undertaken across the Farringdon Row site, prior to the grant of planning permission. These field evaluations will provide the local</i></p>	

					planning authority with information sufficient enough to determine an appropriate course of action in order to protect and record archaeological remains. These measures may include the wider excavation of the site, and / or a watching brief during construction, and depending upon the results of the fieldwork, the recording of the results within an archaeological journal. The case for the preservation of archaeological remains must be assessed on the individual merits of each case, taking into account archaeological policies contained within the Development Plan, together with all other relevant policies and material considerations, including the importance of the remains when weighed against the need for the proposed development.” Delete reference to ‘Archaeological Assessments’ from section entitled “Other Documents” . [See also the response to Tyne & Wear Archaeology Officer (FR29) below].
FR18	Countryside Agency - North East Region	N/A		1. Acknowledgement letter – no specific comments	1. N/A
FR19	I Jameson	N/A		1. Supports the scheme. Disappointed at the lack of progress to date.	1. Noted
FR20	Susan Powell	N/A		1. Supports the scheme. Feels that Sunderland must make the most of its assets (i.e. the riverside and the seafront)	1. Noted
FR21	Highways Agency	2. Section 1.0 4. Paragraphs 6.12-6.14		1. Supports, in principle, the need for economic growth in areas of the North East. 2. Unclear how the consultation fits into the SPD process 3. Any proposals that affect the strategic trunk road network must be evolved with the participation and buy in of the Highways Agency. 4. Fully comprehensive Transport Assessments will be required. 5. On the basis of a Traffic Impact Review of the Farringdon Row Draft Development Framework (DDF), prepared on behalf of the HA, it is concluded that none of the Farringdon Row development traffic would impact upon the trunk road network within the Sunderland borough.	1. Noted 2. See response to Government Office (FR16) 3. Noted 4. The FRDF requires the submission of Transport Assessments to accompany planning applications for development proposals at Farringdon Row. 5. Noted
FR22	National Grid	N/A		1. The proposal will not affect National Grid's high voltage energy transmission plant and equipment. Please ensure you also contact the relevant electricity distribution network company to ensure that its plant and equipment are also not affected.	1. Noted
FR23	Sport England - North East	Object to:		1. Sport England welcomes the many references in the document to the promotion and improvement to the open spaces at Galley's Gill/Festival Park.	1. Noted

		<p>Policies FR1 FR2 SA55A.2</p> <p>Paragraphs 4.20 4.21 4.22 6.23</p>	<p>2. It is unclear whether the intention is that these spaces will purely provide informal spaces for public enjoyment or whether there is an intention to address both formal and informal sport and recreational needs</p> <p>3. Planning contributions from housing development should be used towards the provision of sport & recreational facilities, see circular 05/05.</p> <p>4. The Development Framework does not adequately address the need to secure section 106 agreements in relation to the provision in relation to sport & recreation provision, in its text or policies.</p> <p>5. Clarification sought as to how sport & recreational needs will be met. Sport England would be in a position to lend its support to this important redevelopment proposal subject to the framework being amended in due course.</p>	<p>2, 3, 4 & 5. Paragraph 4.22 of the FRDF sets out that the City Council and Sunderland are committed to completing a masterplan for the upgrading and improvement of Galley's Gill. This document will add detail to how developer contributions will be used to provide space for recreation and play.</p> <p>The provision of play space within Galleys Gill, both formal and informal, that will be secured by means of developer contributions, is confirmed in paragraph 4.22 and 6.32 of the FRDF.</p> <p>In addition, the site is close to Stadium Park where an Olympic sized swimming pool is currently being developed, as well as to existing sport and recreation facilities within the City Centre.</p> <p>Proposed Amendment to FRDF:</p> <p>The following text will be added to the FRDF (paragraph 6.32)</p> <p>Securing Community Benefits</p> <p>6.32 At pre-application submission stage, the City Council will seek to advise developers of the facilities which will be necessary to serve the new communities that the development proposals would create. This may include infrastructure improvements and the provision of offsite public open space both informal and formal / equipped, in accordance with Planning Policy Guidance Note 17: 'Planning for Open Space and Recreation'.</p>	<p>1. Sunderland City Council acknowledge the potential of the River Wear, in this location, to provide enhanced fishing and other water-based recreation. It is considered appropriate to assess this potential in detail at the time of the preparation of the masterplan for the enhancement of Galley's Gill as a significant public recreational facility in central Sunderland.</p> <p>2. See response to GO-NE (FR16)</p> <p>3. Reference is made in the draft FRDF to the potential requirement to prepare Flood Risk</p>
FR24	Environment Agency	1. Paragraphs 4.20 to 4.30	<p>1. EA recommend that more provision be made for fishing and other water based recreation.</p> <p>2. EA questions the status of the document and why it is not being produced as a Supplementary Planning Document (SPD), supported by a Sustainability Appraisal?</p> <p>3. EA objects to the western part of the site being redeveloped without any supporting flood risk information. Part of the site lies within tidal flood zones 2&3. There is no reference to how this will be mitigated, style layout and design and how safe access and egress will be addressed.</p> <p>4. There is no mention of how contamination will be dealt with and the supporting information required to accompany applications for development.</p> <p>5. Flood risk issues should be addressed at the earliest possible stage in line with PPG25/PPS25. The development of this site should be supported by an</p>	<p>1. EA recommend that more provision be made for fishing and other water based recreation.</p> <p>2. EA questions the status of the document and why it is not being produced as a Supplementary Planning Document (SPD), supported by a Sustainability Appraisal?</p> <p>3. EA objects to the western part of the site being redeveloped without any supporting flood risk information. Part of the site lies within tidal flood zones 2&3. There is no reference to how this will be mitigated, style layout and design and how safe access and egress will be addressed.</p> <p>4. There is no mention of how contamination will be dealt with and the supporting information required to accompany applications for development.</p> <p>5. Flood risk issues should be addressed at the earliest possible stage in line with PPG25/PPS25. The development of this site should be supported by an</p>	<p>1. Sunderland City Council acknowledge the potential of the River Wear, in this location, to provide enhanced fishing and other water-based recreation. It is considered appropriate to assess this potential in detail at the time of the preparation of the masterplan for the enhancement of Galley's Gill as a significant public recreational facility in central Sunderland.</p> <p>2. See response to GO-NE (FR16)</p> <p>3. Reference is made in the draft FRDF to the potential requirement to prepare Flood Risk</p>

		<p>appropriate flood risk assessment and appropriate sequential test approach.</p> <p>6. Information from the forthcoming Strategic Flood Risk Assessment (County-wide) must be taken into account.</p>	<p>Assessments (at para 6.26). However, it is appropriate to expand upon this- see below.</p> <p>4. Reference is made in the FRDF to the potential requirement to prepare contaminated land studies (at para 6.26). However, it is appropriate to expand upon this – see below.</p> <p>5. See 3</p> <p>6. See 3</p> <p>Proposed Amendment to FRDF:</p> <p>Add the following text after the bullet points in para. 6.28:</p> <p><i>“The Farringdon Row site lies next to the River Wear and part of the site lies within the tidal flood zones 2 and 3. In this regard, it will be necessary to assess the potential for flood risk of the site at the earliest opportunity, prior to the grant of planning permission (in accordance with Planning Policy Guidance Note (PPG)25: ‘Development and Flood Risk’ and the emerging replacement PPS25. Flood Risk Assessments shall be prepared which assess both the current and future flood risk, taking into consideration climate change and the subsequent increase in sea levels. These assessments should also be fully cognisant of any up-to-date Strategic Flood Risk Assessment for the area. In responding to the conclusions of the Flood Risk Assessments, development proposals should include sufficient mitigation measures to minimise any risk of flooding.</i></p> <p><i>Given the industrial heritage of the site, a desktop survey and, if necessary, intrusive investigations shall be undertaken across the site before development commences. These surveys shall determine the site history and any sources of land contamination and likely contaminants. In addition, the surveys shall provide details of a proposed scheme for the decontamination of the site.</i></p> <p><i>Conditions are likely to be attached to the grant of planning permissions across the Farringdon Row site which ensure the preparation of land</i></p>
--	--	---	--

FR25				contamination surveys and their submission to, and approval by, the local planning authority, prior to commencement of development. Such conditions will also ensure that all earthworks associated with any required decontamination are undertaken by a suitably qualified person. Written validation that the works have been completed in a manner to ensure future safety of occupiers of the development will be required to be submitted to the local planning authority for approval."
Sunderland Civic Society	1. N/A 2. N/A 3. Paragraph 4.7, Paragraph 2.20	<p>1. No physical progress could be made on site other than on the area which already has planning permission, until such time as a decision is made by an Inspector (Alteration number 2 Inquiry). I would be grateful if you could confirm this to be the case.</p> <p>2. is consideration is being given to preparing a development framework to secure the regeneration of this wider area (Deptford, Ayres Quay) in a manner which would provide a better environment for the proposed uses on Farringdon Row. It seems to us that such an initiative could be very important in creating the right environment for the Farringdon Row proposals to be seen as attractive.</p> <p>3. Object to Paragraph 4.7 (Residential). Appreciate and accept the potential of parts of the site for housing development but has a number of concerns regarding the location of the housing proposed. These concerns are:</p> <ul style="list-style-type: none">• Whether an acceptable residential environment can be created particularly within the northern part of the area proposed for housing, which forms a long narrow 'tongue' with the service area to B&Q, a transformer station and industrial uses adjoining.• The accessibility of this northern part of the area to public transport and other facilities; this part of the site is much more distant from bus routes than the 400m from the site as referred to in paragraph 2.20 of the Development Framework.• The lack of a policy framework for the adjacent area of Deptford to provide a context showing how the problems outlined above can be overcome.	<p>1. It is not the intention of the Development Plan system to prevent development before the adoption of Development Plan Documents as part of the Local Development Framework. Instead, any proposals for development on the Farringdon Row site will be considered in the context of adopted Development Plan policy (contained with the Regional Spatial Strategy and the Sunderland UDP), together with other material considerations such as the draft FRDF, draft DPDs and national planning policy.</p> <p>The City Council will initially seek to adopt the Development Framework as Interim Planning Policy. The consultation processes involved in the preparation of this document will ensure that its proposals will hold a degree of weight when determining planning applications in this area. Upon adoption of Alteration Number 2, the City Council will bring the document forward as a Supplementary Planning Document to Policies EC5A and SA55A.2, but must first following the requirements set out in the Town and Country Planning (England) Regulations 2004.</p> <p>2. The areas of Deptford and Ayres Quay are in multiple ownership and active commercial use. They do not represent priority regeneration areas for the City of Sunderland Council.</p> <p>3. The entire Farringdon Row area is allocated as a 'Strategic' housing site in draft Policy H5A, to deliver 450 units in order to meet housing requirements in Sunderland. The phased development of the Farringdon Row site will ensure that "bad neighbour" uses are removed from the site and that infrastructure is in place to support residential</p>	
Sunderland Civic Society	4. Paragraph 4.7 5. Paragraph 4.8	<p>4. Object to Paragraph 4.7 (Office use). Paragraph 1.8 of PPS6 identifies offices, both commercial and public, as 'main town centre uses. Paragraph 19.249 of the adopted UDP identifies Farringdon Row as the outer boundary of this wider area as edge-of-centre. Therefore, it should first be the subject of a sequential test for site selection. It is understood that part of the site already has permission for business use development, but in general it would appear that any further applications should be subject to the sequential test. The Society is of the opinion that the site should be primarily regarded as an extension of the area proposed for housing</p> <p>5. Object to Paragraph 4.8 (Hotel use). Paragraph 1.8 of PPS6 identifies hotels as 'main town centre uses. Paragraph 19.249 of the adopted UDP identifies Farringdon Row as the outer boundary of this wider area as edge-of-centre. Therefore, it should first be the subject of a sequential test for site selection. The Society is of the opinion that the Farringdon Row site should be primarily regarded as an extension of the area proposed for housing</p>		

		<p>as an extension of the area proposed for housing</p> <p>6. Supportive of limited retail use to meet immediate need. Retail proposals should be limited to serve local needs only.</p> <p>7. Financial and professional services, for example banks, estate agents' tend to draw custom from a wide area and it is unlikely therefore that sufficient demand would be derived purely from that local area even were the Council's current proposals developed in their entirety. These uses are more appropriately located within established centres.</p> <p>8. Support the encouragement of further food and drink uses into this locality, where there are already a number of pubs and restaurants in the Deptford area, could assist in the regeneration of the overall area, and help encourage greater recreational use of the riverside area. For this reason, the Society is supportive of these uses in principle, and not merely as ancillary to the main uses proposed for the area.</p> <p>9. There is no information within the Development Framework as to the kind of leisure uses which the Council may support, other than that they would be ancillary to the principal uses proposed. Would be very supportive of a range of leisure uses within the locality which encouraged greater recreational use of the riverside area and which will preferably, though not necessarily, be river/nature orientated.</p> <p>10. Object to paragraph 6.21 as it only refers to the possibility of an archaeological assessment and states that this will be '<i>largely dependent on... the findings of any more detailed site investigation works</i>'. If there is no commitment to investigations until site works reveal something it may be too late in the process to investigate thoroughly if a developer is locked into a timescale</p>	<p>development and ensure a satisfactory setting is created, which builds sustainable, inclusive communities. These infrastructure requirements include public transport and the City Council will ensure that all residential developments are within convenient walking distance of bus stands, which may be secured through developer contributions, where necessary. In this regard, it is not considered appropriate to delete Area D from the FRDF.</p> <p>4 & 5. The inclusion of Office/Hotel development is considered a fundamental element of this mixed-use scheme. The development of the Farringdon Row site for uses including business / offices and hotel were identified in the land-use policy (SA55) in the 1998 Sunderland UDP and continues to be allocated for such uses in the replacement land use policy (Policy SA55A of the Alteration no.2). The development of these uses in this location would therefore, be in accordance with the long-established Development Plan policy for the area. Whilst PPS6 confirms that hotels and offices are 'key town centre uses', the Statement also confirms that the 'tests', including the sequential approach to site selection, do not apply to proposals that are in accordance with the Development Plan. Therefore, it is not necessary to undertake an assessment of potential alternative "sequentially preferable" sites for hotel and office uses proposed at Farringdon Row.</p> <p>6. The draft land use policy for the Farringdon Row site (SA55A), seeks to ensure that the nature and scale of any retail development at Farringdon Row would cater primarily for the local needs of the new residents and occupiers of the site.</p> <p>7. The draft land-use policy for the site (SA55A) allocates the site for Class A2 uses, which includes banks and estate agents but also includes other financial services and uses such as employment agencies. These types of uses are to be encouraged in this location, in order to create a genuinely mixed-use development and to meet local needs of new and existing residents in the surrounding area.</p> <p>8. Noted. For the reasons set out at 3) above, it is</p>
--	--	---	--

				<p>not considered appropriate to reallocate Area D for the development of food and drink uses, in place of residential development.</p> <p>9. Both the adopted and draft replacement land-use policies within the Development Plan allocate the Farringdon Row site for uses including leisure (Class D2), reflecting its close proximity to other significant leisure facilities in the city Centre (ie the Crowtree leisure centre). It is considered overly prescriptive to stipulate within the FRDF and replacement policies of the Development Plan which types of leisure uses would be appropriate in this location. The potential of the riverside for recreational use is recognised by Sunderland City Council and this will be encapsulated within a Masterplan for improvements to Galley's Gill, which is to be brought forward by Sunderland arc in due course and which will be the subject of future public consultation.</p> <p>10. See response to English Heritage (FR17) and Tyne & Wear Archaeology Officer (FR29)</p>
FR26	Roger Clubley	N/A.	<p>1. The uses proposed are needed and the land is underused.</p> <p>2. The prominence of the site demands very high quality of building design and Urban Design. (Recent examples in Sunderland have been poor e.g. Travelodge)</p>	<p>1. Noted</p> <p>2. Noted. The FRDF looks to secure high standards of design. Planning applications that do not achieve high standards of design at Farringdon Row would be refused.</p>
FR27	John Potts Limited (on behalf of Timber Supplies Limited)	<p>1. Paragraph 1.15</p> <p>2. Figure 1.3</p> <p>3. Paragraph 2.12</p> <p>4. Paragraph 5.13</p> <p>5. Paragraph 5.16</p>	<p>1. The Development Framework is purporting to do the job of the UDP itself by providing new policies in terms of phasing, order of development and land uses.</p> <p>2. Timber Supplies objects to the masterplan strategy in figure 1.3. Site constraints will result in long delays before Area C can come forward. Area D should become phase 3 and come forward for development before site C.</p> <p>3. Timber Supplies welcomes the inclusion of its site in the development framework in paragraph 2.12.</p> <p>4. Timber Supplies objects to the paragraph on prematurity (5.13). This is not in accordance with paragraphs 17, 18 and 19 of The Planning System: General Principles (Jan 05).</p> <p>5. Timber Supplies objects to paragraph 5.6. (In particular, the last two bullet points). They highlight the visual relationship between Stadium Park north of the River and the site to the south. It also states that area D is allocated for open space purposes in the adopted UDP and its redevelopment must be influenced by</p>	<p>1. The FRDF will initially be brought forward as Interim Planning Policy. This means that it will hold a degree of weight as a material consideration when determining planning applications. An additional public consultation is required to adopt the FRDF as SPD, together with other stages of preparation, including the completion of a Sustainability Assessment, as confirmed in PPS12 'Creating Local Development Frameworks'. The consultation will be carried out in line with the Town and Country Planning (England) Regulations 2004. The FRDF SPD will supplement Policy SA55A.2 and EC5A of the Central Sunderland DPD (currently referred to as 'Alteration no 2') and will form part of the Local Development Framework.</p> <p>PPS12 confirms that SPDs "can strengthen the effectiveness of the local development framework</p>

		the strategy to reconfigure open space provision in the Galley's Gill/Festival Park scheme. The site is not allocated for open space in Alteration Number 2 and as such, previous allocations cannot be considered. Also, the site is brownfield land and passes all the tests in PPG3 and therefore open space allocation is not relevant.	by expanding or providing further detail on policies. In this regard the policies contained within the draft FRDF, which expand upon Policies SA55A.2 and EC5A are considered to be entirely appropriate for inclusion.
11. Paragraph 6.8		Timber Supplies objects to paragraph 6.8. This related to the Council's intention to CPO Area D in order to complete the comprehensive redevelopment of Farringdon Row. Previous objections have been made to the Council's intention to seek powers to apply a CPO, on the grounds that there are ongoing discussions between Timber Supplies and Sunderland arc to deliver the site. Service of any CPO would be met by an objection and subsequent appeal by Timber Supplies.	2. Figure 1.3 in the FRDF was included within the Vaux / Galley's Gill / Farringdon Row Masterplan Strategy that was endorsed by the City Council in May 2004. In order to ensure that a 'plan monitor, manage' approach is taken to residential development across the site, in accordance with PPG3: 'Housing', it is considered appropriate to limit the development of 300 dwellings up to 2011, with a further 150 between 2011 -2016 (as set out in draft Policy HA in Alteration No.2). In order to manage residential development effectively across the site and ensure the proper planning of the area, it is necessary to phase development across the site in accordance with Figure 1.10 of the FRDF. The reasons as to why it is appropriate to phase development in this order are set out in para. 5.6 of the FRDF.
12. Policy SA55A.2		Timber Supplies objects to the content of policy FR1. Sunderland arc and the Council are unlikely to get the uniform approach they are seeking as the sites which make up the scheme are under multiple ownership. As the Timber Supplies site is located at one end of the scheme, development on it will not affect the other three phases, and as such could be considered for development before the allocated timescale.	Sunderland arc are at an advanced stage with NEDL in respect of proposals for re-routing the overhead power lines in Area C, whilst the City Council are at committed to the relocation of the Allotments in 2007. There will not, therefore, be unacceptable delays in ensuring the availability of Area C for redevelopment.
13. Policy FR2, Paragraph 6.8		Timber Supplies objects to paragraph 6.8, which sets out the Council's intention to use CPO powers.	3. Noted
14. Policy FR1		Timber Supplies support policy FR2, in particular the bullet point which states that the Council will seek to work with the owners of the sites listed. However, it does not seem consistent with paragraph 6.8, which sets out the Council's intention to use CPO powers.	4. Para 17 of 'The Planning System: General Principles' states that "it may be justifiable to refuse planning permission on grounds of prematurity, where a DPD is being prepared or is under review... where there is a phasing policy, it may be necessary to refuse planning permission on the grounds of prematurity if the policy is to have effect". The FRDF will guide development of the Farringdon Row area over a long timescale (ie beyond 2011), in which time a DPD will be adopted (in early 2007) which will include policies for achieving the proper planning of the Farringdon Row area, and the FRDF will become SPD thereafter. The DPD is, therefore, at an advanced
15. Policy FR4, Paragraph 4.17, Paragraph 4.30		Timber Supplies objects to the content of policy FR4.17 which states that Area D will be restricted to only 6 storeys in height is also objected to as area C, which has far more constraints to development, is allocated for 11 storeys. Paragraph 4.30 is objected to as it states that car parking provision should be 100% i.e. one space per dwelling. This is not consistent with PPG13.	
16. Policy FR5	John Potts Limited (on behalf of Timber Supplies Limited)	Timber Supplies objects to Policy FR5. The Timber Supplies site can be developed within the general framework despite what happens on the other areas of the site but policy FR5 is over prescriptive. The third bullet point which states that the assembly of land needs to be in a manner which avoids 'bad neighbour' development can only be achieved if the site is brought forward earlier than the proposed phasing, i.e. before 2011 else the Timber Yard will act as such towards the other three phases of the site.	
17. Policy FR6, Paragraph 5.5, Paragraph 5.7.		Timber Supplies objects to Policy FR6. Phasing development from South to North	

	John Potts Limited (on behalf of Timber Supplies Limited)		<p>will lead to isolation of sites and will not be conducive to the building of communities so desired by the Sunderland arc and the Council. We are sceptical of the claim in paragraph 5.5 that the allotments located on Area C will be re-located by the end of 2006. Paragraph 33 highlights that Policy SA76 seeks the retention of existing allotments at Lambton Staiths (Area C). However, this is contradictory to paragraph 5.5 which seeks the relocation of said allotments. Timber Supplies also object to paragraph 5.7 - the Timber Supplies Yard is realistically, ready to come forward as it is now. The site is located at one end of the scheme and as such acts as a gateway into the area. It also benefits from its own independent access unlike the other sites and it will achieve the building of communities desired in paragraph 31 of PPG3 as it will be forming part of a much larger site. It is felt development on Area D in the early stages of the Farringdon Row scheme will be more beneficial to the aims of the Framework than if its development were delayed until the latter stages, which would ultimately result in isolation and a failure to build communities.</p>	<p>stage of preparation and the SPD will be prepared early in 2007. Therefore, it is considered entirely appropriate to include the text on the issue of 'prematurity', as currently drafted in the FRDF.</p> <p>Proposed Amendment to FRDF:</p> <p>Add the following text after para. 5.13:</p> <p><i>"Where planning permission is refused on the grounds of prematurity, Sunderland City Council will provide reasons as to why the grant of planning permission would prejudice the outcome of the DPD process."</i></p> <p>5. The 'saved' UDP policies will retain their status, until superseded by new UDP policy. The Alteration No. 2 DPD will replace policies of the UDP, including the site-specific policies within part 2 (including those covering land uses on the Farringdon Row site through draft policy SA55A.2). The adopted UDP proposals map indicates that part of the proposed Farringdon Row (Areas 3 and 4 in the FRDF) are allocated for new and upgraded open space/leisure use in line with the strategic policies set out part 1 of the plan (i.e. policies L2/3/4/5/7/8/9 & B3). Alteration Number 2 will not supersede these policies; therefore this allocation will remain applicable during the lifetime of the FRDF.</p> <p>Proposed Amendment to FRDF:</p> <p>Amend the final bullet point in para 5.6 to read:</p> <p><i>"the fact that Areas C and D are allocated for open space purposes in the adopted UDP. Their redevelopment will, therefore, be influenced by the emerging strategy for Galley's Gill / Festival Park to reconfigure open space provision in a comprehensive manner for the whole of the Vaux / Galley's Gill / Farringdon Row area."</i></p> <p>No reason is given as to why Timber Supplies object to the penultimate paragraph, in respect of the visual relationship with Stadium Park. The City Council consider the visual relationship between developments on adjacent sides of the River Wear</p>
--	---	--	---	---

			<p>to be an important material consideration in the determination of planning applications and, therefore, this bullet point is considered to be appropriate.</p> <p>It is questionable as to whether the Timber Supplies site, in isolation of the development of Area C, B and A, would be suitable for residential development, in line with para. 31 of PPG3. Its development ahead of Area C would result in the creation of a somewhat isolated community within an area that is currently predominantly industrial in character, particularly without residential use on neighbouring land (ie Area C).</p> <p>6. Para 6.8 does refer specifically to Area D in the final sentence. However, Compulsory Purchase action may be taken on any part of the Farringdon Row site, if this is required to support its comprehensive regeneration.</p> <p>Proposed Amendment to FRDF:</p> <p>Delete the final sentence of draft FRDF para. 6.8, which states: <i>"If necessary, land within Area D will be compulsory purchased in order to complete the comprehensive redevelopment of Farringdon Row."</i></p> <p>7. Policy SA55A.2 forms part of the UDP Alteration No. 2 (Central Sunderland) DPD. This policy cannot be altered through this consultation process. Draft Policy SA55A.2, together with other policies contained within Alteration Number 2, will be the subject of a public inquiry, which will open on 6 June 2006, at which any outstanding objections to policies contained in the DPD will be considered by an Independent Inspector. The Inspector will then present conclusions in a subsequent report, the contents of which will be binding on the City Council. The FRDF will be amended, if necessary, in response to the Inspector's report and to ensure that matters such as housing allocation numbers are consistent between the policies of the Alteration no 2 and the FRDF.</p> <p>8. Support noted. CPO is seen as a 'last resort', however purchase of land through negotiation, or</p>
--	--	--	--

				<p>development brought forward independently that is in line with the Development Framework is preferable provided it is within an acceptable programme and to an acceptable quality. The City Council will reserve their right to use their CPO enabling powers where it is deemed necessary.</p> <p>9. One purpose of the comprehensive approach to the development of Farringdon Row (as set out in Policies EC5A and SA55A.2 of Alteration no.2) is to ensure that a consistent approach to design, where appropriate. A consistent approach does not necessarily mean a uniform style and the Development Framework acknowledges that each of the four identified Areas A -D have differing physical characteristics, to which development proposals should respond. Policy FR1 seeks to establish the characteristics of the site, which development proposals should take account of. It is, therefore, considered appropriate for Policy FR1 to remain as currently drafted.</p> <p>For the reasons set out at 5. above, the City of Sunderland Council are of the view that the redevelopment of the Timber Supplies site, ahead of Areas A, B or C would amount to inappropriate piecemeal development that would not achieve the proper planning of the area and could threaten the comprehensive development of the Farringdon Row site.</p> <p>10. It is not accepted that this proposed policy and the supporting text is 'over prescriptive'. Whilst the wording does take other guidance into account (e.g. PPG3 and By Design), it is considered entirely appropriate to provide specific development principles and parameters which will assist in ensuring a high quality development on what is a highly visual and important site. The urban regeneration company, Sunderland arc, was established to achieve a 'step change' in the quality of Central Sunderland's built environment and the principles and parameters set out in the FRDF are considered appropriate in order to achieve this objective.</p> <p>It is considered appropriate to restrict building heights to 6 storeys on Area D. This would ensure</p>
--	--	--	--	--

			<p>that the scale and massing of buildings reduce as they move away from the City Centre. In townscape terms, this gives greater sense of place, architectural understanding and cognition of place and position. A further reason for restricting heights on Area D is to reduce the scale and massing adjacent to Farrington Row on what is a narrow site. Taller buildings in this area could result in a foreboding streetscape. In this regard, it is felt that density and plot ratio on Area D should be less because of its narrow shape and size.</p> <p>In respect of car parking standards, set out in para 4.30, it is considered appropriate to amend the second bullet point, in order to be consistent with Policy T23A of Alteration no. 2 and should this policy be subject to change, following receipt of the Inspector's binding report into the Alteration no.2, then further change will also be made to the FRDF, in order to retain consistency.</p> <p>Proposed Amendment to FRDF:</p> <p>Replace the second bullet point of para 4.30 with the following text:</p> <p><i>"An average of 1 car parking space per dwelling should be provided if the development lies within 400 metres of a Metro station, whilst an average of 1.25 car parking spaces should be provided for dwellings that are located between 400-800 metres of a Metro station. These standards are maxima and are based on averages over the development site area. One cycle storage space per dwelling should be provided."</i></p> <p>11. The development of Areas A, B, and C in advance of 'Area D' is considered necessary, in order to achieve the proper planning of the Farrington Row site, for the reasons set out in para 5.6 of the FRDF. See 5 and 9 above.</p> <p>12. As per 11. Sunderland City Council is at an advanced stage of negotiations with allotment holders within Area C for their relocation in 2007.</p>
--	--	--	--

[illegible]

				<p>contained within Policy 40 of the Submission Draft Regional Spatial Strategy. If adopted, this policy will form a statutory development plan policy, applicable to all proposals for major developments throughout the region. On this basis, it is not considered necessary for this policy to be replicated in the FRDF.</p> <p>6. See response to GONE (FR16)</p> <p>7. Noted</p>
--	--	--	--	---

ENVIRONMENTAL AND PLANNING REVIEW COMMITTEE

19 JUNE 2006

OVERVIEW AND SCRUTINY IN SUNDERLAND – DRAFT HANDBOOK 2006/07

LINK TO WORK PROGRAMME: MONITORING & EVALUATION

REPORT OF THE CITY SOLICITOR

1. Purpose of Report

To seek Members endorsement for publication of a revised and updated version of the Council's Handbook for Overview and Scrutiny.

2. Background

Since 2003/04, an Overview and Scrutiny Handbook has been produced to further enhance and promote the scrutiny function. The Handbook is intended to highlight the value of overview and scrutiny, recognise its potential for service improvement and provide general advice on the Council's Review Committees to the public and expert witnesses. It also includes protocols providing unambiguous procedure for the operation of scrutiny within the Council.

3. 2006/07 Handbook

The draft revised and updated Handbook for 2006/07 is attached.

Last year's Handbook was circulated widely including to all Members, external partners, Directors and Heads of Service and other stakeholders. Feedback has been positive. Minor revisions have been made to reflect feedback received and membership changes. It will be amended further, if necessary, based on Member feedback with comments collated by the Policy & Co-ordination Review Committee.

4. Recommendation

The Review Committee is recommended to:

- i. Consider (and if agreeable) support the 2006/07 Scrutiny Handbook; and
- ii. Support use of all six Review Committees' budgets - in equal portion - to publish the Handbook for circulation.

5. Background Papers

2005/06 Overview and Scrutiny Handbook

Contact Officer: James Diamond (0191 553 1006)
james.diamond@sunderland.gov.uk

Contents	Page Number
Introduction	2
Background to Review Committees	2
The Role of the Review Committees	3
Operation of Review Committees	5
Conduct of meetings	5
Membership and Support for Scrutiny	7

Protocols

1. Issues Raised by Members	11
2. Expert Witness Evidence	13
3. Allocation to Review Committees	15
4. Policy Review and Development	18
5. Training and conferences	22
6. Joint Scrutiny Committees For Health	23

2006/07

Introduction

The Overview and Scrutiny Handbook provides practical guidance to everyone involved with Overview and Scrutiny in Sunderland, including members of the public, elected members, Council officers, co-opted Committee members and witnesses.

The Handbook should be read in conjunction with the Council's Constitution, in particular the Overview and Scrutiny Procedure Rules.

The Handbook includes a number of protocols setting out the procedures and processes of the Review Committees. However, the rules and procedures set out in the Council's Constitution (available on the Council's website at www.sunderland.gov.uk) will always take precedence over the Handbook.

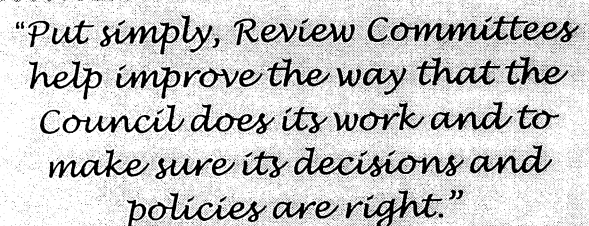
Background to Review Committees

In 2002, Sunderland City Council established a Cabinet system to manage the Council's business.

Six Overview and Scrutiny Committees, called "Review Committees", were set up to consider issues of public concern and make recommendations to improve service delivery. The Committees also consider and, where necessary, "call-in" decisions made by the Executive (known as the Cabinet). The Cabinet is made up of the Leader, who is elected by the Council and 9 councillors also elected by the Council.

In 2005, the terms of reference for each Review Committee were revised to take account of changes to the structure of service delivery, particularly for children and young people. A Children's Services Review Committee was established to replace the Education Review Committee and other Review Committee remits were amended to provide a 'best-fit' for shadowing service provision.

Review Committees can make a positive contribution to policy review and development. At the heart of the Review Committees' work is considering what impact the Cabinet's policies and plans will have on the community and ensuring that the decisions taken are best for the community.



"Put simply, Review Committees help improve the way that the Council does its work and to make sure its decisions and policies are right."

Put simply, Review Committees help to improve the way that the Council does its work and to make sure its decisions and policies are right.

The Role of the Review Committee

Review Committees have a vital role to play within Sunderland City Council. They ensure that the Cabinet is publicly held to account for its actions and seek to promote open and transparent decision-making and democratic accountability. Review Committees also have a role in researching and providing innovative thinking on particular issues. Scrutiny reviews are a 'critical friend' focusing on strategic issues from a community perspective and providing advice to Cabinet on proposals to improve services.

Review Committees have the following key roles:

- ☐ Scrutiny of Cabinet decisions
- ☐ Policy review and development
- ☐ Performance management and improvement, including monitoring efficiency savings and value for money

Scrutiny of Cabinet Decisions

Review Committees can act as the final check that decisions are made correctly. There is also an opportunity for Cabinet, Council and the Directorates to consult with Review Committees and take advice before taking a decision.

- Plans and Strategies looked at in Review Committees include:
- *The Sunderland Strategy*
 - *Children's & Young Peoples Plan*
 - *Housing Strategy*
 - *Youth Justice Plan*
 - *Crime & Disorder Reduction Strategy*
 - *Cultural Strategy*
 - *Local Transport Plan*

There are a number of plans and strategies that are of such significance to the running of the Council's business that they are taken to the Council's Review Committees by Cabinet for advice and consideration before being implemented.

Review Committees also have the power to 'call-in' decisions taken but not yet implemented to have another look at them before action is taken.

Policy Review

At the start of each Council year, Members of each Committee can choose a policy topic to look at in detail, maybe taking up to a year to evaluate service delivery and make recommendations. Policy review is one of the overarching purposes of scrutiny - to examine, to question and to evaluate in order to lead to improvement.

The in-depth investigation of particular areas of service delivery and talking to service users has been central to the role of members involved in scrutiny in Sunderland.

Policy review is one of the overarching purposes of scrutiny - to examine, to question and to evaluate in order to lead to improvement.

Policy Review of Community Use of School Buildings

This review was in direct response to Members' concerns that local facilities were not being made the most of, particularly in school holiday times. The Review Committee was able to research the levels of community involvement in schools to find out what is already available to young people and local communities. The report was our attempt to show a snapshot in time of what Sunderland has achieved in serving local communities from school sites, and in this way offered a unique perspective on the issue.

Councillor Paul Stewart
Chairman, Children's Services Review Committee

Copies of all previous policy reviews are available on the Council's website at www.sunderland.gov.uk

Performance Management, Improvement & Value for Money

The annual Comprehensive Performance Assessment (CPA) carried out by the Audit Commission has again recognised Sunderland as an excellent, high performing Council. Against this background, the Council is able to set challenging new targets of innovative practice on behalf of its residents.

All of the Review Committees are involved in performance management and take responsibility for assessing the Council's performance improvement framework and statutory Best Value obligations.

The Review Committees monitor and evaluate Performance Improvement Reviews. These are strategic, cross-cutting reviews carried out by the Council's Performance Improvement Team intended to drive improvement in local services which impact upon quality of life for the people of Sunderland. This ensures the involvement of elected members in how the performance reviews are addressing community needs.

Review Committees are also responsible for keeping track of how the Council is actually doing in delivery of services through Performance Indicators. Statutory and local performance indicators act not only as measures but also as drivers for continuous improvement. Regular monitoring of statutory and local performance indicators and monitoring of improvement plans are therefore crucial tasks for Members.

In addition to these key functions, Review Committees assist the Council by carrying out external scrutiny of local organisations, working with partners and monitoring the implementation of Council policy, including the Sunderland Strategy. The Health & Well-Being Review Committee is also able to comment on performance in the National Health Service.

Operation of Review Committees

The Review Committees should operate in a way that is:

- ☐ Inclusive
- ☐ Transparent
- ☐ Non-partisan
- ☐ Democratic
- ☐ Deliberative

This approach will provide clarity and purpose to the role of Review Committees in providing accountability, seeking efficiency and improving service delivery.

The Health and Well - Being Review Committee heard from the Director of Public Health for Sunderland at our first meeting. This enabled us to construct a work programme based on where we could add most value.

Councillor Ronnie Bainbridge
Chairman, Health and Well Being Review Committee

Work Programme

Each Review Committee produces an annual programme at its first meeting of the municipal year showing the work it intends to carry out. This forward planning enables Members to organise their work and ensure that it is carried out in a systematic and effective way. In particular, this forward planning allows for a major policy review to be undertaken in addition to all the other key functions of the Review Committee.

The Committees involvement in policy review and development can represent a major part of its work. A separate Protocol has been developed to guide the project planning of major policy reviews (see Protocol 4).

It is recognised that Review Committees need to remain responsive and flexible and scope is also built into the work programme to allow for new and emerging issues to be included throughout the year.

Conduct of meetings

Review Committee meetings are open to the public (including the media) unless confidential or exempt matters need to be discussed. Meetings are held in the late afternoon to allow those with daytime commitments to come along. The format of the meetings encourages discussion and debate between members and witnesses.

Both officers and members should see the process as a partnership. Members are expected to ask probing questions in order to get the information they need. Officers are expected to respond openly and should not just limit themselves to answering

questions but also be proactive in providing information that they feel it would be useful for members to know.

Because of the evidence gathering nature of much of the discussion, chairing a Review Committee meeting involves different skills from those required for traditional committee meetings. The Chairman needs to be sure that all members are clear about the purpose of the meeting, are given the opportunity to follow a line of questioning (via a number of supplementary questions if necessary), and have the opportunity to evaluate what they have heard and agree the next steps. Review Committees are non-partisan and the Chairman has a role in ensuring meetings are free of party political debate.

The Review Committees may require the attendance of any member of the Cabinet, the Head of Service or any senior officer at a committee meeting to provide oral evidence and it is the duty of those persons to attend if so required. The relevant Chief Officer and Chairman shall liaise to agree the officer best able to assist the Committee.

The work of the Committees is extremely varied and may involve decisions taken or witnesses known to Members. Members are expected to make a declaration of any interest that is known to them at the start of the meeting in the usual way, indicating whether it is a personal, or a prejudicial interest and how the interest arises¹. It may also be necessary for Members to make an interest known during the course of the meeting.

¹ Members should regard an interest as personal and prejudicial if it relates to a decision made by a Committee of which they are a member.

Membership and Support for Scrutiny

At the heart of Overview and Scrutiny is the principle that the process is member-led. Members of Review Committees have an important role in identifying issues of concern to the residents of Sunderland and, where the Committee agrees, instigate a scrutiny investigation.

Each Review Committee is made up of 12 members appointed to reflect the overall political make up of the Council. The Children's Services Review Committee also includes in its membership 17 co-opted members representing schools, health service, diocesan authorities, community organisations and other educational organisations.

Review Committee Membership 2006-07		
Policy and Coordination	David Tate (Chairman, pictured), Peter Walker (Vice Chairman), Florence Anderson, David Forbes, Bob Heron, George Howe, Stuart Porthouse, James Walker, Denis Whalen, Linda Williams, Peter Young, Peter Wood.	Insert picture of David Tate
Health and Well-Being	Ronnie Bainbridge (Chairman, pictured), Dennis Richardson (Vice-Chairman), George Blyth, Paul Dixon, Juliana Heron, Shirley Leadbitter, Paul Maddison, Mary Smith, Bill Stephenson, Susan Watson, Amy Wilson, Norma Wright.	Insert picture of Ron Bainbridge
Children's Services	Paul Stewart (Chairman, pictured), Tom Wright (Vice-Chairman), Richard Bell, Jill Fletcher, Cecilia Gofton, Aileen Handy, Bob Heron, Graeme Miller, Anthony Morrissey, Robert Oliver, Bill Stephenson, Linda Williams.	Insert picture of Paul Stewart
Culture and Leisure	Jim Scott (Chairman, pictured), Maureen Ambrose (Vice-Chairman), Tom Foster, Peter Gibson, Joan Grey, Norman Bohill, Leslie Mann, Bryn Sidaway, Peter Walker, Lilian Walton, Ross Wares, Bryan Williams.	Insert picture of Jim Scott
Regeneration & Community	Joan Carthy (Chairman, pictured), John Scott (Vice-Chairman), Florence Anderson, Michael Arnott, Patricia Bates, Margaret Forbes, Elizabeth Gibson, Anne Hall, Peter Maddison, Leslie Mann, Thomas Martin, Derek Sleightholme.	Insert picture of Joan Carthy
Environmental and Planning	Jim Blackburn (Chairman, pictured), Denis Whalen (Vice Chairman), Colin Anderson, Paul Dixon, Jill Fletcher, Margaret Higgins, Neil MacKnight, Paul Maddison, Les Scott, Phillip Tye, Ross Wares, Peter Wood.	Insert picture of Jim Blackburn

Review Committees are supported by a team of officers including Bob Rayner, the City Solicitor and Monitoring Officer, Rhiannon Hood, Principal Solicitor, for operational management and three Review Coordinators who work for the Review Committees exclusively, each having responsibility for two Committees.

Bob Rayner, City Solicitor 0191 553 1001 bob.rayner@sunderland.gov.uk	Rhiannon Hood, Principal Solicitor 0191 553 1005 rhiannon.hood@sunderland.gov.uk
Karen Brown, Review Coordinator Tel: 0191 553 1004 karen.brown@sunderland.gov.uk	Policy and Coordination Children's Services
Jim Diamond, Review Coordinator Tel: 0191 553 1396 james.diamond@sunderland.gov.uk	Culture and Leisure Environment and Planning
Paul Staines, Review Coordinator Tel: 0191 553 1006 paul.staines@sunderland.gov.uk	Health and Well-Being Regeneration and Community

The Review Coordinators support members in their scrutiny role by:

- ☐ Ensuring delivery of the work programme
- ☐ Project planning for policy review and development
- ☐ Identification of potential witnesses
- ☐ Provision of briefings and background information
- ☐ Guidance to expert witnesses
- ☐ Research
- ☐ Consultation
- ☐ Regular liaison and establishing links with partner organisations
- ☐ Identifying opportunities for training and development
- ☐ Assisting in raising the profile of overview and scrutiny locally, regionally and nationally

As well as the dedicated support to Review Committees, Members may also request help and advice from other Council officers. All Members of the Council are entitled to expect the same level of assistance from officers. Such assistance might include information about specific issues or about particular Council services or policies.

Each service should nominate a Link Officer to support the delivery of the work programme.

"One of the best aspects of working through Review Committees is the opportunity to try new ways of working - particularly in engaging with the public. We can try different approaches to reach, sometimes quite isolated parts of the community."

**Councillor Joan Carthy
Chairman of Regeneration and
Community Review Committee**

Review Committee Coordination meetings and liaison with the Review Coordinators.

The role of a Directorate Link Officer includes:-

1. To maintain regular attendance at the Review Committee Coordination meetings and make arrangements for a substitute to be adequately briefed on current Directorate issues and attend on the link officer's behalf at any meeting the link officer is unable to attend in person.
2. To assist in the coordination of information to be brought to the Committee from the Directorate and relevant community and other partners on cross-cutting issues where this is to be incorporated in a report from another section of the Council.
3. To ensure that reports requested by the Committee from the Directorate are prepared by the officer with the most appropriate knowledge and experience of the topic, to ensure all relevant personnel, including the Review Coordinator, are consulted on the draft report and that the report is provided to the relevant Democratic Services Officer in corporate format and in good time to meet deadlines for agenda publication.
4. To explain and promote the role of the Review Committee system to colleagues within their Directorate, including the principle that all officers serve the Council as a whole.
5. To monitor developments and consult within the Link Officer's Directorate generally, and to exercise judgement to ensure the relevant Review Coordinator is informed on developments relevant to the work of the Committee.

Protocols

The protocols appended to this Handbook are intended to provide clear procedures and processes on a number of functions to allow those involved to understand and operate within the overview and scrutiny function.

They are intended to assist members, officers and those outside the Council to have a clear understanding of the role and function of overview and scrutiny in Sunderland.

They are complementary to the rules of procedure as set out in the Council's constitution with provisions in the constitution taking precedence.

ISSUES RAISED BY MEMBERS

Any Member of the Review Committee can add an item of business to a Review Committee agenda.² Additionally, any five Members of the Council, not sitting on the Review Committee, can also submit an item. Requests should be made in writing to the City Solicitor and will be submitted to the next relevant Review Committee, in consultation with the Chairman of the Committee. Review Committee Chairmen retain the discretion to orally request items to be considered by the Review Committee. In the case of urgent items, Members should therefore approach the Chairman of the Committee for consideration of urgent business.

Issues raised may be in relation to Council services, policies, performance or any matter related to the Council. Questions about local issues may be more appropriately dealt with by an Area Committee or by providing information outside of Committee. It is therefore important that a Member makes clear when submitting a request whether the request should be dealt with in accordance with paragraphs a) and b) below or requiring an item to be included on the agenda for consideration at the next available Review Committee meeting to be dealt with in accordance with c) below.

- a) **Request for general information:** Requests for general information in relation to matters falling within the scope of the Review Committee (including topics under policy review) to be made to the Review Coordinator. The Member to receive a prompt acknowledgement of the request and a substantive response within 15 days, if possible.
- b) **Request for information on specific issues raised by constituents:** It is not appropriate to refer individual casework to the Review Committee, however, there may be circumstances when a constituency case gives rise to an issue of principle affecting a significant number of local people, and in that case a Member may wish to refer the item to an Area Committee or request an item to be included on the agenda of the Review Committee in accordance with c), below.
- c) **Items requested by Members to be included on the agenda:** On receipt of a written request, the Review Coordinator will acknowledge the request in writing advising the Member of the earliest agenda for inclusion. The Member making the request should attend that Committee meeting to present the item. For the avoidance of doubt the member making the request shall have a full opportunity of explaining the background to the issue which is the subject of their request and how they consider the Council should respond.

It is for the Review Committee as a whole to determine the appropriate response based on the following framework:

² Protocol 1 guidance relates to Part 4 Section 5 Rules of Procedure Paragraph 9 of the constitution

1. The Review Committee may determine that the item is not relevant to the functions of that particular Committee. In these circumstances the Committee can resolve to take no action or may refer the item to another Review Committee, or to the Policy and Coordination Review Committee to determine responsibility.
2. If the issue is linked to an existing work programme item (within the next two cycles) then it should be discussed as part of that item and included in any officer report.
3. If the issue is a new item of business within the remit of the Committee, the Review Committee may:
 - a. Request a response in writing (with copies to all Members of the Review Committee), or
 - b. Request a presentation to a future Review Committee meeting, or
 - c. Request a report to a future Review Committee meeting, or
 - d. Decide that the issue raised does not merit any response beyond noting the matter.
 - e. Decide to express a view or make a recommendation, by resolving accordingly, if the Committee considers it has sufficient information to make a fully informed decision.

EXPERT WITNESS EVIDENCE³

Written Evidence

1. Any witness, including a person whom the Committee expects to invite to give oral evidence, will be invited to submit written evidence. This not only makes the Committee at which oral evidence is given more productive, as Members have the witness statements in advance, but also means that if the witness is not ultimately called or declines an invitation to give oral evidence, the Committee still has the benefit of their views.
2. Meetings of the Review Committee are open to the public, and the public have access to the agenda, reports and background papers, unless they contain exempt or confidential information. If a witness requests that the whole, or part, of their evidence is considered confidential/exempt and/or should only be heard by the Council they should state this at the outset with their reasons, and discuss the matter with the Review Coordinator. If the evidence does not fall within the definition of confidential information or within one or more of the categories or exempt information, it will be for the witness to decide if they wish to continue to be involved.
3. Written evidence should contain, if appropriate, a brief introduction to the person or organisation submitting it (perhaps stating their area of expertise, etc.) and any factual information upon the particular subject area which they have to offer from which the Committee might be able to draw conclusions (or which could be put to other witnesses for their reactions). Inclusion of any recommendations which the witnesses would like the Committee to consider for inclusion in its final recommendations could also be helpful.
4. There are no rules about the form written evidence should take; what follows is simply guidance. If written evidence is very brief, it can be sent as a letter, but otherwise it is helpful for the evidence to be in the form of a self-contained report, with numbered paragraphs. If a report is lengthy, it should include a one-page summary of the main points, and a table of contents.
5. Where interested parties wish to contribute their views as part of the review, but have not been specifically invited to do so by the Committee, they should submit written evidence in accordance with these guidelines.

Oral evidence:

1. In order to assist a witness to prepare for the session, the Review Coordinator may be able to give, in advance, some informal indication of possible lines of inquiry, but a witness should not expect Members to restrict themselves to these.
2. Committees meet in public and representatives of the press may also be present. If there are particular reasons why a witness wants to give some or all of the

³ Council Officers called as witnesses should refer to Part 4 Section 5 of the Constitution.

evidence in private, the Review Coordinator should be approached about this at an early stage.

3. The Review Committee will ask for a brief opening statement and such a statement should, if desired, be included in the written evidence. If appropriate a short presentation may be given⁴.
4. Whilst Review Committees are formal meetings, questioning of witnesses will be conducted with a degree of informality. If a witness does not have immediately available the information to answer a question, the Review Committee may ask for further information to be submitted in writing afterwards. If a witness refuses to answer a particular question, or they would like time to consider the answer or to seek advice, the question will not be put again, and the Chairman will proceed to the next question.
5. Witnesses will be sent the minutes of the meeting for their record and to identify any supplementary information asked for by Members of the Committee.
6. When the Review Committee has concluded its review and agreed a report it will be circulated to all those involved with the review, including those who gave evidence.

⁴ Powerpoint and overhead facilities are available if requested. To ensure visibility it is recommended to use a plain background with clear typeface such as Arial with a font size of at least 30.

ALLOCATION OF WORK TO REVIEW COMMITTEES

1. Policy Review

Review Committees will identify topics for policy review that fall within the terms of reference of the relevant Review Committee in accordance with Protocol 4.

At the start of the new Council year Members, Directorates and other key stakeholders will be asked to identify areas of particular interest and details will be brought to the Review Committees for consideration and selection of topic.

Items from Cabinet which are of direct relevance to a specific Review Committees policy review topic will be identified and referred to that committee

2. Items From Cabinet

The Forward Plan and Cabinet agenda will be considered on a monthly basis to identify items of work to be placed on the agenda of the Review Committees.

Items referred for advice and consideration will be placed on the agenda of the Review Committee whose terms of reference are most closely related to the primary subject matter of the item.

Reports on cross-cutting themes may fall within the terms of reference of more than one of the Review Committees. Where this is the case the item may be referred to only one of the relevant Committees, where the Chair of each agrees, or, as the Chair of Policy and Coordination Review Committee directs.

It is recognised that the majority of Cabinet decisions will have an element of financial impact. Where this is significant the item should be considered by the Review Committee for the policy area in addition to the Policy and Coordination Review Committee.

Reports requesting virement of budget will be referred to Policy and Coordination Committee as Audit Committee, and also, where the proposal will have a significant (key decision level) impact on service coming under the terms of reference of another Review Committee to that Committee.

3. Terms Of Reference

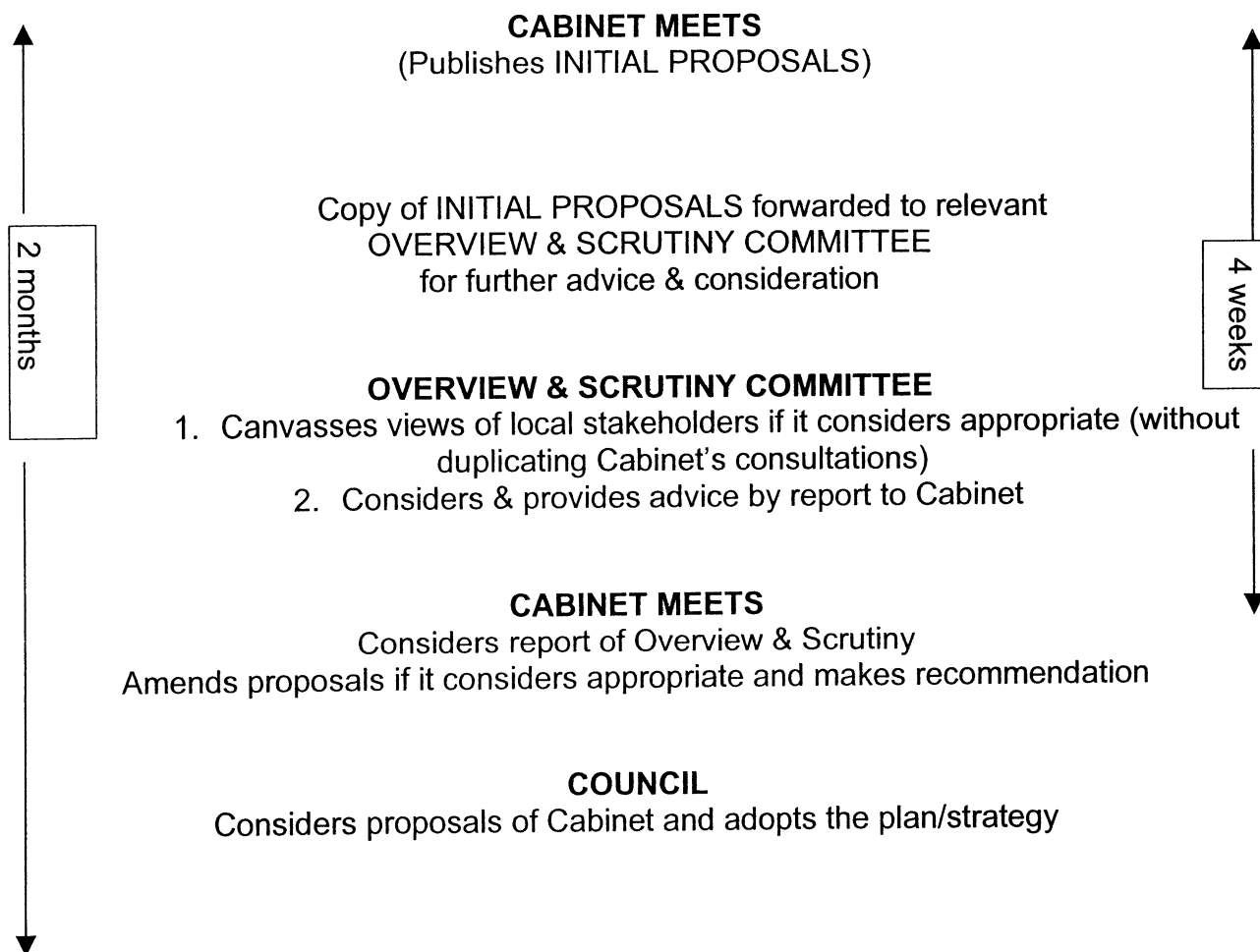
The terms of reference of the Review Committees are as set out in Article 6 of the Constitution.

<p>Policy and Coordination Review Committee</p> <ul style="list-style-type: none"> • Strategic Policy • Inward Investment and Business Support • Corporate Services • Partnerships (including relations with external bodies) • External affairs • Coordination of Review Committees • To act as the Council's Audit Committee • Port (Operational) • Asset Management & Building Maintenance • Corporate Communications • Property Services • European Affairs • Comprehensive Performance Assessment • To review any matter not falling within the scope of the following Review Committees 	<p>Children's Services</p> <p>Schools</p> <p>Special Educational Support</p> <p>School Governors</p> <p>Special Units</p> <p>Youth Service</p> <p>Citizenship (children & young people)</p> <p>Youth Parliament</p> <p>Deviem Hill</p> <p>Social Care (children)</p> <p>Youth Offending</p> <p>Sure Start</p> <p>Progress against actions arising from external inspections of Council's Children's Services</p>	<p>Health & Well-Being</p> <p>Social Care (Adults)</p> <p>Welfare Rights</p> <p>NHS Interface</p> <p>Scrutiny of Health Services</p> <p>Health & Well-Being (Children & Adults)</p> <p>Public Health</p> <p>Citizenship (Adults)</p>	<p>Culture and Leisure</p> <p>Libraries</p> <p>Arts Development</p> <p>Museum</p> <p>Community Associations</p> <p>Sports Development</p> <p>Marketing & Tourism</p> <p>Culture</p> <p>Leisure (including facilities)</p> <p>Recreation and play (including parks)</p> <p>Registrars</p> <p>Allotments</p> <p>Licensing Policy</p> <p>Local History and Heritage</p>	<p>Regeneration & Community</p> <p>Regeneration</p> <p>Area Frameworks</p> <p>Social Inclusion</p> <p>Housing Strategy</p> <p>Relations with Sunderland</p> <p>Housing Group</p> <p>Private Housing</p> <p>Housing Associations</p> <p>Public Protection</p> <p>Community Safety (including domestic violence)</p> <p>Community Cohesion</p> <p>Anti-Social Behaviour</p> <p>Equalities</p>	<p>Environment & Planning</p> <p>Building Control</p> <p>Planning Policy/Strategic Planning</p> <p>Transport</p> <p>Land Use</p> <p>Coast Protection</p> <p>Emergency Planning</p> <p>City Centre</p> <p>Grounds Maintenance</p> <p>Highways Services</p> <p>Cemeteries & Crematorium</p> <p>Port (Non-Operational) Facilities Management (excluding leisure centres)</p>
--	---	---	---	--	--

ARTICLE 4 PLANS/STRATEGIES

BUDGET & POLICY FRAMEWORK PROCEDURE RULES : RULE 2 See Rule 2 for full detail

Cabinet canvasses views of local stakeholders as appropriate & takes account of any representations made in formulating INITIAL PROPOSALS



POLICY REVIEW AND DEVELOPMENT

Policy review is the process of maintaining an overview of Council policies and those of key partners. Policy review can take a number of different forms from wide-ranging, cross-cutting reviews, for example, achieving community cohesion, to more focused reviews, such as how the Council performs as a corporate parent or the role of the Council in supporting the contact centre industry. In this way, policy reviews assist the Council in its role as community leader.

Policy development involves shaping the formulation of key plans and policies through examining alternatives against needs, resources and other issues. For example a review into the provision of outdoor play facilities focused on development of future policy reflecting the changing needs of children and young people.

Policy development and policy review are necessarily part of the same process, since undertaking policy review will usually lead to making recommendations for developing policy.

Policy reviews will usually examine whether the Council's intended policy outcomes have been achieved, but they will also explore other issues such as the service user's perspective, awareness of services, the processes involved in accessing services etc.

A report by the ODPM in October 2002 stated, "Policy development and review work has been the most impressive we have seen undertaken by overview and scrutiny committees. In a number of the authorities this has involved a wide range of investigative methods and the production of well honed and targeted reports. They have been carefully project managed, extremely well led by members and well supported by officers." The same report set out 10 steps to good practice in overview and scrutiny in-depth reviews:

The 10 steps to undertaking a successful in-depth scrutiny investigation	
Step 1	Be sure that the subject is significant
Step 2	Project plan the investigation
Step 3	Determine the nature of member involvement
Step 4	Engage partners, public and local media

Policy Review – Road Safety and Child Pedestrian Accidents

The policy review made a number of suggestions for improving road safety and reducing the number of child pedestrian accidents in the city. I feel the report will make an important contribution to promoting road safety in the city. I would like to thank everyone who contributed to the review.

Councillor David Tate
Chairman of the Environmental and Planning Review Committee

Step 5	Gather secondary evidence and primary written evidence
Step 6	Get the witness package right
Step 7	Gather oral evidence
Step 8	Adopt other methods
Step 9	Prepare draft report, disseminate and route the report
Step 10	Follow-up

Selection of Topics

Topics should be checked against the criteria set out below to ensure that subjects to be reviewed align with existing corporate goals and priorities. Criteria will be shared with key partners to ensure fairness and to avoid duplication with ongoing policy development work.

Criteria for Selection of Topic for Policy Review	
1.	Assist in meeting the Council's Strategic Priorities as set out in the Sunderland Strategy
2.	Address the Council's role as Community Leader
3.	Reflect issues identified by Members as key (through constituency activities)
4.	Address equal opportunities aspirations and accessibility to Council services
5.	Avoid replicating recent Best Value and Performance Improvement reviews or themes in the programme for forthcoming reviews but builds on opportunities to assist in meeting Improvement Plans
6.	Have an external focus and be a matter of concern for the City and its inhabitants e.g. identified in the Council's annual residents survey
7.	Explore options for future direction where dissatisfaction or poor performance has been identified
8.	Provide a wider cross-cutting perspective avoiding day to day operational issues
9.	Meet the interests of local people for collaborative working with external organisations particularly where expertise or resources can be utilised

Project Planning

While each review may be approached in a different way as appropriate, generally they will follow this framework:

- ☐ Identify the key reasons for selecting the review
- ☐ Set the terms of reference including clear aims and objectives
- ☐ Methods to be adopted to carry out the review
- ☐ Identify timescales, resources and constraints

Methodology

Methods to be used to gather evidence can be determined once the topic has been selected. For example:

- ☐ Officers/Members/external contributors/ “experts” etc to be invited to the Committee
- ☐ Invite written evidence from stakeholders
- ☐ Meetings with stakeholders
- ☐ Site visits
- ☐ Questionnaires
- ☐ Workshops
- ☐ Public meetings
- ☐ Comparisons may be made with other local authorities
- ☐ Documentary research

At the outset of a review it should be determined whether and how to engage partners, members of the public and media as participants, observers and/or witnesses.

Gathering written and oral evidence are not the only methods available to the Review Committee. The investigation should be matched to the appropriate methods such as site visits to allow Members to see at first hand what is happening and to talk to the people who are actually using the service.

Other methods may include visiting other local authorities, commissioning research, joint working with partner organisations, public meetings, workshops and seminars.

Prepare, disseminate and route the report

Good practice from a variety of authorities suggests that the most effective reports are evidence-based, written in plain English, use photographs, graphs and charts to illustrate points made in the text, include a summary, and include SMART (specific, measurable, achievable, realistic and timely) recommendations.

Once all the evidence has been collected the Committee should identify and agree recommendations. At the draft report stage the Review Coordinator will consult with stakeholders to draw the main themes and emerging conclusions to their attention. This may include the appropriate Head of Service, Director, Portfolio Holder, service users and other stakeholders internally and externally. This is to agree facts and to ensure adequate consultation for the Directorate to prepare their response once the report is presented to the Cabinet. The report can be changed by agreement of the Committee up to and including the final draft.

The final report is presented to Cabinet under arrangements agreed by the Chairman with the Leader. Cabinet decides which recommendations it will accept and explains why some may not be acceptable. Where the policy review recommends departure from an Article 4 plan the report will also be presented to Council under the policy framework procedure as set out in the constitution. It is the Cabinet’s responsibility to

ensure that a resource assessment is undertaken and an implementation plan produced. The Review Committee should ensure that a timetable for monitoring progress on implementation is built into its recommendations. Following this, copies of the report should be sent to all contributors and any other interested bodies.

Monitoring Implementation

Once the recommendations have been approved by Cabinet, the Review Committee will take responsibility for monitoring the delivery by the Directorate of the recommendations.

Progress reports on actions are expected six months after the initial investigation has been completed and will be scheduled in each work programme.

Members of the Review Committee will determine when a report can be signed-off as delivered.

TRAINING AND CONFERENCES

Background

One key way in which Review Committee Members will be able to inform their deliberations and also to ensure a contribution from Members in Sunderland to regional and national debate is to attend training events and conferences.

Part 4 of the Council's Constitution (10. (c)) provides that Review Committees may '... go on site visits, hold public meetings, ... and do all other things that they reasonably consider necessary to inform their deliberations'. To assist each Review Committee a delegated budget of £10,000 a year has been agreed. This protocol provides a process whereby training and development opportunities and conferences may be funded from within the Review Committees dedicated budget.

Corporate Member Training

A detailed Member Training Programme and associated budget has previously been established for all Members. This provides a consistent approach to corporate needs and reflects opportunities to address issues around ICT skills, awareness raising on current topics and training generally. In addition there is a list of standing conferences across each of the Council's service areas. Attendance at conferences outside this list are subject to approval, within the limits of a discrete budget, by the Chief Executive or the City Solicitor in consultation with the Leader or Deputy Leader of the Council.

Process

Where the Review Committee wishes to propose attendance at a conference/training opportunity outside of the above areas, and fund all costs associated with the conference/training from its own budget the following process will apply.

- A report will be prepared for the relevant Review Committee. The report will set out details of the costs of the event, benefits that attendance will bring to overview and scrutiny and clearly identify delegates to attend, or
- Where notice or invitation to a conference or training event does not provide sufficient opportunity to take an advance report to Committee, in those circumstances, the Chairman's approval will be sought for a delegate/s to attend the event funded by the Committee budget.

In either of the above circumstances the following will apply:

- The Leader will be notified of the training/conference opportunity
- The Chairman will authorise use of the budget by signing the appropriate authorisation form
- Following the conference/training opportunity a full report will be brought back to the relevant Committee by delegates.

SCRUTINY OF HEALTH SERVICES PROTOCOL

1. Introduction
2. Principles of Scrutiny
3. The Health & Well-Being Review Committee
4. Patient & Public Involvement Forums
5. Local NHS Trusts
6. Health Scrutiny Officer Group
7. Health and Social Care Foundation
8. Substantial Development and Variation of NHS Service

1. Introduction:

1.1 In accordance with the Health and Social Care Act 2001 and The Local Authority (Overview and Scrutiny Committees Health Scrutiny Functions) Regulations 2002, local authorities with responsibility for Social Services have the power to scrutinise the planning, provision and operation of health services in their area and make reports and recommendations to local NHS organisations. In Sunderland this is undertaken by the Health & Well-Being Review Committee (see paragraph 3. below).

1.2 For all concerned including Councillors and the NHS, it is important that all parties to the scrutiny of health clearly understand and are committed to their part in the scrutiny process. Also there is no duplication of effort and importantly the public and service users have access to local processes.

1.3 This Protocol had been produced by Sunderland City Council, Sunderland Teaching Primary Care Trust, City Hospitals Foundation Trust, the Northumberland, Tyne and Wear Trust and the North East Ambulance Service. It seeks to provide a framework for scrutiny to take place. The publication of national Regulations, establishment of regional protocols and good working practices have also helped shape this Protocol.

1.4 The Protocol will be reviewed on an annual basis by the Health Scrutiny Officer Group (see paragraph 6. below) and may be revised by agreement between all interested parties in order to continually focus and enhance health scrutiny.

2. Principles of Scrutiny:

2.1 These protocols recognise the shared community vision of continuous improvement in health and well-being for the people of Sunderland and the growing importance of service integration. This is clearly expressed through the Sunderland Strategy 2004 - 2007: 'To ensure that everyone living and working in Sunderland is able to enjoy a healthy life and access to excellent health and social care facilities when needed'. Health includes services that promote well-being and prevent ill health and not just those delivered through the NHS.

2.2 All scrutiny in Sunderland is a positive, objective and constructive process. It acknowledges good practice and recommends improvements where it feels there would be of benefit. Specifically the health scrutiny function will:

- strengthen public and patient involvement in the NHS by bringing together evidence and experience from all key stakeholder to drive improvement
- balance expert and user perspectives and learn from best practice
- take a constructive and challenging approach to health scrutiny with a focus on strategic, cross-cutting service integration and health inequality issues
- develop a clearer understanding of local health service provision, pressures and developments
- be inclusive and evidence-based with transparent and open debates
- concentrates on service outcomes
- seeks to add value to each service that it considers
- provide an opportunity to enhance working relationships and communication

Scrutiny is not another way to performance manage the NHS but will act as 'a lever to improve the health of local people, ensuring needs are considered as an integral part of delivery and development'.

2.3 The health and well being of local people is dependant upon many factors. The Council itself has a range of services that impact on health and well-being and there is an active voluntary sector who support a range of important services. There is, therefore, a shared responsibility for health and this will be acknowledged by scrutiny and feature in scrutiny reviews – together with the ambitious local agenda of seeking to integrate services. A range of social and economic factors also impacts on people's health and these also to be considered. Substantial joint working and integration of social care services to tackle health issues and inequalities is a pleasing feature of local arrangements, principally through the Modernisation and Reform Groups, and this approach will be recognised in how health scrutiny addresses key issues.

2.4 Health scrutiny will only be truly successful if key organisations work and co-operate together in an atmosphere of mutual respect and trust with an understanding and commitment to this aim. Key organisations involved in health scrutiny must be willing to share information, knowledge and reports which relate to the delivery and success of health services and carry out duties that would be reasonably expected of them to enable health scrutiny to be successfully undertaken.

2.5 At all times both officers and members of organisations involved, patient representatives and members of the public will be treated with respect and courtesy. Matters of confidentiality will also be respected at all times.

2.6 Health Scrutiny will be open and transparent. Any person involved in health scrutiny will always declare personal or other pecuniary interest they have either in a scrutiny exercise or during a meeting of the Review Committee in accordance with the Code of Conduct relating to standards of conduct and ethics.

2.7 The Health & Well-Being Review Committee, whilst working in partnership, will be independent of the NHS, the Council's Executive (Cabinet) and the voluntary sector.

2.8 Health Scrutiny will try to maximise the involvement of patients and the public and will work with Patient and Public Involvement Forums (see paragraph 4. below).

2.9 The Health & Well-Being Review Committee will not act as an advocate for any individual complaints or begin a detailed scrutiny review based on individual representations. These issues are rightly for the individual Trust, their Patient Advice and Liaison Service and sometimes the Independent Complaints and Advisory Service.

2.10 Health Scrutiny will be focused on improving services and provision and concentrating on outputs intended to help improve health and well-being.

3. The Health & Well-Being Review Committee:

3.1 Meetings of the Health & Well-Being Review Committee will be open to the public; who are welcome to attend.

3.2 All dates and times of meetings, agendas, minutes and reports will be circulated to Members of the committee and social care and health colleagues in accordance with the Local Government (Access to Information) (Variation) Order 2006 . This will also apply to any Sub-Committees or Joint Committees established by the Council.

3.3 The Committee will operate, at all times, within the context of the Council's Constitution and protocols established for all six of the Council's thematic Review Committees. Currently Protocols are in place relating to: Issues raised by Members, Expert Witness Evidence, Allocation of Business between Review Committees, Policy Review and Development, Training and Conferences and Joint Scrutiny of Health (see paragraph 8.3 below).

3.4 The Committee will operate to an Annual Work Programme that will form the basis of activity across not only the interface and scrutiny of health but also other areas of responsibility including social care (adults), Welfare Rights, NHS Interface, scrutiny of health services, health and well-being (children and adults), Public Health, Citizenship (Adults) and actions from inspection of adult services. The production of an Annual Work Programme will not prevent the committee scrutinising any other issues that may arise through the normal Constitutional processes. The Committee may also consider its role in relation to other Overview and Scrutiny Committees; particularly in the Strategic Health Authority area, in services covered by consortia arrangements and for services planned across a wider area. It is also hoped that the Work Programme can be developed to provide a three year overview of local health scrutiny issues although this is not likely without a period of stability in the structure of organisations providing social care and health services. There will also be a commitment to consulting voluntary sector partners and other interested parties. This will use, as a first step, events organised to support the 'Compact' agreement between the voluntary sector and social care/NHS organisations.

3.5 Key areas for the Review Committee to consider will be:

- Policy Review and Development (focussing on the pillars of 'health inequalities' and 'service integration')
- Monitoring and evaluation of services within its remit

- An overview of developing plans and strategies
- Consultation including on NHS substantial development & variations in service
- Performance assessment (including the Annual Health Check of NHS Trusts by the Healthcare Commission)
- Information raising and awareness; and
- Items from local Councillors.

3.6 Social care and health partners will be consulted, on at least a monthly basis, about the Work Programme and emerging issues at a national, regional and local level through a joint Health Scrutiny Officer Group (see paragraph 6.).

3.7 NHS Trusts and social care services will be consulted on all draft reports before they are published. The Review Co-ordinator will ensure this takes place. Final reports will be published on the Council's web site by Democratic Services Officers as soon as is possible.

3.8 The:

- Head of Corporate Affairs at City Hospitals Sunderland
- The Head of Corporate Affairs at the Teaching Primary Care Trust and
- The Locality Director for Sunderland from the Northumberland, Tyne and Wear Mental Health Trust
- Head of Partnership Development (MACOG link)
- Head of Performance and Development (Adults), Social Services
- Director of Corporate Services, NEAS

(or their representatives)

will attend all meetings of the Review Committee as Advisers and will respond to Member questions, if possible in the meeting, or by correspondence within 14 working days. They will also act as principal point of contact within their respective organisations for the Review Committee Members and support officers.

3.9 Invitations for NHS colleagues to attend the Review Committee will be made following discussion by the Review Co-ordinator with the appropriate Trust Advisor. If at all possible a minimum of 21 days notice will be provided by the Review Co-ordinator. In all cases it will be made clear the relevance of the information required and the way in which the information is to be presented. NHS colleagues attending will be required to provide the information requested and provide explanations about the planning, provision and operation of local health services.

3.10 The Health & Well-Being Review Committee will analyse the outcomes from any scrutiny exercise and evaluate whether its recommendations have been accepted. Depending on the nature of any recommendations for change or improvement monitoring will be undertaken for two full municipal years. The precise period of monitoring will be considered at the Health Scrutiny Officer Group and referred for discussion to the Multi-Agency Chief Officer Group. Members of the Review Committee will have the final say.

3.11 The Review Committee may determine that it wishes to delegate its scrutiny function to another authority(ies). It is expected this will only be in exceptional circumstances. However, if a delegation does occur clear Terms of Reference will be developed setting out how local NHS Trusts will be expected to support the arrangements proposed.

4. Patient & Public Involvement Forums:

4.1 This Protocol had been jointly produced by the Health & Well-Being Review Committee ('the Committee') and the Patient & Public Involvement ('PPI') Forums for: Sunderland Teaching Primary Care Trust, City Hospitals Foundation Trust, the Northumberland, Tyne and Wear Trust and the North East Ambulance Service. It seeks to provide a framework by which referrals between the Committee and PPI Forums can take place and also to develop a shared understanding of effective overview and scrutiny of local health services.

4.2 The Protocol will be reviewed on an annual basis, at the beginning of each Council year, by the Committee and PPI Forums. It may also be revised, by agreement between all parties, in order to continually focus and enhance local health scrutiny. It is also appreciated that national changes to the role and boundaries of PPI Forums may be prescribed nationally introducing mid-year changes.

4.3 The Protocol has been developed to compliment protocols already in place at PPI Forums in the City and those agreed between the Council's Health & Well-Being Review Committee and local NHS Trusts.

a) Information Sharing -

4.4 The Health & Well-Being Review Committee and PPI Forums will share agenda and minutes of their meetings (subject to the statutory need to respect confidential information).

4.5 The Committee will forward to PPI Forums in Sunderland its annual report to Council (reported in April). This advises on work undertaken over the past year. Reports will be included on the first available PPI Forum agenda (for information and comment).

4.6 PPI Forums will provide copies of their annual reports as soon as possible after they are finalised. Reports will be included on the first available Committee agenda for information and comment. If possible projected issues for the following year will be included.

4.7 The Committee will also consider, at the beginning of the Council year, the role PPI Forums might play in delivering the Committees work programme. This might include PPI Forums monitoring and evaluating services or in detailed policy development and review work.

4.8 On at least an annual basis the Chairman of the Committee will host a meeting with the nominated representatives of the PPI Forums. The meeting will be held as soon as

practicable after the first meeting of the Council year. The meeting will focus principally on sharing agreed agendas and work programmes and any other issues that the Committee or PPI Forums wish to raise. An agenda for the meeting will be prepared by the City Council. Notes will be produced within 8 working days and shared (as appropriate) within each PPI Forum and the Committee.

b) Work Programme -

4.9 The Health & Well-Being Review Committee will operate to an annual work programme agreed at the beginning of each Council year. In time PPI Forums will also develop a programme of work.

4.10 The approved work programme of the Review Committee will be shared with the PPI Forums by way of letter to the Forum Support Organisations as soon as is reasonably practicable (and no later than 20 working days after the meeting of the Committee determining its work programme). This will be prepared by the Review Co-ordinator.

4.11 Observations from PPI Forums on the Committees work programme (if any) will be reported to the Health Well-Being Review Committee. Comments will be made in writing. The Committee will be asked to respond. Comments from PPI Forums might usefully relate to volume of work and opportunities for joint working.

c) Referrals from Review Committee to PPI Forums -

4.12 It is recognised that from time to time the Committee may wish to refer an item to a PPI Forum(s). This is likely when an issue has arisen that might:

- a) Best be dealt with closer to patients and their carers
- b) Is an issue that needs development closer to patients and carers
- c) Is an issue already being considered by the PPI Forum

4.13 Following a decision of the Committee (for which a formal minute is taken) the Review Co-ordinator will write to the relevant PPI Forum(s) within 5 working days with the request of the Committee. The letter will state clearly the reasons for referral and any considerations the Committee may have had/consultations undertaken. Copies of any reports or other supporting information considered by the Committee will also be submitted.

4.14 The Review Committee, in making any referral, will also consider if it wishes to utilise any of its budget to formally commission the PPI Forum to report back on progress made.

4.15 It will be for the PPI Forum to determine if it wishes to consider the issue or refer the matter to another Forum or organisation. The decision of the PPI Forum will be communicated to the Chairman of the Committee stating clearly reasons for the decision. A response within 20 working days is preferred.

d) Referrals from PPI Forums to Review Committee -

4.16 It is recognised that from time to time PPI Forums may wish to refer an item to the Committee. This is likely when an issue has arisen that might:

- a) Already an item on the Committees work programme and identified through processes at paragraph 3.4 and 4.10 above
- b) Is an issue that requires referral under the Patients Forum (Function) Regulations, 2003

4.17 Following a decision of the PPI Forum (for which a formal minute is taken) the Forum Support Organisation will write to the Chairman of the Committee within 5 working days with the request of the Forum. The letter will state clearly the reasons for referral and any considerations the Forum may have had/consultations undertaken. Copies of any reports or other supporting information considered by the Forum will also be submitted.

4.18 By Regulation PPI Forums for Sunderland may refer an issue to the Committee if they consider the NHS has not consulted the community on proposals in a 'satisfactory manner' and their own 'efforts have failed'.

4.19 It will be for the PPI Forum only to determine if it wishes to refer such issues. The decision of the PPI Forum will be communicated to the Chairman of the Committee. The Committee will then consider the issue at their first available meeting and determine an appropriate response. This will be:

- a) A detailed review of its own that might lead to:
 - i A referral to the Secretary of State for Health supporting the concerns of the PPI Forum
 - ii A response to the PPI Forum that the Review Committee can not support the PPI Forum's conclusions
- b) The issue is referred back to the PPI Forum with a reason why the Committee is not minded to consider the referral
- c) The issue is referred back to the PPI Forum as it appears it is better addressed by the appropriate Patient Advice and Liaison service in each Trust or the Independent Complaints Advocacy service

4.20 It is also recognised that, from time to time, there may be exceptional circumstances that require a PPI Forum to forward an item as a matter of urgency. In those circumstances the Chairman of the Committee may, in accordance with the Council's Constitutional guidance, request that an extra-ordinary meeting is held. At that meeting the Committee may determine its response based on the options at paragraph 5.4 above

5. Local NHS Trusts:

5.1 The Sunderland Teaching Primary Care Trust, City Hospitals Foundation Trust, the South of Tyne and Wearside Mental Health Trust and North East Ambulance Service will work in partnership with the Health & Well-Being Review Committee to provide objective and effective scrutiny of health services and the well-being of local people.

5.2 NHS Trusts will provide information relating to the planning and operation of health services required by the Review Committee so that it can undertake health scrutiny. Requests about information relating to work in the Committees Work Programme will be discussed, if possible, at the Health Scrutiny Officer Group. Where appropriate information will also be required from the Strategic Health Authority or via the Teaching Primary Care Trust for services provided on a consortia or other pooled basis. This includes responses to NHS plans, proposals, consultations and undertaking health scrutiny reviews. NHS Trusts will not be required to provide confidential patient information unless it is agreed, by the Trust, that it will be useful for the investigations and the individual patient consents.

5.3 In addition to the requirements on formal consultation with Overview and Scrutiny Committees, NHS bodies have a duty under Section 11. of the Health and Social Care Act 2001 to involve patients and the public in planning and development of local health services. This Protocol recognises that this is a significant area for NHS Trusts and the Review Committee may require NHS Trusts to demonstrate public and patient involvement from an early stage as well as the merits of any proposal.

5.4 In recognition of the wider role of members of the Review Committee as community advocates, requests for information about health/well-being services, linked to the formal remit of the committee, will be submitted to NHS Trusts through the Review Co-ordinator. The relevant NHS organisation will respond to the request within 14 working days and copies of responses will be sent for information, to all members of the committee via the Review Co-ordinator.

5.5 Following recommendations from the Health & Well-Being Review Committee, on any issue, it will be an expectation that NHS Trusts (and other service providers for integrated services) will respond to the committee within 28 working days of receipt of a letter from the City Solicitor; as appropriate Head of Service for the Council's health scrutiny arrangements. The NHS Trust may wish to consider recommendations with the appropriate Modernisation and Reform Group or local consortia for services and therefore may request further time by writing to the Chairman of the Review Committee via the Review Co-ordinator. Following consideration by the Review Committee of the detailed response a copy of the comments - and the Committees response - will be provided to the appropriate PPI Forum(s), the relevant Council Cabinet Portfolio Holder(s), individuals who have contributed to reviews/reports, local MPs and appropriate voluntary organisations. Copies will also be made available through libraries and at the Civic Centre.

5.6 NHS Trusts will carry out consultations with the Review Committee on plans for substantial developments in services, or substantial variations in service provision in accordance with paragraph 8. of this protocol.

6. Health Scrutiny Officer Group:

6.1 To support the Chairman of the Health & Well-Being Review Committee in delivering the Committees annual Work Programme - and to provide an opportunity to inform the Committees business of current health/well-being issues - a monthly meeting will be held between NHS Advisers (as outlined at paragraph 3.8 above) and the Review Co-ordinator. The meeting will be serviced by the Review Co-ordinator who will produce agendas 5 working days before the meeting and notes no later than 5 working days after the meeting. Written update reports will be made to the Chief Executives' Multi-Agency Chief Officer Group (MACOG) by the MACOG lead as necessary. The Officer Group may include, from time to time, other representatives as necessary to deliver the Work Programme. In time this may also include representation from the PPI Forums.

6.2 The Officer Group will work within the principles set out above at paragraph 2. above.

6.3 The Officer Group will consider as standard items of business: developing regional protocols/understandings from local authorities (to be reported on by the Review Co-ordinator), links to other parts of patient and public involvement in the local health services (specifically ICAS, PALs and PPI Forums) and the agenda for future meetings of the Review Committee.

6.4 All protocols relating to the way in which the committee considers its business will be subject to discussion with MACOG through reports of the MACOG lead. Final agreement will be for members of the Health & Well-Being Review Committee in consultation with other Review Committees as appropriate.

7. Health and Social Care Foundation:

7.1 The HSOG (see paragraph 6) will co-ordinate work with the new Health and Social Care Foundation for Sunderland and will bring back proposals on linkages between overview and scrutiny and the Foundation.

8. Substantial Development and Variation in Service:

a) Definition -

8.1 The NHS has a duty to consult with local Overview and Scrutiny Committees on issues of 'substantial development' and 'substantial variation' in service. No definition of 'substantial' was however provided by Regulations or subsequent guidance. The City Council, working with colleagues across region, has therefore agreed the following definition of when a change to services is 'substantial': The definition has been adopted by all of the Councils with the statutory health scrutiny function in Northumberland, Tyne and Wear.

'The primary focus for identifying whether a change should be considered as substantial is the impact upon patients, carers and the public who use or have the potential to use a service. It is envisaged that an informal discussion about a potential substantial variation or development will precede any submission to the Review Committee.'

Changes in accessibility of service: - any proposal which involves the change of patient or diagnostic facilities for one or more specialty from the same location (other than to any part of same operational site)

Impact of proposal on the wider community and other services: - including economic impact, transport, regeneration (eg: where re-provision of a hospital could involve a new road or substantial house building, the Review Committee would need to consider how to consider these aspects)

Patients affected: - changes may affect the whole population (such as changes to A&E), or a small group (patients accessing a specialised service). If changes affect a small group it may still be regarded as substantial, particularly if patients need to continue accessing that service for many years (for example renal services)

Methods of service delivery: - altering the way a service is delivered may be a substantial change, for example moving a particular service into community settings rather than being entirely hospital based

Issues to be considered as controversial to local people: - (eg where historically services have been provided in a particular way or at a particular location)

Changes in governance: - which affect NHS bodies' relationships with the public or the Review Committee

The requirement to consult will not apply if an NHS Trust genuinely believes a decision must be taken immediately because of risk to safety/welfare of patients/staff (e.g. ward closure due to contagious infection). The Trust will, however, notify the OSC immediately of any decision taken and the reasons why there was no consultation. As good practice the Trust will also say how patients and carers have been kept informed and what alternative arrangements have been made.'

8.2 When considering an item of substantial development or variation in service the Review Committee will focus its considerations on :

- Whether there has been adequate consultation by the NHS Trust; and/or
- The merits of the Proposal

b) Regional Scrutiny -

8.3 The Council has adopted a protocol by which the City will establish joint committees with other Councils for cross-boundary scrutiny of 'substantial development' or 'substantial variation' in NHS services. The following framework will apply:

Scope:	Strategic Health Authority boundaries
Structure:	New committee for each consultation, using the following framework:
Lead Authority:	To be determined by: likely impact on the community, geographical location of substantial/variation/ development, location of lead health body/focus of their consultation. Lead authority Constitution to apply and to service/administer scrutiny and liaise with affected authorities. Lead authority to Chair scrutiny exercise. Timetable for scrutiny to be drawn up by lead authority in consultation with Chairman and approval of joint committee at first meeting.
Membership:	3 Members per authority (= max of 18 Councillors for SHA-wide scrutiny). Member representation to be determined by each Council based on own political balance. All authorities concerned to be involved. Membership will not be open to members of Cabinet.
Funding:	Costs to be apportioned between relevant authorities on a population basis at the end of the joint review.
Report:	To be agreed by majority. Minority reports to be accommodated. Copy to be sent to all authorities in SHA area, relevant health agencies, SHA.

c) North East Ambulance Service -

8.4 Due to the North East Ambulance Service's geographical spread, the Trust will soon be moving to boundaries covering all of the North East. A protocol has been developed that will aid communication of Trust activities with overview and scrutiny committee's. It has been agreed by the Council and the Trust, that the Ambulance Service will follow the Sunderland model of an annual report (see paragraphs 8.6 below) in May each year to coincide with the Trust's Business Planning Cycle. The report, prepared by the Director of Corporate Services, will be shared with overview and scrutiny officers across the North East by the Review Co-ordinator at Sunderland City Council. Sunderland will take the lead role in sharing the list of substantial developments and variations with colleagues. From the list of possible service proposals highlighted each Council's overview and scrutiny committee will consider which local issues it wishes to look at in more detail and will contact the Director of Corporate Services at the North East Ambulance Service direct. Regional officers will discuss and make proposals to Councillors, as necessary, on any joint scrutiny in accordance with paragraph 8.3 above.

d) Local Scrutiny -

8.5 The Strategic Health Authority-wide definition of 'substantial' will apply to local changes in service affecting the City.

e) Annual Report to Committee -

8.6 To provide a detailed focus on local issues of substantial development and variation, the Teaching Primary Care Trust, City Hospitals Foundation Trust, the Northumberland, Tyne and Wear Trust and North East Ambulance Service will submit a joint report to the June meeting of the Health & Well-Being Review Committee. This will set out 'substantial' changes/developments' that might occur over the following twelve months. The report will also set out background to the initiatives, consultations to be undertaken/already undergone and a likely timetable for formal consideration by the relevant Trust Board. In preparing the report local NHS Trusts will also take account of any proposals being developed jointly with/by the Strategic Health Authority or through regional/national consortia; providing a local focus. At its meeting in July the committee will consider whether it wishes clarification on any of the proposals set out and further information will be provided by the relevant NHS Trust in writing to Members within 10 working days of the committee meeting. A standard format for the report will be used and this is attached at Appendix A.

8.7 In accordance with the timetable provided in June the principal point of contact at the relevant NHS Trust (see 3.8 paragraph above) will notify the Review Co-ordinator that the Health & Well-Being Review Committee will need to consider an item of substantial development/change. Notification will be 14 working days before the relevant committee. A report/report and presentation will be made to the Review Committee. This may be supported by further information/visits as deemed necessary by the NHS Trust.

f) Mid Year Report to Committee -

8.8 A report will also be prepared by the Teaching Primary Care Trust, City Hospitals Foundation Trust, the Northumberland, Tyne and Wear Trust and North East Ambulance Service for the following December meeting giving an update on 'substantial changes/developments' and these will be considered by the Review Committee against its existing commitments and resources. Again, the committee will consider whether it wishes clarification on any of the proposals set out and further information will be provided by the relevant NHS Trust in writing to Members within 10 working days of the committee meeting.

g) Consideration of Substantial Development and Variation -

8.9 At the relevant committee meeting, when considering an item referred by a Trust, the Review Committee will consider if it wishes to pursue one of the following courses of action. Members' role will be to consider the robustness of consultations and the merits of the proposal. The Committee may then:

- a) Note the proposals outlined and make no further investigations
- b) Request written up-dates to the committee for information

- c) Refer the issue:
 - a. To the relevant Patient and Public Forum with the views of the Health & Well-Being Review Committee
 - b. For consideration as part of another item of business already on the Committees own Work Programme
 - c. For regional overview and scrutiny
- d) Request written updates to enable comments to be made at a later date (with reference to the timetable outlined)
- e) Determine that close scrutiny should be undertaken. If this is to take place a report will be brought to the following meeting of the committee with possible Terms of Reference and details of the scrutiny for Member agreement. The review will then be undertaken within the resources of the Review Committee and may consider the views of patients and carers, expert witnesses and assess arrangements elsewhere

Appendix A

Substantial Development & Variation in Service: Standard Template for Report to Councillors (Sunderland Definition)

Name of Trust

Ref No.	Possible Change	Lead	Impact	Reason for Change	Timescale for Change	Consultation	OSC Role	Possible Roles for OSC
Eg TPCT 1	Initiative: Broad Outline thinking back to definition of 'substantial'	Lead Trust and Contact Name (recognising some services are provided regional/by consortia)	Set out sufficient detail the impact on patients, carers and the public who use or have the potential to use a service	Set out reason for change. Possibly to reflect national guidance, clinical excellence model	Timetable including likely report date to Trust & start date for revised arrangements. 'Window' in which OSC can be expected to comment'	For the Trust to set out work undertaken to advise patients, carers, users of proposals. This may also include clinical support/other related issues, MARGs, etc	Previous comment by the Review Committee	Set out scope of possible OSC involvement
TPCT 2								
TPCT 3, etc								

ENVIRONMENTAL AND PLANNING REVIEW COMMITTEE

Item No.12

Tuesday 20th June 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

- 1.1 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 It will be recalled that Members received reports in December 2005 covering the overall legality of the DPE regime in Sunderland, and of the actions being taken to remedy deficiencies.

At the joint meeting with Policy and Co-ordination Committee held on 26th January, 2006 the Committee gave consideration to the part implementation review of the Decriminalised Parking Enforcement (DPE) regime operating in Sunderland.

It was agreed to develop the report into an Action Plan and for progress reports from the Director of Development and Regeneration and City Solicitor be submitted to the Committee; and that the Cabinet decision to commission an External Review be endorsed.

- 2.2 The post implementation review of the DPE regime commissioned in August 2005 recommended that an action plan be developed to address shortfalls within the existing management arrangements and service provision. The action plan has been prepared to address every recommendation made in the review report. The purpose of the action plan is to ensure that improvements are made in systems, procedures and communications. It is not the function of the action plan to report on individual Traffic Regulation Orders (TROs) which will continue to be reported to Planning and Highways Committee where appropriate. The latest update of the action plan is attached as Appendix 1 to this report.
- 2.3 At the meeting on 26th January 2006 this Committee was also advised that recruitment and retention of suitable staff within these service areas was a significant contributory factor to the problems identified in the review. At this time the situation has worsened with current vacancies within the Traffic Parking and Road Safety section for a manager, a deputy manager and a principal engineer. On a directorate scale there is a vacancy for a Head of Transport and Engineering. An acting Manager has been appointed using an external agency, the Highways Maintenance manager is currently taking on additional overall management responsibility for the section and an Interim Head of Service has recently been appointed, all pending permanent appointments.
- 2.2 Notwithstanding the staffing situation there has been significant progress with regard to the delivery of the detail of the action plan.

3.0 Action Plan and Progress

- 3.1 The action plan has twenty-four recommendations and these have been addressed through actions which have timescales and responsibilities identified together with the details of the progress actioned to date.
- 3.2 The action plan outlines many areas where improvements are required however some actions are more fundamental, and therefore more important, than others with regard to the overall integrity of the service.
- 3.4 The Committee will be aware of the many thousands of traffic signs, many miles of road marking and hundreds of Traffic Regulation orders which make up the parking enforcement scheme in the City. Normal wear and tear and vandalism coupled with works in the highway, largely undertaken by utility companies, means that the integrity of the scheme requires constant attention.
- 3.5 The verification process to validate the reliability of the Traffic Regulation Orders (TRO) against what has been marked or signed on site remains a most onerous and complex task to undertake.
- 3.6 Consultants have been appointed to assist collection of this data and a process of quality checks is being undertaken by Council staff to verify the data accuracy which may ultimately lead to a new consolidation order.

4.0 Recommendations

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

5.0 Background Papers

- 5.1 Environmental and Planning Review Committee 12th December 2005
- 5.2 Joint meeting of the Policy and Co-ordination Review Committee and the Environmental and Planning Review Committee 26th January 2006.

No.	<u>Recommendations</u>	<u>Action</u>	<u>Target Date</u>	<u>Progress</u>	<u>Responsible</u>	<u>Comments</u>
1	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>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>Head of Transport and Engineering/ Manager</p> <p>Head of Transport and Engineering/ Manager</p> <p>Head of Transport and Engineering/ Manager</p> <p>Head of Transport and Engineering/ Manager</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>
2	Pending completion of the above improvements, the existing records should be reviewed to determine the position for live requests.	<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 Development and Regeneration and Portfolio Holder as appropriate.</p>	30 Sept 2006	<p>Ongoing</p> <p>Ongoing</p>	<p>Manager in consultation with Head of Transport and Engineering</p>	<p>To be completed within the target date.</p> <p>First quarterly review July 2006 quarterly thereafter.</p>

No.	<u>Recommendations</u>	<u>Action</u>	<u>Target Date</u>	<u>Progress</u>	<u>Responsible</u>	<u>Comments</u>
3	A conclusion be reached as to whether computerisation of part or all of the process would improve efficiency and effectiveness.		30 th June 2006	Ongoing	Head of Transport and Engineering	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 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.	30 Sept 2006 9 June 2006	Ongoing Complete/Ongoing	Head of Transport and Engineering / Assistant City Solicitor	Our neighbouring and other Metropolitan Authorities will be contacted and best practice identified across this area. To date one visit has been completed The current system is documented by virtue of the cross directorate procedure document, which has been drafted and is in the process of review. Within the Directorate a notification of TRO has been formalized.
5	Improved communication arrangements between the Development and Regeneration Directorate and City Solicitor's Department should be	Monthly liaison meetings to occur between the Traffic Team, Parking Team and Legal Services with a standing agenda.	28 April 2006	Complete	Head of Transport and Engineering / Assistant City Solicitor	Liaison meetings are taking place and will be programmed accordingly.

No.	<u>Recommendations</u>	<u>Action</u>	<u>Target Date</u>	<u>Progress</u>	<u>Responsible</u>	<u>Comments</u>
	developed	Opportunities for developing team working skills and behaviours between Traffic, Parking and Legal staff with TRO responsibilities are to be explored.	26 May 2006	complete/on going	Head of Transport and Engineering / Assistant City Solicitor / Corporate Head of Personnel	A course for writing and making TRO's is being organised which will involve Legal and Engineering staff. This is the initial joint team development exercise. This is an area of continuing development and improvement and will be on going.
6	The potential impact, if any, of the areas of non-compliance should be identified and any necessary action taken.	The areas of non compliance are to be considered in detail and remedial actions taken where appropriate.	14 July 2006	On going	Assistant City Solicitor and Head of Transport and Engineering	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.
7	The computerised system for the recording of TROs be kept up to date or an alternative IT solution developed and maintained.	Park Map to be updated with consolidation order and amendment order. The effectiveness and functionality of Park Map is to be reviewed against alternative ICT solutions.	24 Feb 2006 1 July 2006	Complete/On going On going	Head of Transport and Engineering Head of Transport and Engineering / Assistant City Solicitor	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. Training in the use of Parkmap has been given by the software supplier Buchanan.

No.	<u>Recommendations</u>	<u>Action</u>	<u>Target Date</u>	<u>Progress</u>	<u>Responsible</u>	<u>Comments</u>
8	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>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>Completed</p> <p>Ongoing</p>	<p>Head of Transport and Engineering</p> <p>Head of Transport and Engineering</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>
9	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>NCP instructed to carry out inspection of lines and signs as part of their patrolling.</p> <p>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</p> <p>26 May 2006</p> <p>31 March 2006</p> <p>1 April 2006</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>	<p>Head of Transport and Engineering</p> <p>Head of Transport and Engineering</p> <p>Head of Transport and Engineering</p> <p>Head of Transport and Engineering</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>

<u>No.</u>	<u>Recommendations</u>	<u>Action</u>	<u>Target Date</u>	<u>Progress</u>	<u>Responsible</u>	<u>Comments</u>
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	Assistant City Solicitor / Manager, 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	NCP to be formally written to clarify the current position regarding the specification. Suitable amendments will be made to the	4 Feb 2006 October 2010	Complete Ongoing	Parking Services Team Leader Parking Services	Completed 5 April 2006 Any new contract will

<u>No.</u>	<u>Recommendations</u>	<u>Action</u>	<u>Target Date</u>	<u>Progress</u>	<u>Responsible</u>	<u>Comments</u>
	with NCP.	specification at the next contract renewal.			Team Leader	incorporate this and any other necessary changes
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 Ongoing	Head of Transport and Engineering Head of Transport and Engineering Manager, Traffic, Parking and Road Safety and Parking Services Team	Completed 13 April 2006 Completed This review will be undertaken throughout the life of the contract.

No.	<u>Recommendations</u>	<u>Action</u>	<u>Target Date</u>	<u>Progress</u>	<u>Responsible</u>	<u>Comments</u>
					Leader	
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 Ongoing	Parking Services Team Leader Parking Services Team Leader	Completed 5 th April 2006 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 / Head of Transport and Engineering	Completed 20 Feb 2006
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	Ongoing	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 Authority will be sought from the City Treasurer to write off irrecoverable sums and such authority will	16 June 2006 30 June 2006 Annually	Ongoing Ongoing Ongoing	Parking Services Team Leader Parking Services Team Leader Parking Services Team Leader	This work is in progress and procedures will be developed based upon existing Council procedures Authorisation to write off irrecoverable sums since

<u>No.</u>	<u>Recommendations</u>	<u>Action</u>	<u>Target Date</u>	<u>Progress</u>	<u>Responsible</u>	<u>Comments</u>
		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.				the commencement of DPE will be sought as soon as possible. Thereafter a system to deal with this issue will be introduced.
21	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.	This will be considered as part of the quarterly meeting between NCP and the Head of Transport and Engineering. Discuss with other DPE Authorities about benchmarking initiatives	13 April 2006 30 May 2006	Complete Ongoing	Head of Transport and Engineering Parking Services Team Leader	Quarterly meetings now consider this issue. Information has been obtained from another DPE Authority. Work is on going in the development of suitable performance indicators for the City
22	Where an appeal is allowed, the information held in the spreadsheet	PCN record processes protocol to be further developed in order to address this recommendation. Learning points will be discussed at the monthly	30 June	Complete	Parking Services Team Leader	The recording system has been amended and improved to address this

<u>No.</u>	<u>Recommendations</u>	<u>Action</u>	<u>Target Date</u>	<u>Progress</u>	<u>Responsible</u>	<u>Comments</u>
	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.	meetings with NCP or Legal Services where appropriate.				recommendation.
23	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.	Scheme of delegation to be re-visited to ensure that responsibility for the operation of the DPE scheme is clearly allocated. 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.)	30 May 2006 8 September 2006	Ongoing Ongoing	Head of Transport and Engineering and Performance Development Manager Head of Transport and Engineering and Performance Development Manager	The scheme of delegation is currently being reviewed. Any amendments necessary will be made in conjunction with that review. The Directorate has a comprehensive performance monitoring framework. It will be revised to incorporate relevant performance information to give assurances over service provision.
24	A logging system be	System to be developed along with contract	30 June 2006	Complete	Parking Services	

<u>No.</u>	<u>Recommendations</u>	<u>Action</u>	<u>Target Date</u>	<u>Progress</u>	<u>Responsible</u>	<u>Comments</u>
	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.	monitoring role. Include as standard item on agenda	1 Feb 2006	Complete	Team Leader Parking Services Team Leader	Completed 20 March 2006

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

ENVIRONMENTAL AND PLANNING REVIEW COMMITTEE

19 JUNE 2006

REQUEST FOR INCLUSION OF ITEM ON THE AGENDA – COUNCILLOR P WOOD

LINK TO WORK PROGRAMME – MEMBERS ITEM

Report of the City Solicitor

1. Purpose of Report

- 1.1 To consider a request from Councillor P Wood for the inclusion of an item on to the agenda of the Committee.

2 Background

- 2.1 Councillor P Wood has requested that an item be placed on the agenda of the Committee concerning the reasons behind a six week delay to the inquiry into the City of Sunderland Unitary Development Plan (Alteration No.2).
- 2.2 Councillor Wood requests that it would be appropriate for any additional information to be made available e.g. quantifying any costs arising.
- 2.3 As the request was received as the agenda was going to print an oral report will be given at the meeting.
- 2.4 In line with the Constitution of the Council and in accordance with the approved protocol for placing items on the agenda, the Committee may choose to respond based on the following framework:-
- 2.4.1. The Committee may determine that the item is not relevant to the functions of the Committee. In these circumstances the Committee can resolve to take no action or may refer the item to another Review Committee, or to the Policy and Co-ordination Committee to determine responsibility.
- 2.4.2 If the issue is linked to an existing work programme item (within the next two cycles) then it should be discussed as part of that item and included in any officer report.
- 2.4.3 If the issue is a new item of business, the Review Committee may:
- (a) Request a response in writing (with copies to all Members of the Committee)
 - (b) Request a presentation to a future meeting of the Review Committee
 - (c) Request a report to a future meeting

- (d) Decide that the issue raised does not merit any response beyond noting the matter
- (e) Decide to express a view or make a recommendation, by resolving accordingly, if the Committee considers it has sufficient information to make a fully informed decision.

3. Recommendation

- 3.1 The Committee is asked to consider the request.

4. Background Papers

- 4.1 Memo dated 8 June 2006 from Cllr P Wood

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