



JOINT PLANS PANEL

Meeting to be held in the Civic Hall, Leeds on
Thursday, 28th January, 2016 at 10.00 a.m.

MEMBERSHIP

Councillors

Councillor Javaid Akhtar
Councillor Barry Anderson
Councillor Jonathan Bentley
Councillor David Blackburn
Councillor Colin Campbell
Councillor Ann Castle
Councillor Brian Cleasby
Councillor David Congreve
Councillor Mick Coulson
Councillor Robert Finnigan
Councillor Ronald Grahame
Councillor Caroline Gruen
Councillor Peter Gruen
Councillor Sharon Hamilton
Councillor Mary Harland
Councillor Julie Heselwood
Councillor Maureen Ingham

Councillor Asghar Khan
Councillor Graham Latty
Councillor Thomas Leadley
Councillor R Lewis
Councillor Christine Macniven
Councillor A McKenna
Councillor James McKenna
Councillor Stuart McKenna
Councillor Elizabeth Nash
Councillor John Procter
Councillor Rachael Procter
Councillor Kevin Ritchie
Councillor Brian Selby
Councillor Alice Smart
Councillor Eileen Taylor
Councillor Christine Towler
Councillor Neil Walshaw
Councillor P Wadsworth
Councillor G Wilkinson
Councillor Rod Wood

Agenda compiled by:
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A G E N D A

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1			ELECTION OF THE CHAIR To formally nominate the Chair for the meeting	
2			APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS To consider any appeals in accordance with Procedure Rule 15.2 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded) (*In accordance with Procedure Rule 15.2, written notice of an appeal must be received by the Head of Governance Services at least 24 hours before the meeting)	
3			EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC 1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report. 2 To consider whether or not to accept the officers recommendation in respect of the above information. 3 If so, to formally pass the following resolution:- RESOLVED – That the press and public be excluded from the meeting during consideration of those parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows	

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4			LATE ITEMS To identify items which have been admitted to the agenda by the Chair for consideration (The special circumstances shall be specified in the minutes)	
5			DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.	
6			APOLOGIES FOR ABSENCE	
7			MINUTES OF MEETING HELD ON 16 JULY 2015 To confirm as a correct record, the minutes of the meeting held on 16 July 2015.	1 - 6
8			PLANNING SERVICES PERFORMANCE REPORT To receive and consider the attached report of the Chief Planning Officer	7 - 24
9			TRAVEL PLANS IN THE PLANNING PROCESS IN LEEDS To receive and consider the attached report of the Transport Services Development Manager.	25 - 44
10			PUBLIC SPEAKING PROTOCOL To receive and consider the attached report of the Chief Planning Officer	45 - 58
11			HOUSING AND PLANNING BILL UPDATE To receive and consider the attached report of the Chief Planning Officer	59 - 66

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Joint Plans Panel

Thursday, 16th July, 2015

PRESENT: Councillor C Gruen in the Chair

Councillors J Akhtar, B Anderson,
J Bentley, D Blackburn, A Castle,
B Cleasby, R Finnigan, R Grahame,
C Gruen, P Gruen, S Hamilton, A Khan,
G Latty, T Leadley, C Macniven,
S McKenna, E Nash, B Selby, C Towler,
N Walshaw, G Wilkinson and R Wood

1 Election of the Chair

RESOLVED – That Councillor C Gruen be elected as Chair for the meeting.

2 Late Items

The Chair allowed the following late item to be considered:

- Chancellor's Statement to Parliament – 10th July 2015

The Agenda for Joint Plans Panel had been despatched prior to the Chancellor's Statement.

3 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests.

4 Apologies for Absence

Apologies for absence were submitted on behalf of Councillors C Campbell, D Congreve, M Coulson, M Harland, J Heselwood, M Ingham, R Lewis, A McKenna, J McKenna, K Ritchie and A Smart.

5 Minutes - 26 February 2015

RESOLVED – That the minutes of the meeting held on 26 February 2015 be confirmed as a correct record subject to the inclusion of Councillor G Wilkinson under attendance.

6 Matters Arising from the Minutes

Minute 20 – Planning Review Update

Compulsory training for Members would include the scope of work done by Building Control.

Minute 23 – Community Infrastructure Levy

An update on the impact of the Community Infrastructure Levy was requested for the next meeting of the Joint Plans Panel.

7 End of year performance report for 2014-15

The report of the Chief Planning Officer provided Members with a performance update for 2014-15.

Issues highlighted from the report included the following:

- Planning had operated within a tight budget over the past year and had remained in credit.
- Challenges included the introduction of the Community Infrastructure Levy (CIL) and National Permitted Development Guidance.
- A large number of major significant applications had been signed off prior to the introduction of CIL which involved substantial numbers of legal agreements .
- Introduction of a new pre-application service at the start of February which had generated additional income and seems to be working well.
- There had been a major pick up in terms of development around the city.
- There had been significant improvements in performance partly due to extension of time with applications where changes had been necessary.
- 86% of applications had been approved.
- Customer Services Excellence award had been reaffirmed for the whole of Planning Services.
- There had been a lower number of complaints and ombudsman referrals.
- There had been a slight increase in the number of officer recommendations overturned by Panels and at appeal there had been a 50/50 split on these decisions which demonstrated the fine balance on some applications. There had been no costs awarded against the Council on these decisions.
- There had been more formal enforcement action taken within Leeds than other core cities.
- There would be a continual challenge for Planning due to reform of planning legislation and guidance.

In response to Members comments and questions, the following was discussed:

- Enforcement key cases list – not all cases were reported to Ward Members and it would be investigated how we could do this easily without having to spend a lot of time updating a list..
- E-planning and reference to the site allocation process in terms of how representations will be made.
- Request for a breakdown of the percentage of new houses that were either brownfield or greenfield sites in the city as a whole and for Morley.
- Monitoring and enforcement of To Let Boards following the adoption of a code of practice.
- HMO's and related enforcement issues due to associated problems of disturbance and waste – a paper explaining controls was requested..

- Appeals on overturned officer recommendations – it was clarified that these had all been done by written representation and that officers had defended the decisions on behalf of the Council.
- Members expressed congratulation to the Planning service on performance in 2014/15 and the success in both major and minor applications and the progress made despite the challenges

RESOLVED – That the report be noted.

8 Housing Growth Workshops

The report of the Chief Planning Officer informed Members of a series of recent workshops that had taken place with representatives of house builders.

Issues highlighted from the report included the following:

- A major workshop had been held in January. Discussion included a review of the memorandum of Neighbourhoods for Living guidance and design issues.
- Further workshops had been held on the pre-application process, determination (including Section 106) and what happens when developments get on site.
- Pre-applications had been regarded as useful but there was some debate about the format of position statements.
- Viability – more work was needed with housebuilders regarding viability and there had been discussions regarding this with other West Yorkshire authorities.

In response to Members comments and questions, the following was discussed:

- The importance of getting design right and the early involvement of Ward Members and paying attention to the local context.
- Employment, skills and local recruitment.
- Issues relating to viability – it was suggested that some kind of training or workshop would be useful.
- Flexibility on deadlines was supported to get the quality of schemes right.
- Consistency on decision making across the different Plans Panels.

RESOLVED – That the report be noted.

9 Permitted development and changes to the Use Classes Order

The report of the Chief Planning Officer updated Members on how the arrangements for the new permitted development rights and Use Class Changes were working and the implications it had in Leeds.

Issues highlighted from the report included the following:

- The impact in Leeds had not been as high as elsewhere.
- There had been few objections to large house extensions.

- There had not been a large uptake on the permission to change office space to residential. This change expires in May 2016 but was expected to be extended.
- There had been eleven applications for change of use from agricultural to residential. Nine of these had been refused.
- Concern regarding the change of use for shop premises to financial and professional services and the effect it could have on town centres e.g. letting agents in Headingley.

In response to Members comments and questions, the following was discussed:

- Concern regarding the change of premises in town centres including the increased numbers of cafes, restaurants and charity shops and the lack of control to prevent this.
- Issues relating to car parking and highways.

RESOLVED – That the report be noted.

10 Buildings at Risk

The report of the Chief Planning Officer informed Members of Buildings at Risk and the efforts that had been made to address this issue by securing emergency repairs and securing new uses.

Further issues highlighted in relation to the report included the following:

- The survey of buildings at risk was ongoing and carried out between Leeds City Council, Leeds Civic Trust and volunteers. All listed buildings in Leeds (two and a half thousand) would be surveyed. An appendix to the report listed buildings at risk and this list was likely to increase.
- Twenty one buildings at risk fell within the ownership of the Council.
- The following buildings had been removed from the at risk register:
 - West Lodge, Farnley Lane, Otley – converted to a house
 - 1 Church Walk, off Kirkgate, City Centre – converted to a public house
 - Oakwood Clock – refurbished.
- The following buildings had been identified as priorities from the at risk register:
 - First White Cloth Hall, Kirkgate
 - Temple Mill Lodge, Holbeck
 - Stank Hall Ban, Beeston
 - Hunslet Mill
 - Thorpe Hall, Thorpe on the Hill.
- Other buildings highlighted for priority included the former High Royds Hospital and Wharfedale Hospital buildings.
- With regard to the York Road Library building, there had been discussion with the owners and they were currently looking at preparing a scheme of repairs.

In response to Members comments and questions, the following was discussed:

- The potential for the Council to intervene, carry out works and charge owners for works done.
- Other interventions including compulsory purchase.
- Other properties not listed in the report – it was likely that these had not yet been surveyed.

RESOLVED – That the report be noted.

11 Chancellor's Statement to Parliament - 10th July 2015

The late report of the Chief Planning Officer informed members of the main issues for the planning service in Leeds arising from the Chancellors statement to Parliament on 10th July 2015 and the launch of the document “Fixing the foundations: creating a more prosperous nation”.

Issues highlighted in the report included the following:

- The automatic permission in principle for housing on brownfield sites on the statutory register
- The tightening of performance controls in a number of ways including with local plans and minor applications
- The potential implications arising from plans for starter homes and the presumption in favour to be given to them

Members expressed concerns about a number of the proposed measures including poor quality schemes being given an automatic permission and the likely impact of starter homes on affordable housing provision. It was recognised that many of the measures would require legislative change and that the detail was not yet clear.

RESOLVED - That the report be noted.

12 Date and Time of Next Meeting

Thursday, 28 January 2016 at 10.00 a.m.

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Report of Chief Planning Officer

Report to Joint Plans Panel

Date: 28 January 2016

Subject: Planning Services performance report

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	☐ Yes	☒ No
Are there implications for equality and diversity and cohesion and integration?	☐ Yes	☒ No
Is the decision eligible for Call-In?	☐ Yes	☒ No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	☐ Yes	☒ No

Summary of main issues

1. Members usually receive a performance report at the twice yearly Joint Plans Panel meetings - one covering quarters 1 and 2, and the second reporting performance for the full year. However, as quarter two ended in September 2015, the information is no longer current. Therefore in order to provide members with as much up to date information as possible, this report covers performance for quarters 1 to 3, 2015-16, to the end of December, wherever it is available.
2. In quarters 1 to 3 there has been a slight increase in the number of application compared with the same period last year. There has however been a significant improvement in performance in terms of determination of applications in time compared with the previous year.
3. Performances on the statutory timescale for determining applications in all categories has continued to improve which is due in part to the extensions of time provisions brought in under the Growth and Infrastructure Act, but also due to better project management and proactive working with applicants.
4. Service improvements continue to be made: Actions arising from the 2014 Planning Review are continuing to be implemented, yielding financial as well as operational efficiencies. There have been a number of successful sessions with the volume housebuilders and a conference with the agents who submit household applications to the service. The new pre-application service launched in February 2015 has now been reviewed after six months operation, in consultation with customers, resulting in a

number of changes and enhancements to the service. Operationally, the service continues to move forward with electronic working and paperless planning files in readiness for going through the Council's Changing the Workplace programme.

5. It has nevertheless been a further challenging year, balancing workloads and the available resources within a changing planning environment, brought about by the pick-up in the economy, the reduction in public expenditure and pressure on budgets and the Governments planning reform agenda which continues apace.

Recommendations

6. Members are asked to note the report and comment as they feel appropriate and to receive a further performance report in six months' time.

1 Purpose of this report

- 1.1 At the last Joint Plans Panel meeting on 16 July 2015, members received and noted a year end performance report for planning services for 2014-15. It was resolved that the Joint Plans Panel would receive a report covering quarters 1 and 2 of 2015-16 at its next meeting. As quarter 2 ended in September, performance information up to quarter 3 data has been provided to present the most up to date information available.
- 1.2 This report is presented for information and comment.

2 Background information

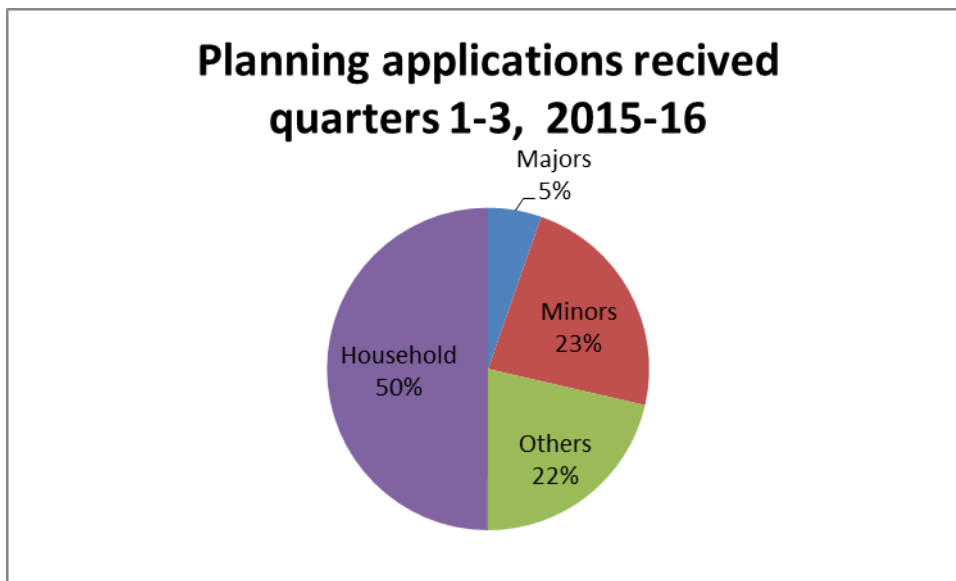
- 2.1 In the first three quarters of financial year 2015-16, the service continued to deal with a significant workload, whilst progressing with a number of large and strategically important planning applications. This is in the context of a seemingly ever evolving national planning policy picture, as part of the government's planning reform agenda and a pick-up in the economy.
- 2.2 The number of planning applications received in quarters 1 to 3 of 2015-16 has increased by 1.5% compared to the numbers received in the same period in 2014-15. Performance against time targets for determining applications has improved further across all categories. It is particularly important to meet time targets for majors as this has implications on the planning guarantee whereby out of time majors over 26 weeks old are liable for their fee to be returned. Additionally, authorities risk going into special measures if they have more than 50% of major application decisions out of time in a 2 year period. The designation threshold was raised to 50% in August 2015.
- 2.3 The service uses several measures to determine the quality of decision making including lost appeals, number of complaints and upheld complaints. There are similar levels of complaints as the same period last year; however there has been an increase in the number of Ombudsman complaints. The services' performance on appeals has improved significantly in this time period with number of appeals dismissed now standing at 73.4% after 9 months of 15/16.

- 2.4 The service has an ongoing commitment to service improvement and a number of activities have taken place in quarters 1 to 3 of 2015-16 to ensure the decision making process is robust and accountable and customer service is integral to the organisation. This includes reviewing the pre-application enquiry service introduced in February 2015; working with the volume housebuilders and householder agents and increased use of technology which supports the business and generates operational and financial efficiencies.

3 Main issues

3.1 Planning performance and workload

- 3.1.1 In the reporting period, there have been 3,492 applications submitted, a 1.5% increase compared with the same period last year. 98% of decisions were made by officers under the delegation scheme, a slight increase from the previous year, where 96% decisions were made by officers under delegated powers.
- 3.1.2 There have been 187 major applications submitted in quarters 1 to 3, representing almost 5% of the total workload of the service. The national average for major applications as a proportion of the total workload is around 3%; therefore Leeds continues to receive a greater number of major schemes than the national average. The workload profile for quarters 1 to 3 is demonstrated in the chart below:



- 3.1.3 Household applications account for 50% of the workload of the service, with 1,745 submitted in quarters 1 to 3. It was anticipated that the changes to the permitted development regime allowing larger household extensions without the need for formal planning application, would result in a drop in the workload, however this does not seem to be the case, with household applications continuing to account for around half the workload.

- 3.1.4 Performance on determination times continues to improve as demonstrated in the table below. From 2014-15 extension of time agreements were introduced, so from then, the figures show the total of those applications determined in 8 or 13 weeks and those with extension of time agreements, that is, all applications determined within the agreed timescale. Clearly extension of time agreements have improved performance considerably and are useful tools for providing greater certainty of determination timescale for applicants. Overall, across all application types, 92.9% of applications are determined in the agreed time scale.

	% Majors in time	% Minors in time	% Other in time
Q1 to 3, 2015-16	95.8	90.9	93.4
2014-15	93.6	87.2	92.7
2013-14	73.3	70.3	83.3
2012-13	61.3	77.4	88.9

- 3.1.5 The latest national figures for the period July to September 2015 show that LPAs decided 79% of major applications within 13 weeks or within the agreed time, up from 78% a year earlier¹, therefore not only is Leeds' performance continuing to show improvement, it is also significantly above the national average determination rate.
- 3.1.6 At the end of quarter 2, there were 73 applications in the system which are six months old or more and a decision has not been made. Without an agreement to extend the time period beyond 6 months the planning fee has to be returned under the Planning Guarantee. In quarters 1 and 2, fees have been returned on 2 applications totalling £7,700. However only 9 fees have been returned since the scheme came into force in 2014 totalling £13,819.
- 3.1.7 After 9 months a total of £2,585,145 has been received in planning fees, which although £18,131 down on the budget set for the year so far is some £62,268 more than the same period last year and we are generally on target to meet the fee income anticipated for the year and remain within budget.

3.2 Pre-application

- 3.2.1 The new pre-application enquiry service introduced in February 2015 has made a significant difference to both the fee income and the numbers being received. In the whole of 2014-15 a total of 967 pre-application enquires were received, generating an income of £73,830. In comparison, so far at the end of quarter 3, 2015-16, a total of 278 enquiries have been received, generating £144,000.
- 3.2.2 The new enquiry service was reviewed after six months operation, (described fully in paragraph 5.2 below) and an analysis of the requests for service showed the predicted fall in minor pre-applications. However, the number of requests for the major pre-application service has doubled.

¹ Department Communities and Local Government Planning applications July – September 2015 Statistical Release 17 December 2015

- 3.2.3 The Core Cities carried out an exercise on pre-application income and numbers for the time period 2014-15. The changes to the pre-application service in Leeds started in February 2015 and so the table below captures the “old service” with two months of the new service and does not therefore give an up to date picture. However, it does provide a useful comparison with the Core Cities of income and numbers prior to making the changes and also with the current position at the end of quarter three.
- 3.2.4 Assuming current workload and similar levels of demand for the service, the projected estimated outturn for 2015-16 will be around £172,000. Pre-application income would account for around 6% of the total income of the service. Therefore it is critical to keep this under review and ensure performance in meeting our service standards is being achieved to maintain this essential income stream.

Core City	Pre-app nos	Pre-application income	Planning Application nos	Application income	% pre-app to app income
Bristol	483	£129,000	2969	£1,519,597	8.5%
Sheffield	494	£124,550	3261	£1,820,069	6.8%
Newcastle	343	£67,000	1610	£1,430,674	4.7%
Liverpool	254	£113,560	3367	£3,016,349	3.8%
Leeds	967	£73,830	4511	£3,062,461	2.4%
Nottingham	667	£28,583	1457	£1,342,096	2.1%
Birmingham	1721	-	5209	£3,819,453	0.0%
Manchester	-	-	2792	£2,326,128	0.0%

Core Cities comparison of pre-application income 2014-15

3.3 Permitted development

- 3.3.1 On 30 May 2013 the Government amended legislation to allow certain types of development to go forward without the need for planning permission for a three year period. This included larger single storey rear house extensions. Originally these permitted development rights expired in May 2016, but for household extensions this has now been extended for developments that must be completed by 30 May 2019. In October 2015, the government announced that permitted development rights for conversion of offices to residential will be made permanent. In addition, those already with permission will have 3 years in which to complete the change of use
- 3.3.2 In the first 3 quarters of 2015-16, there have also been 226 notifications of prior approvals for large scale extensions; as mentioned earlier this has not led to the predicted fall in the number of planning applications for house extensions.
- 3.3.3 There are still a number of prior approvals for office to residential schemes being made, 25 between April and December 2015 and most have been approved. The biggest scheme in recent months has been approved and taken up is for 84 flats

at Brunswick Point, Wade Lane and 27 flats on the Headrow. Some large schemes at Queen Street, Headingley Office Park and Arndale Centre in Headingley have not yet been taken up. The government has now signalled that the measure will become permanent and extended to cover demolition and rebuild, but no regulations have yet been received.

3.4 Panel decision making and decisions not in accordance with the officer recommendation

3.4.1 In the first three quarters of 2015-16, 149 applications have been before the Plans Panels and a total of 92 decisions have been made. Four decisions were contrary to officer recommendation: two at the North and East Panel and two at South and West Panel.

3.4.2 Between the end of quarter 2 (September) and the end of quarter 3 (December), there was a considerable increase in the number of items coming before the Panel. In quarters 1 and 2, a total of 87 applications went to Panel in quarter 3 alone a further 62 items. Fluctuations in the workload of the service and of the Plans Panels do have implications on length of meetings and officer resources and the service is working to find flexible solutions to deal with seasonal variations in workloads.

	Q1 to Q3	Q1 and 3 decisions	Q1 to Q3 Majors	Q1 to 3 overturns	Q1 to Q3 Pre-app presentations	Q1 to Q3 Position statements	Comments
Central	40	19	35	0	12	8	2 meetings cancelled
North and East	64	35	16	2	2	2	
South and West	45	38	25	2	0	3	
Total	149	92	76	4	14	13	

3.4.3 In 2014/15 there were a total of 15 member decisions contrary to the officer recommendation at Plans Panels including two approvals and 13 refusals. That has resulted in a total of nine subsequent appeals of which four have been dismissed and five allowed. Only one of the allowed appeals resulted in a partial award of costs against the City Council (settled at just over £3K).

3.1 Major schemes

3.1.1 There have been some significant application submissions in recent months, which include:

- Outline applications for residential development at Great North Road and Church Lane, Micklefield
- Outline for mixed use development and river bridge at City Reach, Kirkstall Road
- Residential led development of up to 1100 homes at Skelton Gate on previous employment allocation at junction 45 of the M1

- Detailed application for 500 houses at Seacroft hospital; 270 dwellings at Hilltop Works, Buslington Lane; 325 dwellings at Spofforth Hill, Wetherby and reserved matters (RM) for housing at the former government buildings, Otley Road, Adel; RM for 220 dwellings at Station Road, Methley and 135 dwellings at Moseley Wood Rise, Cookridge
- RM for 7 storey office block at Kirkstall Forge (approved)
- Two detailed approvals for office buildings at Thorpe Park and variation of outline to include a cinema
- Detailed applications for industrial / warehouse buildings in Enterprise Zone on Logic Leeds and Thornes Farm (approved - 7,410 sq m in total)
- Mixed use development of industrial units and drive throughs at Coal Road, Whinmoor (approved)
- Motor vehicle dealerships at Gelderd Road, Leeds 12
- Aldi stores at White Cross, Guiseley, Drighlington and Westfield Mills, Yeadon and replacement Lidl store at Amberton Road, Gipton
- School proposals for new school at East Leeds Leisure Centre (1020 places) and extensions to Gledhow Primary and Castleton Primary, Armley

3.1.2 There is also considerable activity on site in a number of sectors:

- Housing sites – brownfield (eg Royds Lane, Wortley, Cookridge Hospital, Bodington Hall, Optare Crossgates, Green Lane Dyeworks Yeadon, Garnets Otley, Otter Island, St Michael's College and Council sites at Carlton Gate and Holbeck Towers) greenfield (Phase 2 and 3 (eg Daisy Hill, Morley and Grimes Dyke, Whinmoor) plus PAS sites in Morley, Rothwell, Oulton and Farsley have all got detailed approval and on site or about to start).
- Education – major expansions on a number of sites to meet Basic Needs Programme, Ruth Gorse academy on Black Bull Street under construction and college / university eg Leeds City College at Alf Cookes further phase and UTC about to start or on site. The new multi storey car park for the University of Leeds is complete and opened in January 16.
- Student housing - work well under way on Phase 3 Downings and further residential block at Trinity University, Horsforth
- Office – further office building at Sovereign Street (KPMG now complete) and two office buildings on MEPC and offices at Park Place, Lumiere site on Wellington Street are under construction. Substantial office scheme now complete and operational at Low Lane, Horsforth for a local computer company.
- Retail – Victoria Gate Phase 1 for John Lewis well under construction and on track, a number of smaller supermarkets (Aldi, Lidl) across the city where schemes are progressing and expansion at White Rose for cinemas
- Leisure – work is due to start soon on the Ice Rink on Elland Road next to the Park & Ride.

3.2 Appeals

- 3.2.1 The table below shows that performance on the number of appeals dismissed has improved significantly from the position reported at the end of 2014-15. The main area of change has been in relation to household appeals, where between April and December 2015, 85 appeal decisions have been received, of which 60, or 79.4% were dismissed. This compares with 59.8% (61 in total out of 110) being dismissed throughout 2014-15. The improvement in performance has been down to taking more pragmatic decisions on those which are “marginal”, but at the same time not compromising design quality or impact on others.

Year	Appealed Decisions	Dismissed	Costs awarded against Council	Costs awarded to Council
Q1 to 3	177	73.4%	1 full, 3 partial	1 partial
2014-15	237	66%	5	0
2013-14	251	71%	4	0
2012-13	187	67%	3	0
2011-12	254	69%	7	2

- 3.2.2 In the first three quarters of 2015-16, there have been 16 cost claims made against the Council with 12 refused, three partial awards and one full award. The council has made three cost claims, two of which were refused and one partial award. The cost award related to Clean Power Properties Ltd and Network Rail Infrastructure Ltd – energy recovery facility and Anaerobic Digestion facility at Bridgewater Road, Hunslet. The applicants withdrew from the Public Inquiry on 4th June. Partial award of costs granted on 25th Sep 2015 on all costs incurred from 28th October 2014. The Council has claimed £55,157 from the appellants. Three of the 4 costs claims against the Council have now been settled at a total cost of £8,315.
- 3.2.3 There are four PAS appeal inquiries in the system which are due to be held in the coming months: Bradford Road, East Ardsley at the end of February; Breary Lane East, Bramhope and Leeds Road, Collingham in April and land at Sandgate Drive, Kippax in July. Having made recent further submissions to PINS regarding the PAS appeals at Kirklees Knoll and Grove Road, Boston Spa we now await the decision of the Secretary of State on both appeals.

3.3 Compliance activity

- 3.3.1 The number of enforcement cases received in the first two quarters of 2015-16 has maintained the level of previous years and as such the workload through the service remains significant due to the resources available and the complexity of cases being investigated. However, the number of cases on hand has been reduced overall to the region of 1,000 which has been a long standing service objective. This is a significant step in improving the overall handling of cases as it will ultimately assist in reducing officer caseloads as resource issues are addressed.
- 3.3.2 The restructure of the compliance service has recently been completed and the final member of staff to be appointed starts work at the beginning of February. It

is hoped that when the changes made have bedded in, coupled with the resolution of some long standing staff absences in the service that further progress on service improvements can be delivered. The total number of open cases currently stands at 994. Work is due to start soon on the production of a local enforcement plan for the service which will be subject to consultation with members and local communities.

	Q1	Q2	Total
No of cases received	320	334	654
No of cases resolved	351	412	763
Initial site visits:			
Category 1: Site visit same day/within 1 day. Target 100%	100% (5)	100% (6)	100%
Category 2: Site visit within 2 working days. Target 95%	100% (6)	93%(15)	96.5%
Category 3: Site visit within 10 working days Target 90%	86% (309) *95%	87% (319) *98%	86.5% *96.5%

* Figures for site visits undertaken within 20 working days in accordance with amended temporary target.

3.3.3 Cases received and resolved and performance in undertaking initial site visits

3.3.4 Performance in undertaking initial site visits has been maintained with a revised target of 20 days for category 3 visits. This revised target has been in place throughout the reporting period due to the resource and staff absence experienced by the service. This continues to be an issue which is hoped will be addressed by the completion of the restructure and resolution of long standing staff absences.

3.3.5 In relation to the Category 1 and 2 cases the figures relate to a relatively small number of cases. For example there were 21 category 2 cases during the reporting period and only 1 of those cases missed the 2 day target and this is reflected in the figures.

3.3.6 The overall number of open cases on hand has been reduced and has achieved the service plan target of less than 1100 which is positive.

3.3.7 Outcomes of case resolved

- 3.3.8 The number of complaints investigated that that are found to either involve no breach of planning control or are minor infringements remains over the period at approximately 55%. This has reduced from a figure of 60% in 2010/11. This can possibly be accounted for by the increased rigour in examining cases as they come into the service. Where there is clearly no breach of planning control, cases have not been opened and complainants advised that the matter will not be investigated and the reason why. The remaining 45% of cases which have been closed involve significant breaches which have been resolved to the satisfaction of the Council through negotiations, granting planning permission or formal enforcement action. Ward Member meetings have continued during the year. Invitations are sent out with the bi monthly key cases list which continues to be sent to both ward members and parish councils with updates on priority cases within each ward.

No Breach*	42.5%
Resolved by negotiation	27%
Breach but de minimis/ not expedient	13.5%
Planning permission/ CLU granted/ appeal allowed	12%
Enforcement/other Notices complied with/resolved by prosecution action	5%

*Includes matters that are “permitted development”; where no development or material change of use is involved; matters that were time exempt from enforcement action on investigation; or where approved plans and conditions have been found to have been complied with.

- 3.3.1 **Enforcement and other Notices**A total of 78 enforcement and other notices have been served during the first three quarters. This is a further increase from previous levels. There have been two temporary stop notices served during the period in relation to unauthorised building works that were continuing on site and not considered acceptable or likely to gain planning permission. In the period April to December 19 appeal decisions have been received in relation to formal notices. Of these four (21%) have been allowed and fifteen (79%) have been dismissed.
- 3.3.3 The compliance service continues to draft and issue its own notices with input from legal officers only on the more complex cases. This is continually monitored and whilst it does carry some risk, the resource savings in doing this have been significant. It does however place increased pressure on case officers in progressing cases within the service and additional training needs that have been highlighted and are being addressed through on-going training. There has been good interaction with legal officers in this period with a number of new appointments in Legal Services and good examples of joint working.
- 3.3.4 **Prosecution Outcomes and outstanding cases**
- 3.3.5 A small number of cases have been brought before the courts for non-compliance with enforcement and other notices. These have been in relation to illegal tree works, untidy land and non-compliance with both enforcement notices and breach of condition notices. Two of these cases were successfully resolved before the court date, one is still waiting for a court date and the remaining cases have proceeded and owners have been prosecuted and fined for non-compliance. In one case relating to untidy land it has also prompted some improvements to the

land though the case remains unresolved despite a successful prosecution as further works are required. The threat of court action can be effective in securing compliance with notices and remedying the breach.

3.3.6 Proactive Initiatives

3.3.7 City Centre long Stay Car Parks

3.3.8 Work continues to monitor and control unauthorised long stay car parks within the city centre. Regular monitoring is undertaken of all car parks collaboratively with officers in parking services and action taken when required. A number of new car parks have opened in the area around St James Hospital and further meetings are being arranged with the hospital, car park operators and ward members in relation to their parking and travel planning to meet their future needs for staff and patients.

3.3.9 Headingley / Hyde Park To Let Boards

3.3.10 The Direction in relation to the Display of To Let Boards was finally reconfirmed in November 2015 and came into effect on the 1st December 2015 and runs until 1st December 2020. Proactive monitoring and enforcement of the Direction and the adopted code of practice to control the display of To Let Boards in parts of Headingley /Hyde Park will recommence in the near future.

3.3.11 Derelict and Nuisance Sites

3.3.12 The compliance service continues to play a key role on the Derelict and Nuisance site initiative which is a cross department initiative to help secure improvements to sites in a poor state which have proved difficult to bring forward by one single action. A number of notices have been served together with actions from Building Control and other services. Improvements have been secured, in many cases without a large capital spend through coordinated action. A regular working group agrees actions and work continues with a rolling budget to secure improvements to the most problematic sites.

3.4 Staffing and resourcing

3.8.1 We are currently on track to achieve a balanced budget at the end of the financial year against a backdrop of the continued need to maximise income and work within a reduced staffing budget each year. Following a number of staff leaving the service in March 2015 through the Early Leavers Initiative there has been some internal movement of staff as a result and we have managed to recruit staff for vacancies in Customer Services through internal processes. At the end of December we lost two members of staff who moved to other jobs both inside and outside the Council and a further valued staff member has achieved a promotion outside the Council and leaves at the end of February. Given the level of activity in the city and the need to maintain resources at an adequate level balanced against the budget, release of vacancies to recruit is being sought and the service is looking at how we can best meet demands for additional capacity in the most effective way.

- 3.8.2 We already know that 2016-17 will be a further challenging year for the Council in terms of the budget which will have to be managed carefully. The additional demands of several major Planning Inquiries places additional pressures on staffing and our ability to progress all work in a timely manner.
- 3.8.3 A significant change in the coming quarter will be the retirement of both the Head of Planning Services and the Head of Customer Services at the end of March. A management restructure to deal with this and the retirement of the Deputy Chief Planning Officer is being progressed by the Chief Planning Officer and following staff and union consultation implementation is due to start shortly.

4 Service quality

4.1 Complaints

- 4.1.1 Since April 2015 the service has received a total of 94 formal complaints under the Councils Compliments and Complaints procedure. These are broken down by quarter and Stage 1 and Stage 2 complaints below. The number of complaints received for the same period last year is shown in brackets.

Quarter	Total Complaints	Stage 1	Stage 2	Ombudsman Cases
Q1	34 (33)	24 (29)	10 (4)	7 (2)
Q2	36 (32)	26 (23)	10 (9)	4 (1)
Q3	24 (32)	16 (23)	8 (5)	6 (2)
Total	94 (97)	66 (75)	28 (18)	17 (5)

- 4.1.2 Whilst the number of complaints is broadly similar to the number received last year, the number of Ombudsman cases increased from 5 to 17. Of these, 12 cases were received closed or were closed following initial enquiries. Five cases required a formal response and two cases identified fault by the LPA.

5 Service improvements

5.1 E-planning

- 5.1.1 New processes have been put in place to support the move to 'paperlite' working, an important step towards complete electronic working and making significant savings in the costs of printing. Applications are now allocated by planning managers and applicants/agents are automatically notified who the case officer is. New tasks prompt officers when to put up site notices and have a target for visiting the site. Officers can also do their own electronic consultations. A pilot has been undertaken using a variety of mobile devices eg ipads and tablets to see how well they work on site to enable the service to move to complete electronic working.
- 5.1.2 Parish Councils are now notified of householder and tree works applications electronically with links to Public Access, instead of having paper plans. It is hoped to extend the electronic notification further to most applications in the near

future, enabling further savings to be made on printing but this will be subject to consultation with Parish and Town Councils.

- 5.1.3 The Document Management system (DMS) has been successfully upgraded and moved onto new servers. This system is used by over 300 staff and stores documents and enables them to be viewed in Public Access. The upgrade has introduced new functionality to upload email and attachments directly from MS Outlook and a more effective way of uploading multiple documents.
- 5.1.4 The upgrade to the DMS has also allowed the upgrade of 300 users to IE11 which is required by most websites and for BSC self-service.
- 5.1.5 New processes have been implemented to manage discharge of condition applications and deemed discharges which were introduced by legislation earlier in the year.
- 5.1.6 Local Development Framework policies have been made available through the planning system and Local Land Charges so that officers are aware of the relevant policies on their applications

5.2 Household agents conference

- 5.2.1 As part of the proactive work with customers to improve the planning process in Leeds, in October a household agents' conference was held. The top fifty agents (in terms of numbers submitted) were invited to the conference. Topics for discussion included reducing the number of invalid applications, use of the Planning Portal for more efficient submissions, permitted development changes and ensuring high quality design. Additionally there were round table discussions on what customers and the LPA can do to make the planning process more effective and deliver high quality outcomes.
- 5.2.2 The conference was well attended and feedback has been very positive. From the session an action plan is now being delivered to address the highlighted issues.
- 5.2.3 It is anticipated that this will become an annual event, providing ongoing dialogue with the agents who submit these type of applications.

5.3 Pre-application review

- 5.3.1 Following the implementation of the new pre-application changes in February 2015, it was agreed that a review would be conducted after six months operation. This took place over summer 2015 and essentially comprised an analysis of the volumetric data and consultation with customers and officers.
- 5.3.2 The data relating to February to July 2015 showed that there were:
 - Double the number of major pre-application enquiries
 - Three times as many household pre-application enquiries
 - The anticipated fall in the number of minor pre-application enquiries occurred with a reduction in numbers by 66%

- Overall a 20% reduction in numbers compared with the previous year
- Of the household pre-application enquiries 39% were paid for and 61% were free
- Of the major pre-application enquiries 54% were paid for pre-apps and 46% were free
- Almost four times as much pre-application income

5.3.3 The data showed that whilst numbers had fallen, income was up, due to an appropriate charging mechanism in place with service standards for responding. It also showed that the service was still undertaking a significant amount of work that was not being paid for.

5.3.4 The other strand to the review was wide scale consultation with customers who had used the new service and with council officers and internal consultees. The findings from customers showed that largely the “in principle” free service for householder pre-application enquiries was not valued, with many customers requiring in depth advice, but not necessarily wishing to pay for it. The results on the major pre-application enquiry service were varied, with some customers welcoming the continued free in principle service, with others, not valuing this service and needing much more bespoke and detailed advice. The service also considered the comments made in the sessions with the volume house builders and with the householder agents about generally making the process more customers focussed, with more emphasis on personal communication.

5.3.5 The review report made a number of recommendations, some were operational changes to make the process smoother and some required more fundamental changes such as removing the free services and interacting and communicating with applicants in a more effective way. It was also recommended to improve the content on the Council’s website so customers can self-serve much more easily, proving the relevant information for applicants if they choose not to pay for a pre-application enquiry. These recommendations were agreed by the Executive Board member and Plans Panel Chairs and have been in place since 1 January 2016.

5.3.6 Pre-application fees are becoming an increasingly valuable income stream and the service will continue to monitor and periodically review the pre-applications enquiry service.

6 Challenges Ahead

6.1 Planning reform

6.1.1 The Government’s planning reform agenda shows no sign of a slowdown. The *Fixing the Foundations* report, July 2015, the November Autumn Statement and The Housing and Planning Bill 2015-16 all contain a number of planning measures:

- putting a general duty on all planning authorities to promote the supply of Starter Homes, and providing a specific duty, which will be set out in later regulations, to require a certain number or proportion of Starter Homes on site;

- require local authorities to grant “sufficient suitable development permission” of serviced plots of land to meet the demand based on the self-build and custom housebuilding register.
- intervention by the Secretary of State over the production of local plans where local authorities are judged to be too slow;
- creating a zonal system for brownfield land creating automatic planning permission in principle for housing; and
- allow major infrastructure projects with “an element” of housing to be considered as part of the Planning Act 2008 development consent regime.
- tighten the planning performance regime, so that local authorities making 50% or fewer of decisions on time are at risk of designation.
- extend the performance regime to minor applications. Local authorities processing applications too slowly will be at risk of deregulation.
- The government will introduce a fast-track certificate process for establishing the principle of development for minor development proposals, and significantly tighten the ‘planning guarantee’ for minor applications.
- Pledge to repeat the target from the previous Parliament to reduce net regulation on house builders.
- The government will introduce a dispute resolution mechanism for section 106 agreements.
- strengthening guidance to improve the use of the duty to cooperate on strategic matters between local authorities; and
- introducing a delivery test on local authorities, to ensure delivery against the homes set out in local plans within a reasonable timeframe.
- proposed pilot project to open up the processing of planning applications to competition.

6.1.2 The Housing and Planning Bill is still going through the parliamentary process, however, it is clear that the service faces a challenge in responding to the changes, in the context of diminishing workforce and increasing workloads.

6.1.3 Just before Christmas the government launched consultations on proposed changes to the National Planning Policy Framework and the New Homes Bonus and these are being considered in detail so responses on behalf of the Council can be sent back within the required timescales.

7 Corporate Considerations

7.1 Consultation and Engagement

7.1.1 This report is presented for information and there has not been the need for wide consultation.

7.2 Equality and Diversity / Cohesion and Integration

7.2.1 There are no specific equality considerations arising from this report.

7.3 Council policies and City Priorities

- 7.3.1 The effective and expedient determination of planning applications contributes to the overall prosperity of the City and plays a key part in the regeneration and growth agenda. The service makes a key contribution to the delivery of housing growth.

7.4 Resources and value for money

- 7.4.1 There are no specific implications arising from this report. However, measures are being taken to ensure that the service is delivered within the financial constraints.

7.5 Legal Implications, Access to Information and Call In

- 7.5.1 There are no specific legal implications and this report does not relate to a key or major decision.

7.6 Risk Management

- 7.6.1 There are a number of risks associated with the decision making process which are both financial and reputational. Measures, processes and future service improvements outlined in the report seek to minimise the risk of challenge.

8 Conclusions

- 8.1 There continues to be improvements in performance with a total of 92.9% of applications determined in time across all categories. Considering the complexity and size of some of the schemes in Leeds this is a significant achievement. Emphasis will continue to be placed on the efficient and expeditious determination of applications through the promotion of the pre-application service and use of extensions of time agreements when it is clear that applications cannot be determined in the statutory timeframe.
- 8.2 Application numbers received in the first two quarters are up by 1.5% in comparison with the same period last year; however the service has seen a further reduction in its staffing establishment to deal with these applications. A close watch will be kept to ensure that there are sufficient resources to maintain the quality and speed of service necessary.
- 8.3 Performance on appeals has improved considerably, largely due to the number of household appeals dismissed. It is important that the service strikes a balance, maintaining design quality and safeguarding amenity, whilst at the same time not being unreasonable.
- 8.4 Consulting and working proactively with customers through the householder agents' conference and workshop sessions with the volume housebuilders has been a particular focus this year. This is an essential part of the work of the service, particularly with diminishing resources, meaning the most efficient processes and effective customer communications are needed in order to progress applications expeditiously.
- 8.5 The service anticipates a further challenging time ahead, particularly with the retirement of the Head of Planning Services and Head of Customer Services and

changing planning landscape. However, the direction of travel and objectives are clear in terms of transforming how we work, maintaining and improving performance levels and continuing to improve services to customers within the resources available to deliver the service.

9 Recommendations

- 9.1 Members are asked to note the report and comment as they feel appropriate and to receive a further performance report in six months' time.

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Report of the Transport Development Services Manager

Report to the Joint Plans Panel

Date: 28th January 2016

Subject: Travel Plans in the Planning Process in Leeds

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	☐ Yes	☒ No
Are there implications for equality and diversity and cohesion and integration?	☐ Yes	☒ No
Is the decision eligible for Call-In?	☐ Yes	☒ No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	☐ Yes	☒ No

Summary of main issues

1. Since May 2007 travel plans have been secured through the planning system via a supplementary planning document (SPD), which was adopted in its final form in January 2015.
2. The West Yorkshire Combined Authority (WYCA), formerly Metro, have been requesting contributions to the Metrocard Scheme for the majority of residential developments, but this is a costly S106 requirement and is often the first S106 ask to be dropped by Panel Members if affordable housing or other S106 asks cannot be delivered due to viability reasons. In the last few years the number of schemes submitting viability appraisals has increased and this issue of cost of metrocards has become a bigger concern. This matter must be tackled to ensure that the best options are being funded to make the biggest impact on sustainable travel choice and not allow the cost of the metrocard scheme to undermine delivery of a successful travel plan.
3. In addition it is accepted that other sustainable travel issues have perhaps lost out to the large sums involved in the metrocard scheme. Issues relating to promotion of walking and cycling, promotion of car clubs and car share and promotion of electric vehicles all need to be considered on a site specific basis alongside the promotion of the use of public transport.
4. This report looks at the success of travel planning in Leeds and how travel plans are contributing to the delivery of sustainable development and how they should do so moving forward.

Recommendations

The Joint Plans Panel is requested to:

- note the contents of this report providing any feedback and
- endorse the revised approach to Travel Plan promotion in Leeds regarding a pot approach to travel plan promotions

1 Purpose of this report

1.1 The purpose of this report is to

- explain the current position regarding travel plan policy, purpose and approach in Leeds
- review the value for money of the Metrocard Developer scheme operated by the West Yorkshire Combined Authority
- propose an alternative approach to the promotion of travel plan measures in Leeds, especially in residential schemes which will need to be agreed with the West Yorkshire Combined Authority
- show how travel plans are contributing to changing travel behaviour and sustainable development

2 Background information

2.1 The main objective of a travel plan is to provide opportunities and incentives for users of a development to reduce the need to travel by non-sustainable modes such as alone by car to and from a site. Travel plans bring a wide range of benefits to the community as a whole and to individual developments and organisations. It is important to note that travel plans are not designed to be anti-car, rather pro-sustainable travel and concerned with increased choice and widening of travel options. It is accepted that for many people, travel by car to work, school or the shops etc is the only realistic option available. However many people do have alternatives, and travel plans only need to have minor impacts on travel behaviour to have a major positive impact on local / city wide congestion, on-street parking problems, CO2 emissions and other harmful air pollutants, health of individuals, and other benefits.

2.2 The role and importance of travel plans has been highlighted by specific inclusion in the National Planning Policy Framework (NPPF) published in March 2012 which states

“All developments which generate significant amounts of movement should be required to provide a Travel Plan.”

2.3 A draft Travel Plan Supplementary Planning Document (SPD) was approved for development control purposes in May 2007. This was updated in 2011/12 after the publication of national guidance; Good Practice Guidelines: Delivering Travel Plans through the Planning Process (DfT / DCLG 2009). After a full statutory public consultation the updated SPD was subject to a report to the Chief Planning

Officer to approve and formally adopt. It was agreed with the Lead Member at the time that the SPD could be approved and adopted via delegated powers.

- 2.4 While the content of the SPD was approved in July 2012 it was not formally adopted until a further policy wording review in January 2015 which took on board changes in the Core Strategy and National Planning Policy Guidance. The adopted SPD gives guidance on the scale and type of development which needs a travel plan, the type of travel plans to be provided at each stage of development, the essential components of a travel plan, including targets and a toolkit of measures to be considered and information on implementation and monitoring of the travel plans. There are dedicated officers in the Highways and Transportation Service of the Council who review the plans, advise Developers and work with travel plan coordinators on implementation and monitoring of the plans across Leeds.
- 2.5 In the adopted Leeds Core Strategy, LCC 2014, Policy T2 states:
“(iv) Travel plans will be required to accompany planning applications in accordance with national thresholds and the Travel Plans SPD.”
- 2.6 Leeds is a leading authority across the country in the implementation and monitoring of travel plans through the planning system. Other core cities have reviewed the Leeds example and are seeking to replicate and learn from our system of operation.
- 2.7 That said other than the engagement with travel plans it is often difficult to quantify what influence specific measures have had.

3 Main issues

3.1 Current Position

- 3.1.1 Travel plans are secured at all developments which meet the threshold criteria set out in the SPD, ensuring that any sites which generate significant traffic movements will have a travel plan. The approximate number of planning obligated travel plans at July 2015 was 373.
- 3.1.2 Survey data from a sample of sites where there is data available shows that at planning obligated travel plan sites; single occupancy car use has reduced by an average of 4.9% in the period 2012 – 2015. See table below:

Travel Plans (excluding schools and LCC corporate) with travel plan obligation since 2007 (data from itrace)		
Average % single occupancy car (staff) in monitored sites in 2012 (24 sites)	Average % single occupancy car (staff) in the same sites in 2015 (24 sites)	Change in single occupancy car use at 24 planning obligated sites (2012 – 2015)
59.6%	54.7%	-4.9%

3.2 Travel plan review and monitoring

- 3.2.2 Travel Plan Review fees set in line with the SPD and varying between £2,500 and £20,000 to cover a 5 year period are collected through the S106 agreement or by condition and written into the travel plan to enable the travel plan team to have the resource to work with travel plan coordinators to advise on delivery and monitoring of the plan. By working with Developer's, occupiers and travel plan coordinators they make sure that travel plans in Leeds are not treated as a means of obtaining a planning permission which might otherwise have been unacceptable and then forgotten about.
- 3.2.3 Travel plans are one of the few tools available to raise the awareness of travel behaviour in sustainability terms, and challenge the business-as-usual approach in developments that generate significant volumes of traffic. They can be effective in reducing single occupancy car trips, and achieve most when they are taken seriously by occupiers.
- 3.2.4 In some instances where concerns have been raised that trips generated by a development may exceed predictions and have a significant impact on the local highway network, penalties have been written into the Travel Plan and secured through the S106 agreement. In Leeds penalties have been included for only a few developments. Penalties are used in line with Planning Practice Guidance 2014 "*Any sanction needs to be reasonable and proportionate...*". Such penalties are triggered if Travel Plan targets are not met and have ranged from £10,000 to £700,000, to be spent on mitigation measures, which could include personalised travel planning; cycling and walking measures; Metrocards; bus service improvements; junction improvements. The White Rose Shopping Centre (see case study appended) is an example where penalties have been secured.
- 3.2.5 Mitigation measures can also be written into Travel Plans without financial penalties being secured through a S106 agreement. These would usually be a commitment to additional travel plan measures and promotional activities if targets are not met.

- 3.2.6 Site travel plan performance is reflected in the commitment of occupiers to implement their travel plan. A number of case studies showing the impact of travel plans at some key Leeds developments are included in Appendix A for information..

3.3 Metrocard Scheme

- 3.3.1 The West Yorkshire Combined Authority (WYCA), formerly Metro, are the Public Transport Authority for Leeds, however they do not operate bus services. It has been recognised by numerous studies that information and trial usage of public transport is one positive means to introduce people to public transport and persuade them to use it. To meet a development need Metro negotiated a subsidised scheme to promote annual metrocards to new developments with the various bus operators working in Leeds. The schemes offered to Developers are:

i) The Residential Metrocard (RMC) Scheme – Developers fund 50% of the total cost of Metrocards (one for each residential dwelling) + 10% admin fee for Metro. For this fee the offer is a free metrocard (to the resident) for each dwelling in year 1, plus a 25% discount in year 2 and a 10% discount in year 3.

ii) Corporate MCard Annual Pass– members of the West Yorkshire Travel Plan Network can offer staff a 15% discount off annual metrocards.

- 3.3.2 The residential metrocard currently costs a Developer between £475.75 per dwelling for a county wide bus card and £853.05 per dwelling for a zone 1-5 bus and rail card so the cost to a Developer can add up to large sums of money.

- 3.3.3 Members and officers of Leeds City Council have raised concern that the cost of this sustainable travel measure is very high and have requested evidence from WYCA that the scheme is influencing travel behaviour as expected. WYCA have provided monitoring information which shows that the take up of Metrocards in year 1 averages at 85%, totalling 1244 cards across 35 developments in Leeds. In year 2 the take up drops to 13% of those offered, 115 out of 852 offered. In year 3 43% of those offered are taken up totalling 29 tickets out of 68 offered.

- 3.3.4 Until the universal roll out of Mcard ticketing for residential metrocards it is not possible to equate the number of residential metrocards issued to regular use of public transport.

3.4 Revised Approach to Travel Plan Promotion

- 3.4.1 In recognition of the high cost of the residential metrocard scheme it is proposed to stop supporting this scheme in its current form. We will seek to support physical improvements to public transport infrastructure such as bus stops, seating, shelters and real time information screens as a first priority. Where bus services are deemed inadequate pump prime funding for enhanced services will also be required.

- 3.4.2 To promote sustainable transport and travel a pot approach will be preferred instead of the RMC scheme which can be used in discussion with the travel plan coordinator for a variety of promotional uses eg subsidised public transport ticketing, personalised travel planning, car club use, cycle purchase schemes, car sharing promotion, walking / cycling promotion and or further infrastructure

enhancements. Whilst the scale of this pot will be set in view of the size, location and opportunities of the site its use will be flexible to ensure the widest possible benefit is gained in promoting sustainable travel to and from the site. This approach has already been agreed at a number of sites where the RMC scheme has not been considered the most appropriate measure.

- 3.4.3 Discussions with WYCA will be ongoing to review alternative ticketing options that are more focussed and / or flexible than the current residential metrocard scheme.

4 Developments in travel planning

- 4.1 Changes in the way in which people work, ie new flexible ways and times of working, video conferencing, home working, growth in the city, and increasing pressures to tackle air quality and other transport issues, means that travel plans will have an important part to play in addressing these challenges into the future.
- 4.2 Travel Plans are well placed to take advantage of new developments in work style – by promoting ways of working using fewer journeys, and where journeys are necessary, to make them by more sustainable means.
- 4.3 As the ‘shared economy’ develops, car club vehicles and trial usage (required in travel plans at major developments) will become more common place and will help to contribute to improved air quality targets and reduced congestion.
- 4.4 Cycle parking and facility provision - a standard requirement in travel plans – will become more valuable when the completion and promotion of West Yorkshire cycle superhighways results in more cycling and the demand for appropriate facilities at destination sites.
- 4.5 Public Transport promotion in travel plans is benefitting from the introduction of smart travel cards (MCard) which encourages multi-modal travel by users, including the integration of Car Club membership and billing onto MCard.
- 4.6 Travel Plans have been responsible for pushing the Electric Vehicle infrastructure agenda in Leeds by specifying EV charging points and promoting their use, including ‘public’ parking sites for car club EV vehicles.
- 4.7 Improvements in infrastructure, eg Elland Road Park and Ride, Temple Green Park and Ride and New Generation Transport (NGT) will also offer new opportunities for more sustainable travel choices in Leeds.

5 Corporate Considerations

5.1 Consultation and Engagement

- 4.1.1 Discussions with the West Yorkshire Combined Authority have started to happen and will continue to identify more flexible ticketing options, improve ticketing promotion and provide better data on public transport patronage.

5.2 Equality and Diversity / Cohesion and Integration

- 5.2.1 The report has no particular relevance to equality issues. It is a factual update on a planning policy intervention, the implementation of which is determined by standardised planning thresholds and approved planning policy.

5.3 Council policies and City Priorities

- 5.3.1 Travel Plans contribute towards achieving policies in the Council's policy framework; in particular Travel Planning is a key objective in the Local Transport Plan and the Sustainable Education Travel Strategy to promote sustainable travel to school. Travel Plans are concerned with promoting sustainability and therefore also support the objectives in the Vision for Leeds, Child Friendly Leeds, the Health and Wellbeing City Priority Plan and the Regeneration City Priority Plan.

5.4 Resources and value for money

- 5.4.1 The financial and resource pressures described in the report will be managed from within existing budgets and S106 monies for travel plan monitoring.

5.5 Legal Implications, Access to Information and Call In

- 5.5.1 No issues identified.

5.6 Risk Management

- 5.6.1 No significant risks have been identified.

6 Conclusions

- 6.1 This report describes the work undertaken by the H&T service to deliver travel plans through the planning process. Travel Plans are promoted to achieve behaviour change, which is a long term project, and therefore the results on travel behaviour are not always immediately obvious. However the focus on sustainable travel and the support of such measures has been shown to influence and bring down single occupancy car use in planning obligated sites in Leeds.
- 6.2 It is however recognised that some promotional measures are currently being pursued at the expense of other options and at high cost. Moving forward it is therefore proposed to broaden out the variety of measures which will be promoted using a travel plan pot approach.

7 Recommendations

- 7.1 The Joint Plans Panel is requested to:
- note the contents of this report providing any feedback and
 - endorse the revised approach to Travel Plan promotion in Leeds regarding a pot approach to travel plan promotions.

Appendix 1 Travel Plan Case Studies
January 2016

White Rose Shopping Centre

Background: White Rose Shopping Centre has had a travel plan in place, approved in 2011, following their recent centre extensions. A further travel plan was approved in 2014 to cover the further expansion of the centre, including a new cinema; this development is underway.

Delivery: A Travel Plan Co-ordinator is in place, with whom Leeds Travelwise team have had regular meetings.

During late 2014 a real time bus information screen was installed at the bus station, to advise passengers when the bus will arrive. A real time traffic information screen, with live bus departures was also installed in the shopping centre. This project was led by our UTMC team, although Travelwise were instrumental in initiating the project.

A car park management plan is being implemented to move staff away from the popular customer car parks.

The centre is a member of the West Yorkshire Travel plan Network.

The centre employs external consultants to carry out surveys of staff and customer travel, and runs prize draws to encourage high response rates for these surveys.

WE HAVE A WINNER!



A massive congratulations to Abby Tetley from River Island for winning the Travel to Work Survey prize draw! Abby has won a £100 White Rose Gift Card. The prize draw was part of the Travel to Work Survey that we completed in May.

Survey success

The participation results were incredible with over 2,000 White Rose retail staff taking part in the surveys. Leeds City Council ask for support with travel planning surveys from all of the large employers within the Leeds area but our 2,000 completed surveys will make us one of the most successful! Also, having such a great response to these surveys

means that we will be able to extract lots of high quality data concerning White Rose travel planning, so a huge thank you once again to everyone who participated.

Travel Planning Co-Ordinator

Leeds City Council's Travel Planning Co-ordinator, Christine Hamshire, was invited to draw the winning survey, helped by White Rose General Manager, James Bailey, and Abby Tetley was the lucky winner. When Abby was called to pass on the good news she explained that she was delighted to win the £100 White Rose Gift Card and that the survey had only taken a few seconds to complete. Well done Abby!

white-rose.co.uk

facebook.com/whiteroseshopping • twitter.com/whiteroseleeds

The 2014 travel plan has significant penalties for failure to meet the modal shift and subsequent traffic reduction. The centre is aware of this, and keen to encourage staff and shoppers to travel sustainably.

Mode Share: Surveys have shown a reduction in Single Occupancy Car use among staff of 9% points in 3 years.

Survey Date	Employees				Patient/Visitor			
	Total	No. Surveyed	Car (S.O)	Origin	Total	No. Surveyed	Car (S.O)	Origin
14/05/2015	3459	1992	984 (49.40%)	STATED	10000	807	687 (85.13%)	STATED
14/07/2014	3000	1718	1064 (61.93%)	STATED	10000	738	655 (88.75%)	STATED
20/05/2013	3500	1590	1137 (71.51%)	STATED				
26/03/2012	3500	900	524 (58.22%)	STATED				

Trip data has also shown the Travel Plan penalty has not been triggered this year.

Meadowgate Park Residential Development, Manston Lane

Background: The overall development will be 192 dwellings; at October 2015, just over 30% were occupied. A Travel Plan was secured, to be approved prior to development, through the S106 for this site in 2102. It was subsequently approved in May 2013.

Delivery: A Travel Plan Coordinator has been appointed to implement the Travel plan on an ongoing basis as the development build continues. Their role includes acting as the main point of contact for residents' travel queries, overseeing the development of appropriate promotional materials / communication mechanisms and fulfilling the developer's responsibilities with respect to travel plan monitoring.

A residents travel website – www.meadowgatepark-travel.co.uk has been set up which provides a useful resource, offering information on walking, cycling, public transport and sustainable car use opportunities and initiatives. Alongside this, a residents' travel guide has been produced and distributed, which includes details on local public transport options, walking and cycling facilities / routes in the vicinity of the development and points residents in the direction of the website.

A free bus and rail (zones 1-3) 1-year Metrocard is offered to all households (max. 1 per household), via the residents travel guide and website.

A personalised journey plan is offered to all households, promoted within the travel guide and website.



Mode Share:

Mode of Travel	Travel Plan Target Mode Split	Monitoring Results	
		Year 1 (2014)	Year 2 (2015)
Drive alone	50%	33%	33.3%
All other modes	50%	67%	66.7%

Trinity Leeds Shopping Centre

Background: The original consent for the development did not have a requirement for a travel plan. As changes were made to the consented scheme, some of the extensions and amendments were over the threshold for requiring a travel plan.

A total of 6 applications had requirements for a travel plan. Trinity Leeds agreed to draft a single travel plan to cover the whole development. The travel plan was subsequently agreed and is currently being implemented.

Delivery: A travel plan co-ordinator (TPC) is in place, who is the Centre Manager for Trinity Leeds. The Leeds TravelWise team have had various meetings with the TPC prior to and after the opening of the centre.

The Leeds TravelWise team worked with Metro to develop the Sustainable Travel Guide (image below), which is used for customers and staff. Sustainable travel directions are also included on the centre website, <http://trinityleeds.com/getting-here/map>



The staff cycle parking is a good facility and is now well used.

Land Securities also own White Rose Shopping Centre and the travel plan co-ordinators for both shopping centres are working together.

Information on sustainable travel for staff is included in the retailer handbook. Information on events such as Sky Ride is added to the online staff sharepoint system.

Mode share: The shopping centre appointed consultants to carry out travel to work surveys of all staff. The surveys were conducted in 2013 and 2014 with 592 and 973 responses respectively. No survey was carried out in 2015. The target is for a maximum of 20% of staff to travel to work by car. The results are:

	On Foot	Train	Bus	Cycle	Taxi	Car alone	Car Share Driver	Car Share Passenger	Motor-cycle / Scooter	Other
2013	18.8 %	24.8 %	41.9 %	1.4 %	1.2 %	10.0 %	0.2 %	1.5 %	0.2 %	0.2 %
2014	18.2 %	24.8 %	42.8 %	2.0 %	1.9 %	13.8 %	0.2 %	0.9 %	0.5 %	0.2 %

Trinity Leeds Shopping Centre's single occupancy car target (maximum 20% staff) has been met.

A customer survey was carried out in 2014, car sharing was not recorded.

	On Foot	Train	Bus	Cycle	Taxi	Car	Car Share Driver	Car Share Passenger	Motor-cycle / Scooter	Other
2014	17%	25%	34%	1%	1.5%	21%	-	-	0.5%	-

Thorpe Park

Background: Travel Plan Services have been employed to deliver the Thorpe Park Travel Plan since 2001.

Delivery: Travel Plan marketing is primarily delivered through the Park Life branding. Over 1000 staff are signed up to receive the newsletters. The website includes very comprehensive travel information, see www.thorpepark-parklife.co.uk/ (see image below) this is supplemented by paper travel guides and road shows held at occupying businesses.



Additional key travel plan measures implemented at Thorpe Park over the past 11 years include:

- The development of a Thorpe Park Car Share Scheme. In 2009 this scheme was awarded 'Most Inspiring and Successful Promotion' by liftshare.com;
- The delivery of a Summer of Cycling Campaign, including a Give it a Go cycle scheme, monthly Dr Bike sessions, the provision of an onsite cycle supply SOS kit and more;
- Engagement with the Highways Agency to deliver an Influencing Travel Behaviour roadshow;
- The delivery of numerous travel plan related workshops / events, including a car share workshop, car park management workshop, an active travel workshop, travel surgery 'drop-in' sessions and a Park-wide pedometer challenge;
- Thorpe Park became the first multi occupier site to gain membership to the West Yorkshire Travel Plan Network;

The TPC has secured a bus diversion through the site and are negotiating directly with bus operator Transdev to re-route the Coastliner service through the Park.

Since the development of the Park the Council have opened a new Core Cycle Network Route (Garforth to Leeds) in 2012 which goes directly past the Park, improving access for cyclists.

Mode Share: Each year the business park has participated in a travel to work survey and has shared the data with the Leeds TravelWise team. In 2013, 240 staff participated and in 2015, 531 staff participated. The results are as follows:

	2015	2014	2012	2011	2010
Car alone	71%	66%	74%	74%	72%
Carshare	13%	12%	11%	7%	9%
Bus	7%	10%	4%	6%	8%
Train	1%	2%	2%	2%	2%
Walk	3%	3%	2%	4%	3%
Cycle	1%	2%	4%	2%	1%
Other	4%	5%	3%	5%	5%

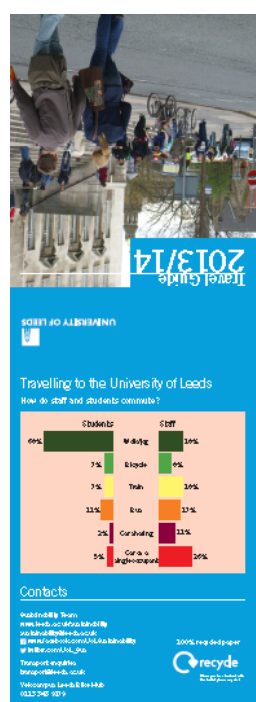
The original Transport Plan from 2001 did not set mode split targets. The new travel plan for Thorpe Park (submitted in 2013 for expansion of the business park and revised Nov 2015) includes a target to reduce car alone to 67% by 2017.

University of Leeds

Background: The University have a number of developments that are covered by travel plans secured through planning, including Charles Morris Halls, Bright Beginnings Nursery, Western Campus, Energy Research Building St Marks Flats and the new Library. The University has a Travel Plan for the whole organisation and campus, which is available on their website <http://sustainability.leeds.ac.uk/sustainable-transport/travel-plan/>

It was last updated in Dec 2015. Whilst targets are set in the separate building / campus travel plans, the University Travel Plan has made split targets to cover all its staff and student travel.

Delivery: There are numerous travel plan measures in place at the University. Every year a comprehensive travel guide is produced (see image below) and >20,000 paper copies are distributed. The residential property manager ensures that all students in halls receive this on arrival.



Travelling to the University of Leeds

Travelling to the University on foot, by bicycle, and on public transport is easy and often faster than driving. The University is just outside Leeds City Centre, only 20 minutes' walk from the train station and well connected by frequent bus services.

This guide provides useful information on travel choices, also available at www.leeds.ac.uk/sustainability/transport

The University is part of the UTravelActive project, which promotes healthier, cheaper and cleaner everyday journeys for staff and students to university, colleges and hospitals in Leeds.

Walking

Walking is one of the most ways to be physically active, and can be convenient, inexpensive, safe, and often faster than driving. The University is just outside Leeds City Centre, only 20 minutes' walk from the train station and well connected by frequent bus services.

The University is part of the UTravelActive project, which promotes healthier, cheaper and cleaner everyday journeys for staff and students to university, colleges and hospitals in Leeds.

Further information: www.leeds.ac.uk/sustainability/transport

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VELO CAMPUS LEEDS

VELO CAMPUS LEEDS is a free bike hire scheme for students and staff. It is a part of the UTravelActive project, which promotes healthier, cheaper and cleaner everyday journeys for staff and students to university, colleges and hospitals in Leeds.

This guide provides useful information on travel choices, also available at www.leeds.ac.uk/sustainability/transport

The University is part of the UTravelActive project, which promotes healthier, cheaper and cleaner everyday journeys for staff and students to university, colleges and hospitals in Leeds.

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Further information: www.leeds.ac.uk/sustainability/transport

Cards	Monthly salary deduction for 12 months	Savings per year
Annual Midland	£72.00	£226.00
Student - 1 (e.g. Student, Undergraduate, etc.)	£20.00	£200.00
Student - 2 (e.g. Student, Undergraduate, etc.)	£40.00	£400.00
Student - 3 (e.g. Student, Undergraduate, etc.)	£60.00	£600.00
Student - 4 (e.g. Student, Undergraduate, etc.)	£80.00	£800.00
Student - 5 (e.g. Student, Undergraduate, etc.)	£100.00	£1,000.00
Student - 6 (e.g. Student, Undergraduate, etc.)	£120.00	£1,200.00
Student - 7 (e.g. Student, Undergraduate, etc.)	£140.00	£1,400.00
Student - 8 (e.g. Student, Undergraduate, etc.)	£160.00	£1,600.00
Student - 9 (e.g. Student, Undergraduate, etc.)	£180.00	£1,800.00
Student - 10 (e.g. Student, Undergraduate, etc.)	£200.00	£2,000.00

First at Bus

Based on an annual card

Cards	Monthly salary deduction for 12 months	Savings per year
Annual Midland	£72.00	£226.00

Further information: www.leeds.ac.uk/sustainability/transport

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Parking charges on campus from June 2015

Cards	Monthly salary deduction for 12 months	Savings per year
Annual Midland	£72.00	£226.00
Student - 1 (e.g. Student, Undergraduate, etc.)	£20.00	£200.00
Student - 2 (e.g. Student, Undergraduate, etc.)	£40.00	£400.00
Student - 3 (e.g. Student, Undergraduate, etc.)	£60.00	£600.00
Student - 4 (e.g. Student, Undergraduate, etc.)	£80.00	£800.00
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Student - 6 (e.g. Student, Undergraduate, etc.)	£120.00	£1,200.00
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The University is involved in the UTravelActive project which offers the Velocampus bike hire scheme to students. In 2014/15 400 bikes were loaned out to students. The University is also seeking to develop a bike dock scheme for hourly bike hire (similar in principle if not scale to the London Barclays Bike scheme)

The University have a car sharing scheme and are members of the City Car Club. Two car club locations have been secured; 2 spaces on Clarendon Road and 2 on Cavendish Road, the latter includes an electric vehicle charging point for an electric city car club car.

Various campaigns and events are held over the year to influence staff and student travel. The University are members of the West Yorkshire Travel Plan Network.

Mode Share: The University carries out travel surveys of staff and students on an annual basis and submits the data to the Leeds TravelWise team. The following table shows the mode split from 2008 to 2012

2008			2012		2013		2015	
	staff	students	staff	students	staff	student	staff	student
Walking	13%	64%	16%	69%	17.7%	68.3%	15.9%	65.4%
Cycling	8%	5%	9%	7%	8.0%	7.1%	9.6%	7.6%
Bus	20%	16%	16%	13%	15.9%	10.7%	16.3%	11.3%
Train	19%	7%	20%	6%	18.9%	6.9%	18.7%	7.7%
Car Single occ	23%	5%	26%	4%	26.4%	4.7%	25.2%	1.6%
Car share	15%		12%	1%	11.6%	1.7%	13.0%	2.7%
Motorbike/scooter			1%		0.9%	0.2%	0.9%	0.1%
Other	1%		1%		0.5%	0.4%	0.5%	2.6%

White Rose Office Park

Background: There are a number of conditions for the buildings at the office park to have travel plans in place. A travel plan for the whole business park was drafted in 2008.

The following target was included in the 2008 travel plan;

- Reduce the total number of car journeys to and from work by 5% by 2013

The first travel survey in 2008 set the baseline from which to measure the future performance of the travel plan. The 2008 survey showed travel to work by car as 79.9%. In 2014 the figure was 79.2%, virtually unchanged, and the target not met.

Delivery: The business park has been proactive in encouraging staff to travel sustainably.

They have set up a private car sharing scheme, <https://wrop.liftshare.com/> The Office Park have been pro-active in working with the White Rose Shopping Centre and the intention is to extend the car share scheme to cover the shopping centre.

The scheme is well promoted on the Office Park intranet, <http://wropnet.com/>. Every 6 months a magazine is produced which includes articles on sustainable travel hidden within celebrity interviews etc. Below is an extract from the spring magazine encouraging staff to car share and to apply for free bus passes.

CAR SHARE... LIFT SHARE WITH US!

We have teamed up with the White Rose Shopping Centre next door so now it is even easier to find your perfect Liftshare match. Over 2000 of us drive to the park every day and there are 3500 people who work at the Centre next door most of them travel in by bus, why not be neighbourly and offer one of them a lift.

In April we will be launching the new Personal Travel Packages, we will be holding demo days and leaving our Liftshare presentation and also driving car in your office. Keep logging on to wropnet.com for updates and information how you can have your own PTP done and its all free!

The Personal Travel Packages will show you different ways of getting into work, if you work how long it will take, how many calories you will burn off, did you know you could avoid parking on a liftshare to make it easy and fun for you to work to work. If you don't want an option your PTP will tell you what bus will get you here and the liftshare will guide you to your destination stop. Cycle route here at the park have had to be increased due to the amount of people that cycle to work daily, you can also use the PTP to plan your cycle route to work and if you want to you can even find a cycle buddy and you don't have to cycle alone. For some of us, driving is the only option, your personal travel package will give you the three best matches to share with from Liftshare.

Drivers who decide to Liftshare save an average £1000 a year... now that's a holiday! Take the first step by signing up to Liftshare. Take it in turn to come in a colleague's car or be a good Samaritan and get someone off the bus. First you have driven past someone who works at the Park used on the bus stop in the rain, that's a realisation! **DON'T NEED A CAR TO LIFT SHARE.**

On average you drive 10,000 miles per year which means you're emitting an average 100kg (220 lbs) of CO2 into the air every year. This is one of the biggest causes of global warming which is leading to sea levels rising, forest fires, wiping out whole forests and killing the ozone layer. The way this is causing the sea up to melt leading to the extinction of polar bears, in fact 2 thirds of polar bears will disappear by 2050 if we don't do something about it now. Increasing your car occupancy can reduce CO2 emissions drastically, increasing your car to 4 people would reduce CO2 emissions by 25%. In fact, a full car can be a more sustainable than public transport. This is the equivalent of each person planting four trees every year.

5 REASONS TO LIFT SHARE

- Its free to sign up
- You could save £1000 a year
- You DON'T need a car to join
- Get yourself or your colleagues off the bus
- Reduces CO2 emissions and helps save our planet

FREE BUS PASSES!

We also still have some FREE monthly bus passes to give away. To get your free monthly bus pass, please email laura@munrook.co.uk and let us know how you travel to work and you could be one of the ten lucky winners!

DON'T NEED A CAR TO LIFT SHARE

For more Lift Share news log on to wropnet.com

They have also been very proactive in encouraging cycling. Get Cycling roadshows have been held at the park where staff can try out cycling on a traffic free area. They have also run separate electric bike and mountain bike demos with free try out sessions for staff. At one of the cycling days the Office Park marketing staff organised a cycle ride with our road safety team to cycle from Leeds City centre to the business park.



As a result of the increase in staff cycling the park have installed more showers and cycle parking to meet the demand. Regular Dr Bike Sessions are offered at the park.

The travel plan co-ordinator for the park has been campaigning to improve the public transport options to the park. Real time bus information has been put on the intranet site.

Other improvements include works to improve the footpath links and access to the adjacent White Rose Shopping Centre (WRSC) bus station, and negotiating changes to online journey planners to show WRSC scheduled services in the results for the Office Park.

Modal Share:

Year	RESPONSE	CAR-S.O	C/S-DVR	C/S-PSGR	MTRCYCLE	BUS	RAIL	BICYCLE	FOOT	OTHER
2009	283	64%	11%	0%	1%	12%	5%	2%	4%	0%
2011	318	64%	10%	5%	2%	9%	6%	3%	3%	0%
2012	884	68%	8%	5%	1%	9%	5%	2%	2%	0%
2013	414	69%	7%	4%	1%	9%	3%	4%	3%	1%
2014	243	78%	5%	2%	0%	7%	4%	2%	1%	0%
2015	694	71%	6%	3%	0%	12%	3%	1%	3%	0%

Leeds & Bradford International Airport

Background: There has been a travel plan requirement at the Airport since the 2004 approval of 29/53/04/FU.

The Airport has an up to date travel plan and the targets come into force with the planned extension works. The travel plan has developed over the years and the on-site Environmental Officer has taken on the role of the travel plan co-ordinator (TPC). The travel plan was formally launched at an event at the airport in September 2010.



Delivery: Travel Guides have been produced for staff and comprehensive travel information is available from the Airport's website, www.leedsbradfordairport.co.uk/getting-to-the-airport (see image below)

Getting to the Airport

Home / Getting to the Airport

By Car

Leeds Bradford International Airport is easily accessible via the A1, M1 and M62. Directions to the airport wherever you start.

[Travel by car](#)

By Taxi

Arrow Cars is the official private hire operator at the airport and the only people who are able to drop you off at the terminal doors, that's 100 metres closer than any other private hire operator.

[Travel by taxi](#)

By Bike

Leeds Bradford Airport welcomes Bicycle and Motorbike users

[Travel by bike](#)

By Bus or Coach

Leeds Bradford International Airport is serviced by a number of bus networks including local and district services.

[Travel by bus or coach](#)

By Train

Connections to the airport are available via Leeds and Bradford train stations. With Leeds station placed on the East Coast Mainline.

[Travel by train](#)

Hotels

There are many hotels available to suit all passengers flying to and from Leeds Bradford Airport, both on and off-site.

[Book a hotel](#)

Latest Travel News

The latest travel news and information which could affect your journey to and from the airport.

[Latest Travel Updates](#)

Real time bus information boards have recently been installed.

The Leeds & Bradford Airport Company has joined the WY Travel Plan Network. The TPC has also encouraged Jet2 to join the Network and they received assistance from Leeds TravelWise and Metro for their relocation to the Mint building in the City centre.

Mode Share: Travel Surveys are carried out on an annual basis. The TPC carries out staff travel surveys and the LCC Transport Policy Monitoring Team, with assistance from the Airport, carry out the customer surveys / forecourt surveys.

2013 Customer forecourt surveys:

Private Car	Taxi Hackney	Taxi Private Hire	Minibus/Coach	Leeds 757 Bus	Bradford 737 Bus	Bradford 747 Bus	Harrogate 737 Bus	Otley/Menston 967 Bus	LBA Car Park Bus
60.5%	1.3%	10.4%	10.0%	4.0%	0.4%	0.7%	0.4%	0.3%	12.0%

Airport Company, Non Airport Company and Jet 2 Staff

SURVEY DATE	RESPONSES	CAR-S.O	C/S-DVR	C/S-PSGR	MTRCYCLE	BUS	RAIL	BICYCLE	FOOT	OTHER
2009	27	70%	4%	0%	0%	19%	0%	0%	4%	4%
2012	1419	78%	6%	5%	0%	7%	1%	1%	2%	1%
2014	658	73%	6%	5%	1%	8%	2%	2%	2%	2%
2015	776	81%	4%	4%	1%	6%	0%	1%	2%	2%

The proposed extension brings the following targets into force. The 2012 survey results indicate that these targets are being met.

Target Group	Description	Target
Passengers	Mode share of public service bus journeys to the airport	To be set in the updated Surface Access Strategy
Airport Company Staff	Mode share of staff travelling to work by means other than single occupancy vehicles	10% by 2012 20% by 2013 30% by 2014
Non Airport Company Staff	Mode share of staff travelling to work by means other than single occupancy vehicles	20% by 2013

Report of Chief Planning Officer

Report to Joint Plans Panel

Date: 28 January 2016

Subject: Public Speaking protocol

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	☐ Yes	☒ No
Are there implications for equality and diversity and cohesion and integration?	☐ Yes	☒ No
Is the decision eligible for Call-In?	☐ Yes	☒ No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	☐ Yes	☒ No

Summary of main issues

1. The Council has made provision for public speaking on planning applications at the Plans Panels for a number of years; this is to provide the opportunity for parties, irrespective of their stance on a development to share their views, prior to the formal decision being made.
2. In 2013, further provisions were brought in allowing speaking on pre-application presentations; however a review of how this is working has not been undertaken for some time.
3. Recently at the North and East Plans Panel, an issue arose which highlighted that other types of items, requiring a decision, on Panel agendas are not currently covered by the public speaking protocol. In order to maintain transparency and probity in dealing with matters at Panel meetings, the service felt this needed addressing in terms of adopting a consistent approach, whilst at the same time, taking the opportunity to review the whole of the protocol.
4. The responsibility for making changes to the protocol lies with the Joint Plans Panel. Historically, the Joint Member Officer Working Group (JMOWG), a cross party group including the three Panel Chairs, has undertaken work on behalf of the Joint Plans Panel reviewing codes, protocols and other governance documents, for the final consideration by the Joint Plans Panel. Consequently, JMOWG met in December

2015 and recommend a number of changes to the protocol in the context of expeditious decision making,

Recommendations

5. Members are recommended to note the report and to endorse the revisions made to the Protocol for Public Speaking.

1 Purpose of this report

- 1.1 This report is presented to the Joint Plans Panel to consider the recommended amendments to the public speaking protocol.

2 Background information

- 2.1 It is generally considered good practice to provide the opportunity for objectors and supporters to address a planning committee; it provides the chance for people to feel more involved in the decision making process by being able to describe and share their concerns before a decision is taken.
- 2.2 Public speaking at the Plans Panels has been a feature of the decision making process in Leeds for a number of years and the Council has adopted a *Public Speaking Protocol*, which is within part 5, Codes and Protocols of the Council's Constitution. The current public speaking protocol is attached as appendix 1.
- 2.3 Over time, new provisions have been inserted into the protocol; the last significant changes were made in 2013, where public speaking arrangements were made for pre-application presentations, with both the applicant and a ward member or their nominated community representative having the opportunity to address the Panel.
- 2.4 The responsibility for the protocol lies with Joint Plans Panel. The Joint Member Officer Working Group (JMOWG), a cross party group comprising Panel Chairs and the Executive Member for Regeneration, Transport and Planning, has traditionally been the conduit for reviewing protocols, codes and guides and making recommendations for the consideration of the Joint Plans Panel.
- 2.5 The JMOWG met in December 2015 and following a review of the public speaking protocol, made a number of recommended changes to ensure continued transparency, probity and equity for all parties in the Plans Panel process.

3 Main issues

- 3.1 The proposed amended public speaking protocol is included as appendix 2. There are three main areas where changes to the public speaking protocol are recommended:

- Matters for determination
- Pre-application presentations
- Position statements

3.2 Matters for determination/ decision

- 3.2.1 On matters before the panel for determination, the protocol currently allows speakers to address the Panel for a maximum of three minutes. This time can be for one or more speakers. Whilst three minutes is largely satisfactory for a single speaker, often there are two people who wish to speak and members felt 1 ½ minutes was not adequate in order for people to get their points across. It is recommended to increase the time allowed to a maximum of four minutes,

irrespective of the number of speakers. The increase to four minutes was felt by the Working Group to strike the right balance between providing a fair amount of time for representations to be made, whilst being mindful of the need to ensure the efficient and timely conduct of the business of the meeting. The increase in time may also potentially remove the need for the Chair to allow extended times or numbers speaking. This is important as extended times risk unfairness if not evenly applied.

- 3.2.2 Connected, but outside of the protocol, the purpose of addressing the Plans Panel will be articulated more clearly in the guidance notes provided to potential speakers; that it is not to seek to explain all points expressed, but to emphasise important points before a decision is taken.
- 3.2.3 The recent issue at North and East Panel was in relation to an enforcement case, and the matter of public speaking on the item was raised. Currently the protocol covers speaking on applications for determination but does not include other matters such as enforcement issues where members may be asked to make a decision. It is therefore recommended to make amendments to the public speaking protocol to allow speaking on *any* matter where a decision is required.
- 3.2.4 For the sake of consistency, it is recommended to use the same time limits as applications for determination, that is, four minutes.

3.3 Pre-application presentations

- 3.3.1 New provisions inserted in to the protocol in 2013 allowing public speaking on pre-application presentations have largely been working well. The changes were made to ensure there was fairness and balance in the process, allowing opposition or objectors to speak as well as the applicants. The protocol currently allows applicants and a ward member or their nominated community representative 15 minutes respectively to address the panel about the emerging proposal. Anecdotally members and officers feel that often presentations lasting 15 minutes have been too long and repetitive. It is therefore recommended to reduce this time to a maximum of 10 minutes and refocus the developer presentation on a summary of the main issues, discussion of CIL/ S106 (if known at the time) and importantly cover issues relating to community involvement and engagement.

3.4 Position statements

- 3.4.1 Position statements have been a feature of the planning process in Leeds for a number of years as part of the three phase process- pre-application, position statement and final determination. The purpose of position statements is to give members an update on progress or provide the opportunity for a steer to be given on the largest or most complex schemes. Currently there is no speaking on these items; position statements are for information only and no decision will be taken. However, as a mechanism for gaining as much up to date information about the scheme as possible, speaking would be useful addition. In the interests of fairness and balance, the speaking opportunity will be for both the applicant and objectors. It is therefore recommended that a total of four minutes each is given to the applicant and a member of the local community to address the panel.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.2 The Joint Member Officer Working Group, a cross party group of members, comprising the Plans Panel Chairs, Development Plans Panel Chair, Executive Board Member and representatives from the other political parties have been fully engaged in developing of the changes recommended to the protocol.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 There are no specific equality considerations arising from this report. The additional speaking provisions provide the opportunity for increased participation in the planning process.

4.3 Council policies and the Best Council Plan

- 4.4 The effective and expedient determination of planning applications contributes to the overall prosperity of the City and plays a key part in the regeneration and growth agenda.

4.5 Resources and value for money

- 4.5.1 There are no specific implications arising from this report. However, measures are being taken to ensure that the service is delivered within the present financial climate and close monitoring occurs of the budget.

4.6 Legal Implications, Access to Information and Call In

- 4.6.1 There are no specific legal implications and this report does not relate to a key or major decision.

4.7 Risk Management

- 4.7.1 There are a number of risks associated with the decision making process which are both financial and reputational. The measures outlined in the report seek to minimise the risk of challenge on the grounds of unfairness or bias.

5 Conclusions

- 5.1 These recommended provisions to the protocol will provide opportunity for additional participation in the planning process, which is an important in making communities feel involved in the planning process.
- 5.2 The proposed changes continue to ensure that there is equal time to those wishing to speak for or against a proposal to ensure fairness. It is important to place a limit on the time available to avoid excessively lengthy meetings, running the risk of affecting the quality of decision making.
- 5.3 It is hoped that the reduction in time for pre-application presentations will result in a more focussed presentation, with the emphasis on specific issues and community engagement.

6 Recommendations

- 6.1 Members are recommended to note the report and to endorse the revisions made to the Protocol for Public Speaking.

7 Background documents¹

7.1 Leeds City Council Public Speaking Protocol.

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

Protocol for public speaking at the Plans Panels (2013)

1 Introduction

- 1.1 This Protocol sets out the procedures to allow public speaking at the meetings of the Plans Panels. It has been amended to reflect the changes to the Members Code of Conduct, the provisions in the Localism Act and changes to the Plans Panel arrangements in 2012, allowing greater community and ward member participation at the Plans Panel meetings.
- 1.2 Subject to the exceptions below public speaking does not apply where Members are considering a report for information or where Members are considering detailed reasons for refusal or conditions of approval following a decision of an earlier Panel not to accept the Chief Planning Officer's recommendation.

2 Procedures

2.1 Pre-application presentations

- 2.1.1 Pre- application presentations are a valuable part of the planning process and allow information to be shared at an early stage, proposals to be altered and amended prior to the submission of a formal application and for applicants to take on board comments from Ward Members and representatives from the local community.
- 2.1.2 Agents or applicants have the opportunity to present their proposal to the Plans Panel for a maximum of 15 minutes. The *Protocol for pre-application presentations at Plans Panel meetings*² sets out the formal process of the pre-application presentation to the plans panels.
- 2.1.3 A Ward Member or a community representative may then address the panel on giving notice of their intention to speak to the Chief Planning Officer by no later than 5pm on the Tuesday before the Panel meeting. Speakers should register before the panel meeting begins, with a member of staff who will be inside the meeting room.
- 2.1.4 A Ward Member or a community representative will be allowed to speak for a maximum of 15 minutes following the developer/ applicant presentation. Where there is more than one speaker, the time may be shared.
- 2.1.5 At this stage no formal decision will be taken by the Plans Panel and members may ask questions from both parties to seek clarification on any points arising.

² Leeds City Council Protocol for pre-application presentations at the plans panels, 2010

2.2 Determination

- 2.2.1 Applicants, supporters and objectors to an application or other form of application or consent before the Panel for determination will normally be allowed to speak to the Panel, subject to the details of the procedure set out below and on giving notice of their wish to do so to the Chief Planning Officer by no later than 5.00pm on the Tuesday immediately preceding the Panel.
- 2.2.2 Applicants, supporters or objectors will have a maximum of three minutes to address the Panel.
- 2.2.3 In the event of more than one applicant, supporter or objector wishing to speak, a spokesperson should be nominated. However, at the discretion of the Chair more than one speaker for each side may be allowed, provided that the total presentation does not exceed the three minute time limit.
- 2.2.4 Where an application is recommended for approval, objectors to an application will be invited to speak first. Members of the Panel may ask questions and seek clarification of any point arising. The applicant or supporters will then have the right to reply after which Members of the Panel may ask questions and seek clarification of any points arising.
- 2.2.5 Where an application is recommended for refusal, the objector will only be allowed to speak if the applicant or supporter has registered their intention to address the Panel, except in circumstances outlined in paragraph 2.2.7. The objector will be invited to speak first and Members of the Panel may ask questions and seek clarification of any points arising. The applicant then has the right to reply and Members of the Panel may then ask questions to seek clarification.
- 2.2.6 The applicant, supporter and objectors shall take no further part in the Panel debate but may answer questions of fact put by the Chair to clarify matters arising during the debate.
- 2.2.7 If the applicant or supporters do not speak in relation to an application recommended for refusal the objectors will not normally be invited to speak unless, in the Chair's opinion, the Panel is likely to move approval against the Officer recommendation.
- 2.2.8 If no objector wishes to speak to an application for approval, the applicant or supporter will not normally be invited to speak unless, in the Chair's opinion, the Panel are likely to move refusal against the officer recommendation.
- 2.2.9 In the circumstances where the officer's recommendation of approval is not accepted by Panel and the applicant or supporters have not been given an opportunity to speak, they shall be given the opportunity to address the Panel for up to three minutes when detailed reasons for refusal are reported. Members of the Panel may then ask questions and seek clarification of any point arising.

- 2.2.10 In the circumstances where the officer's recommendation of refusal is not accepted by Panel and the objectors have not been given the opportunity to speak they shall be given an opportunity to address the Panel for up to three minutes when detailed reasons for approval are reported. Members of the Panel may then ask questions and seek clarification of any point arising.
- 2.2.11 For the avoidance of doubt applicants, supporters or objectors will only be entitled to address the Panel on one occasion unless, in the opinion of the Chair, significant new information has been produced raising new material planning considerations. In these circumstances, speakers should only speak about new matters or the amended details, not about matters which have been previously considered by the Panel.

3 Passing around of information

- 3.1 The circulation of materials will not normally be accepted during the meeting. Public speaking is an opportunity to highlight important points already made in representations, rather than to introduce new information. Members of the Panel will not be able to give proper consideration of any issues raised in the material.

4 Members of Plans Panel

- 4.1 A Member of the Plans Panel having a disclosable pecuniary interest in an application must either declare that interest or bring it to the attention of the meeting (if it is already included on the Register of Interests) and may not participate in the discussion or vote on the matter and must leave the room.
- 4.2 No Members with a disclosable pecuniary interest (whether they are a member of the Plans Panel or not) is entitled to address the panel in accordance with the terms of this protocol for public speaking.

5 Review

- 5.1 This Protocol may be reviewed, revised or revoked by a joint meeting of the Plans Panel at any time.

1 Introduction

- 1.1 This Protocol sets out the procedures to allow public speaking at the meetings of the Plans Panels.
- 1.2 Subject to the exceptions below public speaking does not apply where Members are considering a report for information or where Members are considering detailed reasons for refusal or conditions of approval following a decision of an earlier Panel not to accept the Chief Planning Officer's recommendation.

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- 2.1.1 Pre- application presentations are a valuable part of the planning process and allow information to be shared at an early stage, proposals to be altered and amended prior to the submission of a formal application and for applicants to take on board comments from Ward Members and representatives from the local community.
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- 2.1.4 A Ward Member or their nominated community representative will be allowed to speak for a maximum of 10 minutes following the developer/ applicant presentation. Where there is more than one speaker, the time may be shared.
- 2.1.5 At this stage no formal decision will be taken by the Plans Panel and members may ask questions from both parties to seek clarification on any points arising.

³ Leeds City Council Protocol for pre-application presentations at the plans panels, 2010

2.2 Position Statements

- 2.2.1 Position statements are part of the three phase process for determination of a planning application usually on large, complex or sensitive schemes and are brought to provide an update to the Panel. Position statements are provided for information and no decisions will be taken by the Plans Panel at this stage.
- 2.2.2 Applicants or agents have the opportunity to speak on the information provided in the Position Statement for a maximum of four minutes.
- 2.2.3 Objectors to the proposal may then address the Panel for a maximum of four minutes.

2.3 Matters for determination or other matters requiring a decision

- 2.3.1 Applicants, supporters and objectors to an application or other form of consent before the Panel for determination or other matter requiring a decision, will normally be allowed to speak to the Panel, subject to the details of the procedure set out below and on giving notice of their wish to do so to the Chief Planning Officer by no later than 5.00pm on the Tuesday immediately preceding the Panel.
- 2.3.2 Applicants, supporters or objectors will have a maximum of four minutes to address the Panel.
- 2.3.3 In the event of more than one applicant, supporter or objector wishing to speak, a spokesperson should be nominated. However, at the discretion of the Chair more than one speaker for each side may be allowed, provided that the total presentation does not exceed the four minute time limit.
- 2.3.4 Where an application is recommended for approval, objectors to an application will be invited to speak first. Members of the Panel may ask questions and seek clarification of any point arising. The applicant or supporters will then have the right to reply after which Members of the Panel may ask questions and seek clarification of any points arising.
- 2.3.5 Where an application is recommended for refusal, the objector will only be allowed to speak if the applicant or supporter has registered their intention to address the Panel, except in circumstances outlined in paragraph 2.3.7. The objector will be invited to speak first and Members of the Panel may ask questions and seek clarification of any points arising. The applicant then has the right to reply and Members of the Panel may then ask questions to seek clarification.
- 2.3.6 The applicant, supporter and objectors shall take no further part in the Panel debate but may answer questions of fact put by the Chair to clarify matters arising during the debate.

- 2.3.7 If the applicant or supporters do not speak in relation to an application recommended for refusal the objectors will not normally be invited to speak unless, in the Chair's opinion, the Panel is likely to move approval against the Officer recommendation.
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- 2.3.10 In the circumstances where the officer's recommendation of refusal is not accepted by Panel and the objectors have not been given the opportunity to speak they shall be given an opportunity to address the Panel for up to three minutes when detailed reasons for approval are reported. Members of the Panel may then ask questions and seek clarification of any point arising.
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3 Passing around of information

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- 4.1 A Member of the Plans Panel having a disclosable pecuniary interest in an application must either declare that interest or bring it to the attention of the meeting (if it is already included on the Register of Interests) and may not participate in the discussion or vote on the matter and must leave the room.
- 4.2 No Members with a disclosable pecuniary interest (whether they are a member of the Plans Panel or not) is entitled to address the panel in accordance with the terms of this protocol for public speaking.

5 Review

- 5.1 This Protocol may be reviewed, revised or revoked by a joint meeting of the Plans Panel at any time.

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Report author: Martin Sellens
Tel: 0113 2478172

Report of Chief Planning Officer

Report to Joint Plans Panel

Date: 28 January 2016

Subject: Housing and Planning Bill update

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	☐ Yes	☒ No
Are there implications for equality and diversity and cohesion and integration?	☐ Yes	☒ No
Is the decision eligible for Call-In?	☐ Yes	☒ No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	☐ Yes	☒ No

Summary of main issues

1. The Housing and Planning Bill is currently going through the parliamentary process, having been through the House of Commons and now starting its passage through the House of Lords.
2. The Government wants to see a million homes built to 2020. The purpose of the Bill is to give house builders and decision makers the tools and confidence to deliver more homes in appropriate places, and further streamline the planning system to assist them.
3. One of the intended effects is to make it easier for house builders to identify land which all agree is suitable for housing as well as making it easier and faster for planning permission for housing to be granted, so homes can be completed more quickly.
4. The Bill is also intends to increase in the number of housing association tenants and first-time buyers (particularly those under 40) who have the opportunity to own their own home; there is an expectation that Starter Homes are embedded in the planning system.
5. The Bill is lengthy and complex and has implications on local planning authorities and on the delivery of the type and quantum of housing. Whilst the focus on getting new homes built has been welcomed, concerns have already been raised about provisions in the Bill which may result in less affordable homes being built through section 106 agreements and the need to ensure that any new homes built are a mix of tenures

(home ownership, shared ownership, private and social rent) so that people on lower incomes are able to benefit.

Recommendations

6. Members are recommended to note the report

1 Purpose of this report

- 1.1 The Housing and Planning Bill forms a cornerstone of the Conservative Government's vision for building one million homes by 2020. The Bill confirms recent policy announcements and much of the content has already been aired in the Conservative Manifesto and in *Fixing the Foundations* (the Government's productivity plan). The Bill applies to England only.
- 1.2 This report sets out the main measures in the Bill as now amended and particularly those which relate to planning.

2 Background information

- 2.1 The Housing & Planning Bill was introduced to Parliament by the Government on 13th October 2015. On 12th January 2016 it received its third Reading in the House of Commons and now begins its passage through the House of Lords. To get to this stage it has been through three Readings in the Commons, the Committee stage where the legislation has been examined in detail and Report stage where amendments have been discussed and voted upon.

3 Main issues

- 3.1 The Bill is complex and runs to about 200 pages containing 9 main parts and 20 appended schedules. In summary the 9 parts are as follows;

Part 1 : New Homes in England - Starter Homes and Self Build / Custom housebuilding

Part 2 : Rogue Landlords and Property agents in England including banning orders

Part 3 : Recovering abandoned premises in England

Part 4 : Social Housing in England – implementing right to buy, the sale of high value vacant Local Authority Housing and ensuring replacement provision plus measures in relation to security of tenancies

Part 5: Housing. Estate agent and rent charges, and other changes

Part 6: Planning in England

Part 7: Compulsory purchase etc

Part 8: Public authority land

Part 9: General

- 3.2 This report will mainly deal with Parts 1 and 6 but the housing elements are also of note and particularly the regulation of the private rented sector and the implications of the changes introduced by extending right to buy to housing association tenants in terms of the provision of social rented affordable housing.

3.3 The Bill contains substantial powers for the Secretary of State to issue regulations and directions enabling central control over housing and planning matters.

3.4 Starter Homes / Self Build

3.5 The Government has previously announced that it intends to build 200,000 starter homes exclusively for first time buyers under the age of 40, for sale at a minimum of 20% below normal market prices. The Bill includes the mechanisms to deliver this and will:-

- Specify a maximum price for a starter home outside of London of £250,000
- Create a new duty on all planning authorities to promote the supply of starter homes
- Create new regulations so that planning authorities will only be able to grant planning permission for residential developments if specified requirements relating to starter homes are met.

3.6 The regulations governing starter homes have yet to be issued by the Government. However, the Government has indicated that they could include provision of a particular number or proportion of starter homes on site or the payment of a commuted sum to the local planning authority for the provision of starter homes. The Government has indicated that they may apply different requirements to different residential developments in different areas. A statement by Brandon Lewis, the Minister, suggests it will be for LPAs to decide the balance between starter homes and homes for rent as affordable housing on sites in their area although, as elsewhere in the Bill, there are reserve powers for the Secretary of State to direct if required. It is understood starter homes will be defined as affordable housing in changes being made to the National Planning Policy Framework and in the Bill which gives the Secretary of State powers to define affordable housing and to exempt certain types of development from providing it. An amendment to the Bill to ensure the 20% discount was applied in perpetuity was lost on the vote and the regulations from the Government are likely to say that the discount will apply for a 5 year period only at which point the purchaser can resell at full market value. The Secretary of State has powers to specify by regulations changes to the starter home scheme including the maximum price and the criteria for who is eligible.

3.7 Within the Bill are proposals to increase self-build and custom housebuilding by creating a new duty requiring Local Authorities to grant sufficient suitable development permissions on serviced plots of land to meet the demand for self-build and custom housebuilding in their area. Demand will be evidenced by the number of people on the register to be held by Local Authorities. The Secretary of State will bring forward regulations to prescribe the timeframe in which Authorities have to grant sufficient suitable development permissions and there will also be provisions to apply for exemptions

3.8 Local Authorities are gearing up to maintain a register of self-builders and custom house builders but this will now mean that land must be set aside to meet the

demands of those on the register and will lead to further competition for the dwindling stocks of Council owned brown field land.

3.9 Planning measures

- 3.10 There are measures in the Bill to enable the Secretary of State to intervene in the Neighbourhood Planning and Local Plan preparation process when required to ensure that adequate progress is being made and to set deadlines and timescales. There is also a provision for Neighbourhood Forums to be consulted on planning applications in their areas if they so request.
- 3.11 There are far reaching powers contained within the Bill to grant permission in principle for new homes allocated in a Local or Neighbourhood Plan as well as brownfield sites identified on a brownfield register as suitable for housing. Measures in the Bill give suggest powers to create a nationwide Development Order that would extend permission in principle to sites allocated for development once Local Plans or Neighbourhood Plans are adopted. Sites granted permission in principle would need to obtain consent for a “limited number” of technical details from Local Planning Authorities but the Government has not set out any detail yet as to what that may cover. Under the proposals permission in principle would be followed by an application to agree the technical details before work could start. The amount of housing on each site is likely to be included in the permission in principle and it is not clear at present how this can be defined without detailed work on layout and scale. There could be implications for Section 106, quality, house sizes and mix from this initiative but much will depend on the detail and what the technical consent will cover although contamination, flood risk and access are likely to be part of the technical details. Permission in principle will not apply retrospectively.
- 3.12 The Bill removes the restriction on allowing housing to be considered as part of a nationally significant infrastructure project – not as purely housing schemes but as part of if included within it or close to it.
- 3.13 The Bill would require local councils to set out in their reports to committee a list of financial benefits likely if the development is carried out so the quantum is clear.
- 3.14 In relation to Section 106 agreements, provisions in the Bill enable disputes in agreeing a Section 106 to be resolved through the use of a mediator. The Bill also gives the Secretary of State powers to issue regulations regarding the enforceability of planning obligations regarding affordable housing (which includes starter homes) and to impose restrictions or conditions depending on the size, scale and nature of sites. This could enable for example a general exemption for small sites to be exempt from affordable housing contributions. This provision is subject to the regulations having been first laid before and approved by resolution in both Houses of Parliament.
- 3.15 A late amendment to the Bill has been the inclusion of powers for the piloting of alternative provision of processing of planning applications to be carried out by designated people set out in regulations by the government. The Secretary of State has made it clear that the determination of applications would remain with Local Planning Authorities and this is not a measure to replace local democratic

accountability and control. The introduction of competition however into this area will raise a number of concerns for both members and officers in relation to the practicalities of how it might work given the low level of fees for many applications, the perception of local communities and the wider involvement of people in the process. The Secretary of State has sought to allay fears to state it is a pilot only in certain places and for a limited period and that the designated person could be another Local Planning Authority. It will be interesting to see how these latest proposals fare in the scrutiny of the Bill in the House of Lords.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 This information is presented for information only and there has not been the need for consultation

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 There are no specific equality considerations arising from this report.

4.3 Council policies and City Priorities

- 4.3.1 Housing Growth is one of the breakthrough projects. Measures in the Bill may have a significant impact on the both in terms of housing delivery and in the planning process.

4.4 Resources and value for money

- 4.4.1 There are no specific implications arising from this report.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 There are no specific implications arising from this report.

4.6 Risk Management

- 4.6.1 There are no specific implications arising from this report.

5 Conclusions

- 5.1 The Bill will now pass to the House of Lords following the third reading on 12 January 2016.
- 5.2 The Bill is not without controversy; proposals to exempt Section 106 affordable housing contributions will likely cut investment from the supply of affordable and social rented properties.
- 5.3 Proposals in the Bill seek to grant permission in principle (through a development order) to land that is allocated for development. It is important that communities continue to have a say on decisions that affect them through the democratic process through their local planning committees.

- 5.4 The Bill's proposal in relation to alternate providers processing planning applications raises a number of issues around local democracy, governance, probity as well as having a potentially significant impact on the services provided by the local planning authority.
- 5.5 The service will continue to track the Bill's progress and any new amendments as it moves through the parliamentary process and assess the impact on service and housing delivery.

6 Recommendations

- 6.1 Members are recommended to note the report.

7 Background documents¹

¹ The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.

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