

PLANSelby
Delivering the Vision

Initial Consultation on the Draft Sites and Policies Local Plan

Selby District Council
DRAFT Engagement Plan

November 2014

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1. Aims and Objectives

- 1.1 The Council is preparing a 'Sites and Policies Plan', known as **PLANSelby** to deliver the homes and jobs and other policies contained in the Council's Core Strategy document.
- 1.2 The Council is currently consulting on PLAN Selby which will support growth in the whole District over the next decade or so.

Further information on the consultation can be found in the Access Selby Customer Contact centre in Selby and at local Libraries and on the Council's website at www.selby.gov.uk/PLANSelby

- 1.3 Good plans are based on robust evidence and informed by appropriate engagement and cooperation. In order to produce a legally compliant and sound plan, the Council must ensure that it has met its Duty to Cooperate and that the plan has been positively prepared, as well as having been subject to on-going engagement.
- 1.4 This document is the **Engagement Plan** for **PLAN Selby** and sets out how the Council will engage with the public, stakeholders, public bodies and statutory consultees throughout the preparation of the plan taking into account statutory requirements, local circumstances and available resources. By the time of Submission, it will have been updated at each stage to demonstrate what we have done to ensure full and proper engagement.
- 1.5 This Engagement Plan has been prepared to ensure that the process of preparation of the plan is in compliance with the statutory requirements, the National Planning Policy Framework and the adopted Statement of Community Involvement but also to ensure that stakeholders and the public are engaged to ensure (as far as is practicable) that the document
- reflects the needs of the District and its communities
 - is technically robust and based on sound evidence
 - enjoys broad consensus
- 1.6 The Engagement Plan is not intended to be a strict checklist but a guide to what to expect within a flexible framework.
- 1.7 This Engagement Plan should be read in conjunction with the **Duty to Cooperate Statement** for **PLAN Selby** which deals specifically with matters relating to the legal and soundness tests for the Duty under Section 33A of the Localism Act 2011.

We are asking the public and other stakeholders to give us their views on this Draft Engagement Plan as part of the Initial Consultation on PLAN Selby

2. Background

Statutory Requirements

- 2.1 The statutory requirements for public participation and cross-boundary cooperation on Local Plans (such as the Selby District Sites and Policies Local Plan, known as PLAN Selby) are set out in the Planning and Compulsory Purchase Act 2004 (as amended) and the Town and Country Planning (Local Planning) (England) Regulations 2012 which set out how people may be involved in the plan making process.

Policy Requirements

- 2.2 Engagement beyond the statutory requirement is also necessary to ensure PLAN Selby meets the Soundness Tests and is justified and deliverable. Planning Policy Statement (PPS) 12 previously set out the principles of community engagement and involvement within planning.
- 2.3 PPS12 has been superseded by Paragraph 155 of the National Planning Policy Framework (NPPF) which makes it clear that early and meaningful engagement and collaboration with neighbourhoods, local organisations and businesses is essential. A wide section of the community should be proactively engaged, so that Local Plans, as far as possible, reflect a collective vision and a set of agreed priorities for the sustainable development of the area, including those contained in any neighbourhood plans that have been made.
- 2.4 Paragraph 157 of the NPPF goes on to say that crucially, Local Plans should be based on co-operation with neighbouring authorities, public, voluntary and private sector organisations.

Local Development Scheme (LDS)

- 2.5 Local plan documents must be prepared in accordance with the Local Development Scheme (LDS). PLAN Selby will be prepared in accordance with the LDS which the Council approved for 2013-2016 in October 2013. The Executive approved a revised timetable for the SAPP in January 2014.
- 2.6 The Council's Authorities Monitoring Report (AMR) will monitor progress of PLAN Selby against the LDS and may recommend changes to the LDS as milestones can change for various reasons.

Conformity with the Selby District Core Strategy Local Plan

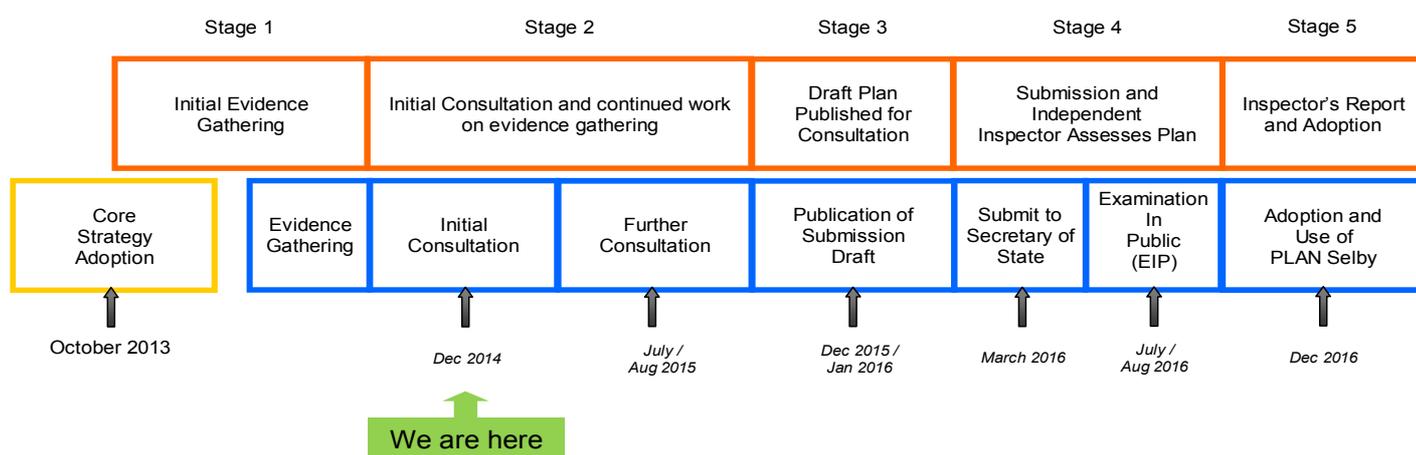
- 2.7 PLAN Selby is being developed in line with the adopted Selby District Core Strategy which was adopted in 2013. PLAN Selby will build upon those agreed strategic priorities and policies, and develop more detailed policies and site specific proposals to deliver the Core Strategy.

Statement of Community Involvement (SCI)

- 2.8 The Council’s Statement of Community Involvement (SCI), adopted in 2007¹, sets out how stakeholders, including hard to reach groups, will be involved in the production of the Local Plan documents in Selby District. Members of the public are encouraged to be actively involved in the production of Local Plan documents, as policy developments will directly affect the area in which they live, work and visit.
- 2.9 The SCI sets out a list of the main groups who will be involved in the production of Local Plan documents in the District. This list is divided into Specific Consultation Bodies, Government Departments, General Consultation Bodies, Other Consultees, and Other Individuals and Organisations to consult. It emphasises the roles of, elected Councillors, Parish and Town Councils and voluntary and community groups.
- 2.10 In carrying out engagement on PLAN Selby the Council will comply with the SCI. This Engagement Plan sets out more specific methods of engagement appropriate for PLAN Selby within the overall framework established by the SCI.

3. Process of Engagement on PLAN Selby

3.1 The Council has chosen to undertake two public participation stages prior to issuing a Publication Draft in order to ensure everyone has a chance to be involved in the plan preparation stage² - this ‘Initial Consultation’ and a ‘Further Consultation’ which will be the focus for on-going engagement. Each period will be for a minimum of 6 weeks.



¹ http://www.selby.gov.uk/upload/Adopted%20SCI_with_cover_051207.pdf

² See Appendix 1 of the main PLAN Selby document for further details on the plan preparation process www.selby.gov.uk/PLANSelby.

- 3.2 Engagement is not restricted to these periods of public participation. Outside these public participation exercises the Council will be undertaking awareness raising activities, evidence gathering exercises and topic focussed engagement with relevant bodies and will undertake any duty to cooperate.
- 3.3 The Council will begin to formulate the preferred strategy for PLAN Selby using the information gathered through engagement and an evaluation of the reasonable alternatives using:
- responses to public participation consultations
 - information from evidence gathering activities
 - outcomes of Sustainability Appraisal (SA)³,
 - findings from community participation, and
 - information from focussed engagement activities
- 3.4 All formal consultation responses will be published on the website and will be reported at decision making meetings. Evidence gathered will be published on the website as plan preparation progresses.
- 3.5 Notes will be maintained of key individual and collective responses received from stakeholder and the public following engagement activities. The objective of such record keeping will be to ensure an audit trail of decision making in plan preparation. Such notes and records are not intended to record verbatim each response or decision but to ensure that the Council can show that it has considered feedback from all engagement activities and how those have been taken into account when changes have been made to documents.

3.6 **Identifying and contacting consultees and stakeholders**

We will:

- Maintain a Consultation Database⁴ of who we consider are stakeholders ('consultees'⁵) and which also includes persons who have notified us that they wish to be involved in Local Plan matters or who have contacted us about such matters previously - *please send us your details if you wish to be kept up to date.*
- Send an email or letter to persons and bodies on the Consultation Database informing people of engagement activities and key documents released for consultation in line with the SCI
- Publish a Newsletter to keep stakeholders up-to-date with progress of the Plan

³ See the associated documents to PLAN Selby for further information on SA at www.selby.gov.uk/PLANSelby

⁴ The 'Local Development Framework' or LDF Database

⁵ The 'long list' of consultees from the SCI

3.7 **How we will ensure wider awareness to maximise engagement**

- We will issue Press Notices in local newspapers at the start of formal consultations
- We will issue regular press releases to ensure news of progress on PLAN Selby is distributed across the District.
- We will use the Council's newspaper Citizen Link which is delivered to all households every 6 months
- We will make information available on the Council website www.selby.gov.uk
- Social networking – As an authority we have Facebook and a Twitter account; these are also tools in which the authority can distribute wider publicity for consultation and explore new ways of communicating
- Posters will be displayed advertising where documents can be viewed for example in Council office and libraries, on Parish and Town Council notice boards, in doctors' surgeries, local shops and supermarkets where possible and appropriate
- Displays will be provided for Community Engagement Forum (CEF) meetings⁶

3.8 **How we will make documents available**

Hard copies of consultation documents will be available to inspect during normal office hours at:

- Access Selby Customer Contact Centre, Market Cross, Selby
- Libraries at Selby, Tadcaster, Sherburn in Elmet, Barlby and in mobiles

Electronic copies are available to inspect and down load at:

The Council website www.selby.gov.uk

Copies of consultation documents can be made available on CD on request free of charge

3.9 **Face to face contacts**

Subject to resources we will consider:

- Holding public meetings or drop in sessions or workshops at key stages
- Using consultants to facilitate events
- Setting up pop-up stalls at community locations such as supermarkets

⁶ See website for more information on CEFs <http://www.your-community.org.uk/>

3.10 **Accessibility and Format of documents**

- We will seek to ensure equality of access to material and opportunity to make representations
- Our Engagement Plan will be subject to Equality Impact Screening
- We will use Plain English principles as much as we can whilst meeting requirements of legislation
- We will make documents available in large format or other languages if requested and where practicable to do so

We will produce summary leaflets and material for exhibitions/ meetings

3.11 **How we will ensure that submitting representations is made easier**

- Representations may be made in writing including by email
- We will provide questionnaires or forms to complete in hard copy or electronic format
- We will consider the use of questionnaires using online survey software

How we will engage with specific groups

Stakeholders

- 3.12 Many stakeholders will be on our Consultee Database (which creates our mailing list) and will therefore be notified at key stages of preparation and consultation. The mailing list is never closed and any stakeholder who wishes to be added to the list can contact us at any time.
- 3.13 In addition many stakeholders will be made aware of preparation and consultation via the on-line materials or through events or public meetings including Community Engagement Forums (CEFs) as highlighted above.
- 3.14 The Council also holds regular forum meetings with developers and agents and will use these meetings to provide an update on plan preparation and public consultation periods.
- 3.15 The Council may seek specific comments from key stakeholders including major landowners affected by PLAN Selby as it is prepared. In addition stakeholders may request a face to face discussion with the Council on aspects of PLAN Selby as it is prepared

Topic based focussed engagement

- 3.16 The above approach seeks to identify broad approaches to engagement. In addition, by focusing on the topics proposed to be covered by PLAN Selby and related activities on the evidence gathering process on those topic areas, we

can focus engagement with specific residents and businesses and other stakeholders.

- 3.17 This next section covers these as well as other key engagement projects which inform PLAN Selby such as the Sustainability Appraisal and the Infrastructure Delivery Plan.

Employment and Town Centre Issues

- 3.18 This will particularly involve engagement with private sector and members of public on employment, town centre and commercial / leisure interests and major landowners.
- 3.19 The Council has already commissioned consultants to undertake an Employment Land, Retail, Commercial and Leisure Study who have undertaken telephone surveys and will target surveys and consultation with key bodies.

The following are considered to be key stakeholders in respect of Employment and Town Centre issues:

- Leeds City Region Local Enterprise Partnership
- North Yorkshire & York and East Riding Local Enterprise Partnership
- Selby Town Enterprise Partnership
- Chambers of Trade
- Major landowners and large employers
- Property and land agents
- Business community other associations

Housing Growth and Housing Issues

- 3.20 The Council already has developed close working with a range of contacts within the District on for example the Strategic Housing Land Availability Assessment (SHLAA) and the Developers and Agents Forum and this collaborative approach will be continued. PLAN Selby evidence base updates will also provide further opportunities for positive engagement through further projects such as a new Strategic Housing Market Assessment (SHMA) which is programmed to be undertaken.
- 3.21 Further cross-boundary engagement with neighbouring local authorities has taken place through the recent joint work within the Leeds City Region on housing market areas and objectively assessed needs common methodology and will continue.
- 3.22 Other activities in the council such as housing / tenants forums and meetings with the Homes and Communities Agency (HCA) and Registered Providers of social housing (housing associations) will also be used where appropriate to cascade information and seek feedback.

The following are considered to be key stakeholders in respect of Housing Growth and Housing Issues:

- Home Builders Federation and local house builders – independents and national house builders
- Registered Providers (housing associations)
- Homes and Communities Agency
- Local Enterprise Partnerships (LEPs)
- Major landowners
- Planning and Land/Property agents
- Strategic Housing Land Availability Assessment working group
- Parish and Town Councils

Travellers

- 3.23 Travellers of all ethnic and cultural backgrounds have been involved in many planning issues in recent years, including the Selby District Traveller Needs Assessment in 2012/2013. The consultants (Peter Brett Associates) have established a strong relationship with several local travellers, and they may be further included in developing the PLAN Selby.
- 3.24 There are also a number of national and regional traveller representatives/spokespersons such as the Leeds Gypsy and Traveller Exchange (Leeds GATE). A North Yorkshire Gypsy Liaison partnership is also active, with cross-boundary links to other traveller groups. The Council will seek to work with these groups.
- 3.25 Travellers are frequently classed as a hard-to-reach group, and so the Council will establish opportunities to engage directly with traveller groups using methods that are appropriate to their needs. Such methods can be established at each stage of consultation to ensure that they are effective.
- 3.26 In addition we will investigate the options for a specific workshop addressing traveller issues

The following are considered to be key stakeholders in respect of Travellers issues

- Traveller Needs Assessment 2013 liaison contacts
- The travelling community
- Leeds GATE
- North Yorkshire Gypsy Liaison partnership

Potential Changes on the edge of Settlements – Green Belt, Development Limits, Strategic Countryside Gaps

- 3.27 The Council plan to undertake a separate study which will jointly review Green Belt boundaries, Development Limits and Strategic Countryside Gaps.⁷
- 3.28 The Council proposes to engage consultants to undertake a Green Belt Review. The combined study will be undertaken - but not part of this Initial Consultation on PLAN Selby – instead in a separate exercise and be subject to its own consultation as appropriate. Consultants will have access to the Consultees Database.
- 3.29 The review process will be done in three stages:
1. Methodology: Agree methodology and criteria;
 2. Appraisal: apply the methodology and criteria to make recommendations as to where changes *could* be considered. The Appraisal itself will not actually enact any changes or seek to justify any changes – it will be a stand-alone background paper as part of the evidence base.
 3. Apply any changes: PLAN Selby itself will use the background appraisal alongside other evidence as required if there is the need to make any amendments to the Green Belt boundary, Strategic Countryside Gaps or Development Limits. PLAN Selby must establish any exceptional circumstances for any Green Belt Change.

The following are considered to be key stakeholders in respect of Green Belt issues

- Adjoining Green Belt Local Planning Authorities - Leeds, York, Harrogate, Wakefield, and Doncaster and ERYC
- Key landowners in Green Belt areas
- Town and Parish Councils in Green Belt areas
- Community Engagement Forums in Green Belt Areas
- Cs and PCs and CEFs

Potential Visions for the Three Town Centres

- 3.30 Key focuses for growth are Selby Town and the two Local Service Centres of Tadcaster and Sherburn-in-Elmet. Our plans need to focus on our ambitions for growth and regeneration taking into account land availability and resources.
- 3.31 The Core Strategy sets out the overall framework and long term vision for what these places need to aspire to and achieve over the plan period so PLAN Selby needs to consider what the reasonable alternative options are for this. That is, site specific policies and proposals including site allocations for new

⁷ See Section 3 (T3) of PLAN Selby for further information on these topics.

development of all types⁸.

- 3.32 Key stakeholders will be involved in evidence gathering and analysis through themed events, briefings (written and verbal) and face to face meetings and discussions

The following are considered to be key stakeholders in respect of the 3 main settlements:

Selby

- Local Ward Councillors
- Selby Town Council
- North Yorkshire County Council
- Central Area and Eastern Area Community Engagement Forums
- Selby Town Enterprise Partnership
- Selby Civic Society
- Selby Chamber
- Key landowners
- Selby College, Selby High School, Brayton College, Primary Schools
- General Practices (doctors)

Tadcaster

- Local Ward Councillors
- Tadcaster Town Council
- North Yorkshire County Council
- Selby Chamber
- Tadcaster and Villages Community Engagement Forum
- Key landowners
- Tadcaster Grammar School and Primary Schools
- Sports Clubs and Community Groups
- Medical Centre

Sherburn- in Elmet

- Local Ward Councillors
- Sherburn-in-Elmet Parish Council
- North Yorkshire County Council
- Western Area Community Engagement Forum
- Selby Chamber
- Industrial estate occupiers and owners
- Sherburn in Elmet Community Association
- Key landowners
- Sherburn High School and Primary Schools
- Sports Clubs and Community Groups
- Community Action Group
- Sherburn Aero Club
- Sherburn Group Practice (doctors)

⁸ See Section 5 of PLAN Selby for further information on these topics.

Engagement through evidence base

- 3.33 In addition to the focus on engagement through evidence base work (for example the Strategic Housing Land Availability Assessment, Strategic Housing Market Assessment, Employment Land Review, Retail, Commercial and Leisure Study, Parish Services Survey etc.) there are a number of other key evidence base activities which will involve engagement to inform the preparation of PLAN Selby:
- 3.34 A **Highways Assessment Study** is already under way and will assess the current capacity of the main road network in the District. Once this is established, a scenario-based growth projection in houses will be established to assess the potential effects of more traffic on the roads. The outcome will be to establish where development should be focussed to minimise further impact, and if necessary where improvements in roads are necessary to accommodate more traffic.
- 3.35 **The Strategic Flood Risk Assessment** will be reviewed to determine where any updates or further work is required. The Council will work with the Environment Agency, Internal Drainage Boards, North Yorkshire County Council and other bodies to scope this work. The Council will appoint consultants to undertake the project.
- 3.36 The Council's **Parish Services Survey** provides information from Town and Parish Council on existing service and facilities and highlights local issues as a basis for on-going dialogue and engagement. We will regularly update the survey and envisage that we will discuss the outcomes as part of engagement on PLAN Selby through a focussed Parish Forum event.

Other Key Projects are:

Sustainability Appraisals (SA) and Strategic Environmental Assessments (SEA) and Assessment under the Habitat Regulations (HRA)

- 3.37 To ensure that policies and proposals within the plan period⁹ contribute to sustainable development, each document produced for the Local Plan will be subject to a Sustainability Appraisal (SA), incorporating the requirements of the EU Directive on Strategic Environmental Assessment (SEA).
- 3.38 The Scoping Report for the SA/SEA for PLAN Selby sets out the key issues and methodology to be considered in the SA and how these have been derived. In accordance with The Act the consultation will contribute to the development of sites and sustainability appraise reasonable alternatives¹⁰.

⁹ for PLAN Selby that is 2011 to 2027

¹⁰Section 19 (5) of the Planning and Compulsory Purchase Act (Amended) 2004, Regulations 12 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 and A Practical

PLAN Selby will ultimately set out all the sites which have been specifically identified for development in order to meet the Council's vision, objectives and the strategic policies within the Core Strategy, along with more detailed policies to replace the existing Selby District Local Plan (adopted 2005).

- 3.39 These environmental reports gather more information through the opinions and concerns of the public. An assessment will be made of any significant changes to ensure that the environmental implications of any significant changes to the draft PLAN Selby at each stage will be taken into account in deciding the final form of the SAPP ready to be submitted for examination.
- 3.40 The Habitat Regulations Assessment (HRA) follows different legislation in an assessment of the potential impacts upon the Natura2000 wildlife and habitat designations. The Council will ensure that the HRA is consulted upon with the key stakeholders and statutory organisations at each stage to reduce any negative impacts upon these sites and PLAN Selby progresses.
- 3.41 For the purposes of this Initial Consultation, report for each of SA, SEA and HRA has been prepared and made available for comments alongside the main PLAN Selby document. For further information on SA/SEA/HRA see section 1 of PLAN Selby and the separate documents themselves which can be found at www.selby.gov.uk/PLANSelby.

Infrastructure Delivery Plan (IDP)

- 3.42 The Infrastructure Delivery Plan (IDP) provides a resource which outlines the presence of, and planned delivery of, infrastructure which is relevant to the area covered by the Local Plan. It brings together in one document the investment plans of many different organisations, in both the public and private sector.
- 3.43 Infrastructure partners are diverse, and include bodies that provide physical infrastructure such as the highways authority, education authority, and utility companies. It also covers other bodies such as Yorkshire Wildlife Trust, Sport England and the Police who provide other types of social and environmental infrastructure.
- 3.44 The IDP is an evolving document and so the Council is committed to communicating on a regular basis with the key stakeholders through formal consultation, meetings and correspondence. Stakeholders and infrastructure providers are kept informed of the progress of new policy documents and of proposals that may impact on their service, together with being involved in master planning exercises for sites where appropriate. This allows them to plan appropriately for infrastructure within their own budgets and strategies to ensure that the plan is deliverable.
- 3.45 For further information on the IDP and infrastructure needs see section 3 (T4) of PLAN Selby Initial Consultation document and the separate IDP itself which can be found at www.selby.gov.uk/PLANSelby.

- 3.46 The IDP will be updated and published at each stage of preparing PLAN Selby as part of the suite of PLAN Selby documents. This will ensure that infrastructure issues are considered alongside other issues raised.

Link to other plans and strategies allows wider engagement

- 3.47 Engagement is undertaken on other policies and strategies which link into PLAN Selby, so views are taken into account in this way too. Examples include:
- North Yorkshire Sub-Regional Housing and Homelessness Strategy 2010-15
 - Selby District Community Safety Partnership
 - The North Yorkshire Community Plan 2011-14
 - Draft Supplementary Planning Documents
- 3.48 Engagement on matters in relation to local / regional economy, local transport plans, transport facilities and services and waste / hazardous strategies will be undertaken working in partnership with North Yorkshire County Council.

4. Conclusions and next Steps

- 4.1 This first Engagement Plan for PLAN Selby seeks to identify how we will engage with people and bodies to prepare a plan based on a collaborative approach. It is not intended to be a strict checklist, but instead a guide to what to expect within a flexible framework. There will be amended approaches depending on circumstances at the time.
- 4.2 Whilst it doesn't exhaustively list everyone who we will consult - have we missed anybody and are there different or better ways in which to involve the right people?

This Engagement Plan is the first draft and we want your views on whether you think we've got it right

- 4.3 Your comments will be taken into account in developing the collaborative approach throughout plan preparation to seek to ensure that we can tailor communications to stakeholders needs and undertake appropriate positive engagement resulting in a sound plan at the end of the process.