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Iain Phillips Chief Executive

4th July 2006

Dear Councillor,

I hereby give you Notice that a Meeting of the **REGENERATION COMMITTEE** will be held in the **COUNCIL CHAMBER, CIVIC CENTRE, CROOK** on **WEDNESDAY, 12th JULY 2006** at **6.00 P.M.**

AGENDA

1. Apologies for absence.
2. To consider the Minutes of the last Meeting of the Committee held on 24TH May 2006 as a true record – copies previously circulated.
3. To consider Wear Valley District Local Development Framework – Adoption of the Statement of Community Involvement
4. To consider an update on the Local Development Framework
5. To consider a more streamlined Housing Grant Process
6. To consider the development of the Area Tourism Partnership
7. To consider the use of resources – Partnership Performance
8. To consider an update of the progress made in the delivery of the Capital Programme 2006/7 during the first quarter of the year
9. To consider the 1st quarter monitoring information and an update on activity within the Environment and Regeneration Department during the period April to June 2006 on progress against the Departments Service Plan for 2005/06.
10. To consider changes to the Development Control System
11. To consider conservation requirements for the Wear Valley District
12. To consider a request for early retirement*
13. To consider an appeal against repayment of Housing Grant *
14. To consider such other items of business which, by reason of special circumstances so specified, the Chairman of the meeting is of the opinion should be considered as a matter of urgency.

* It is likely that items 12 and 13 inclusive will be taken in the closed part of the meeting in accordance with paragraphs 1 of Part I of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006.

Yours faithfully



Chief Executive

Members of this Committee: Councillors Bailey, Mrs. Brown, Dobinson, Ferguson, Grogan, Hayton, Mrs Jones*, Laurie, Mews, Mowbray, Murphy*, Nevins, Perkins, Mrs Seabury, Stonehouse, Townsend and Zair.

*ex-officio, non-voting capacity

Chair: Councillor Townsend

Deputy Chair: Councillor Mowbray

TO: All other Members of the Council for information
Management Team

REGENERATION COMMITTEE

12 JULY 2006

Report of the Strategic Director for Environment and Regeneration
**WEAR VALLEY DISTRICT LOCAL DEVELOPMENT FRAMEWORK – ADOPTION
OF THE STATEMENT OF COMMUNITY INVOLVEMENT**

purpose of the report

1. To inform Members on the outcome of the written representations examination of the Council's Statement of Community Involvement by the Planning Inspectorate.
2. To seek Members endorsement of the changes made to the Submission Statement of Community Involvement, as required by the Inspectorate.
3. To seek Members approval for the adoption of the Council's Statement of Community Involvement.

background

4. Over the past year the Council has been preparing a Statement of Community Involvement (SCI), the first key document of the Local Development Framework (LDF). The purpose of the SCI is to inform third parties as to how this Council will provide them with the opportunity to become involved in the plan making process and the determination of development control applications.
5. A copy of the final version of the SCI is contained within Annex 1; this is the version of the SCI which the Council is to formally adopt. It is proposed that the Council formally adopt the SCI on the 15th August 2006, in accordance with the timeline contained within the adopted Local Development Scheme.
6. Members will recall that the final draft SCI (the Submission SCI) was submitted to the Secretary of State for Communities and Local Government, (formally Office of the Deputy Prime Minister (ODPM)) for examination by the Planning Inspectorate in December 2005. Members will also recall that the outcome of the public consultation undertaken on the Submission SCI, summarised in the 'Statement of Consultation', was reported to the Regeneration Committee held 15th March 2006.
7. The Planning Inspectorate determined that a written representation examination of the Submission SCI was appropriate on this occasion. This was undertaken during May 2006. In accordance with 'Planning Policy Statement 12: Local Development Frameworks', the examination assessed the Submission SCI against the nine 'tests of soundness', to ascertain whether it is a sound document. Annex 2 details these nine 'tests of soundness'. The examination also considered the content of the 29

representations received during the consultation exercise undertaken on the Submission SCI.

8. The Inspector's Report has been formally submitted to the Council detailing the outcome of the examination for the SCI. The Inspector's Report is a legally binding document. The changes stated in the Inspector's Report must therefore be made before the Council can adopt the SCI. The outcome of the written representations examination are detailed within the report.

outcome of the written representations examination

9. With respect to the 'tests of soundness' the Inspector concluded that, subject to the Council complying with the requirements stipulated in his report, the Submission SCI is a sound document. A copy of the Final Inspector's report is tabled for Member's information. The three recommendations are:-

- The following sentence is to be inserted at the end of Appendix 2 to cover situations such as organisational restructure.

"Please note, this list is not exhaustive and also relates to successor bodies where re-organisations occur."

- The following statement is to be displayed predominantly on the front or inside cover to ensure any interested party or person can become involved in the planning process:

"This document can be made available in large copy prints, audio cassette, Braille or languages other than English. If you require the document in one of these formats please contact [*Council to add contact details*]

- The following sentence is to be inserted in paragraph 5.2 to confirm that the results of any Development Control consultation will be fed into the decision making process:

"The results of any such consultation will be reported and taken into account in decisions made by, and on behalf of, the Council."

10. The 'Statement of Consultation', which was previously reported to Members, outlines the methods employed to undertake the consultation on the Submission SCI, summarised the content of the 29 representations received and stated the Council's response to these representations. In several instances the Council's response to the representations received suggested minor amendments to the Submission SCI. The Inspector concluded that these did not affect the substance of the document but that they did improve its clarity and transparency. He therefore agreed that the SCI should be amended to include these changes prior to the adoption of the SCI. A summary of the relevant representations and the changes made can be found in Annex 3.

legal implications

11. As the Inspector's Report is a legally binding document the Submission SCI has been amended in accordance with the recommendations made. The next stage in the LDF process is for this resulting document to be formally adopted by the Council.
12. Upon adoption, all consultation conducted in relation to the plan preparation and development control processes must be undertaken in accordance with it. The SCI covers the minimum legal requirements for consultation and publicity for all development control applications, setting out how the Council intends to implement the requirements at the local level. As these are legal requirements, failure to comply with the adopted SCI could lead to an Ombudsman, or a High Court challenge.
13. The Council will also need to ensure that all documents making up the LDF are prepared in accordance with the requirements of the SCI. The Council will have to submit a 'Statement of Compliance' with every Submission Development Plan Document, which details exactly how the Council met the requirements for that particular document. When testing the soundness of development plan documents at examination, the Inspector will use the 'Statement of Compliance' to determine whether the adopted SCI has been adhered to. If there has been a failure to comply with the adopted SCI or the Regulations in a way which undermines the soundness of the document, the Inspector has the right to require that it be withdrawn. Such a circumstance would have both financial and practical implications for the Council.

adopting the statement of community involvement

14. The Town and Country Planning (Local Development) (England) Regulations 2004 state the procedures which must be followed for a Council to adopt LDF document, including the SCI.
15. Regulation 35 states that the local authority is responsible for the publication of the Inspector's recommendations. In accordance with this Regulation the Council has to:
 - Make the Inspector's report available for inspection during normal office hours in the locations used during the pre-submission stages of preparing the SCI. A list of these can be found in Annex 4.
 - Publish the Inspector's report on the Council's website; and
 - Send a copy of the report to those third parties who requested notification.
16. As the Council has complied with the recommendations made in the Inspector's Report the Council can now formally adopt the SCI. Regulation 36 states that, as soon as reasonably practicable after the local authority has adopted the SCI, they must prepare an adoption statement which states the date the SCI was adopted and outline the rights of any aggrieved parties. In addition the Council must:

- Make a copy of the adopted SCI and the Adoption Statement available for inspection during normal office hours in the locations used during the pre-submission stages of preparing the SCI. A list of these locations can be found in Annex 4.
- Publish the Adoption Statement on the Council's website;
- Place a public notice in the local press detailing the Adoption Statement and the fact that the SCI is available for inspection and the places and times which the document can be inspected;
- Send the Adoption Statement to any third party who requested to be notified of the adoption of the SCI; and
- Send the adopted SCI and the Adoption Statement to the Planning Inspectorate and the Government office for the North east.

conclusion

17. The Submission SCI has been amended in accordance with the requirements contained in the binding Inspector's Report. These amendments do not affect the substance of the SCI but they do improve the clarity and transparency of the document. The amended Submission SCI is the final version of the SCI to be adopted by the Council.

RECOMMENDED 1 That Members endorse the adoption of the Statement of Community Involvement.

background information

Draft Statement of Community Involvement (July 2005)
 Submission Statement of Community Involvement (December 2005)
 PPS12: Local Development Frameworks (2004)
 Creating Local Development Frameworks – A Good Practice Guide (2004)
 Wear Valley Local Development Scheme (April 2005)
 The Town and Country Planning (Local Development) (England) Regulations 2004

Officer responsible for the report	Author of the report
Robert Hope	Jill Iveson
Director of Regeneration	Forward Planning Officer
Ext 264	Ext 265

REGENERATION COMMITTEE

12 JULY 2006

Report of the Strategic Director for Environment and Regeneration
UPDATE ON LOCAL DEVELOPMENT FRAMEWORK

purpose of the report

1. To provide Members with an understanding of the components of a Local Development Framework.
2. To seek Members endorsement of the processes involved during the initial stages of Development Plan Document production.
3. To provide members with an update on the progress made on the Local Development Framework and a number of related activities.

background

4. Local Development Framework (LDF) is the term applied to a portfolio of Local Development Documents (LDD) which will comprise the spatial planning strategy for each local planning authority area. These documents, introduced as a result of the Planning and Compulsory Purchase Act 2004, and the accompanying Regulations, will replace the existing system of local, structure and unitary development plans.
5. Since September 2004 the Forward Plans Section of the Regeneration Department has been working on preparing the Wear Valley District Local Development Framework. Over this period a number of reports have been presented at the Regeneration Committee detailing the work undertaken on certain documents to date.
6. It is intended that this report will offer some clarification to the processes involved in the initial stages of preparing a Development Plan Document, and update Members of the work undertaken on the Local Development Framework (LDF), and a number of related activities.

structure of this report

7. This report will be structured as follows:-
 - *Section 1 – Components of an LDF.* The aim of this section is to provide Members with an overview of the documents making up a LDF.
 - *Section 2 – Processes involved in preparing a development plan document.* The aim of this section is to inform Members of the


processes and stages involved in preparing each Development Plan Document.

- *Section 3 – An update on the progress made to date.* The aim of the section is to provide members with an update on the progress made on the LDF, and a number of related activities to date.

section 1 - components of a local development framework

8. To assist Members when reading the report Annex 5 contains a summary of different types of document which comprise a Local Development Framework. The Annex also contains a Table stating which Local Development Framework documents the Council has prepared, is in the processes of preparing and proposes to prepare.
9. The first two Development Plan Documents which the Council is preparing are the Core Strategy and the Generic Development Control Policy DPDs:
 - *The Core Strategy* - sets out the spatial vision, spatial objectives and core policies for the development of the District.
 - *The Generic Development Control Policies DPD* - provides a suite of policies which set out the criteria against which every planning application should be determined.

section 2 - processes involved in preparing a development plan document

10. There are three key stages involved in preparing each Development Plan Document (DPD); Pre-production; production and examination. A number of requirements have to be complied with in order to complete each of the three stages, these are set out in the Regulations and the accompanying guidance (Planning Policy Statement 12: Local Development Frameworks). A summary of the stages and related processes, or requirements, is contained in Annex 6. This table will be used in every future committee report relating to the LDF process. The purpose being to identify to Members the processes completed to date (denoted by ) and the process currently being undertaken (denoted by \perp). This Annex also summarises the related Sustainability Appraisal tasks.
11. As the work undertaken so far (as detailed in paragraph numbers 16 to 27 below), has primarily revolved around completing LDF documents which are not Development Plan Documents, none of the processes involved in preparing a Development Plan Document have been completed yet.
12. The table in Annex 6 identifies that the process currently being undertaken by the Forward Plans Section is the 'Preparation of the Issues and Alternative Options Paper'. The 'Issues and Alternative Options Paper' is prepared with on-going public involvement. Each Local Development Document prepared will require an 'Issues and Alternative Options Paper'; therefore as the Council is preparing two Development Plan Documents alongside one another, two 'Issues and Alternative Options' Papers will be prepared.

13. To inform Members of the work required to prepare an 'Issues and Alternative Options Paper' Annex 7 details the tasks which need to be undertaken to do so. These tasks will take be undertaken during the period June to December 2006.
14. Annex 7 also describes the steps involved in completing each Task involved in preparing an 'Issues and Alternative Options Paper'. It must be noted that, in a number of instances, these tasks take place alongside each other, as the outcomes help inform and develop the other tasks. The tasks involved in preparing the Sustainability Scoping Report are not included in this Annex. Although Sustainability Appraisal is an integral part of preparing each of the Local Development Documents, this is a separate process which will be undertaken by the Sustainability Officers.
15. It is proposed that the statutory 6-week consultation on both 'Issues and Alternative Options' papers will take place during November and December 2006. The outcome of the consultation will be used during the preparation of the second document for each of the Development Plan Documents. The second document is called the 'Preferred Option' document. The processes involved in preparing a 'Preferred Options' Document will be described to members in greater detail, closer to the time of preparing it.

section 3 - update on the progress made on the ldf to date

16. The following paragraphs report on the progress made to date on preparing the Wear Valley District Local Development Framework.

adoption of the statement of community involvement

17. The Council has now received the Final Inspector's Report from the Planning Inspectorate, which details the outcome of the independent examination of the Statement of Community Involvement (SCI). The report concluded that the Submission SCI is a 'sound' document and, subject to a number of requirements, can be formally adopted by this Council. Full details of the Inspector's report and the processes involved in adopting the SCI are described in Agenda Item 3.

commencement of the sustainability appraisal officers

18. Together with Sedgefield Borough Council and Teesdale District Council the Council has jointly appointed two Sustainability Officers. Their role is to undertake the Sustainability Appraisal and Strategic Environmental Assessment (SEA) work which is required alongside the preparation of each Local Development Document.
19. The officers, which are currently based at Sedgefield, commenced on 15th May 2006. Their first key task has been to prepare a project plan for each of the three authorities detailing the workload involved in undertaking the SA and SEA work. They are also currently working on preparing the Initial Sustainability Report, known as the Scoping Report, for the Council. This work is key to preparing the 'Issues and Options' paper for the Core Strategy and Generic Development Control Policy DPDs.

20. At the time of writing the report, it is proposed that two workshops are to be held to inform the key sustainability issues facing the District. One will be for Members and Key Officers, the second for key stakeholders.

finalising evidence gathering

21. A comprehensive evidence base is a vital aspect of Local Development Document preparation. The Council needs to have a sound understanding of current and future local issues and needs in order to prepare robust and effective plans. The evidence base should include information collected by the Council, external bodies (e.g. local community groups) and through original research.
22. In order to broaden the Council's evidence base and inform the preparation of the Core Strategy, the Generic Development Control Policies DPDs, and any subsequent DPD, a number of studies will have to be commissioned. The first studies required by the Council are:
- *Retail Study* – England and Lyle prepared a Retail Study for the District in September 2004, in order for the study to accurately inform the preparation of the LDF, it will need to be updated. A tender brief is currently being prepared to identify those consultants interested in updating the study on behalf of the Council.
 - *Strategic Flood Risk Assessment (SFRA)* – Draft Planning Policy Statement 25: Development and Flood Risk, states that each local planning authority should undertake a Strategic Flood Risk Assessment of their area. This study should then inform every Local Development Document prepared by the authority. Due to the expertise required to complete a SFRA consultants will have to be commissioned to undertake the study on behalf of the Council. A tender brief is currently being prepared.
 - *Employment Land Review (ELR)* – The ELR will play an integral role in preparing the LDF. In brief an ELR would: assess the future demand for employment land; assess the future supply of sites for employment; assess the suitability of individual sites; and develop appropriate future policies and proposals. The ELR is a large piece of work which will need to be undertaken by consultants on behalf of this Council. A tender brief is currently being prepared.
 - *Conservation Area Appraisals* – In recent years the importance of CAA has grown; this has been reflected through the requirement for each Local Authority to record their coverage through a Best Value Performance Indicator (BV 219b). The content of CAAs will also inform the preparation of the LDF, and in certain circumstances they can be adopted as Supplementary Planning Documents, which will then inform the determination of planning applications in that particular area. In order to meet the BVPI target and due to the level of work and expertise required to complete each CAA the Council will need to commission consultants to prepare the District's first three CAA. The Conservation Areas subject these initial CAA have yet to be decided.

- *Housing Market Assessment* – Draft Planning Policy Statement 3: Housing, requires HMA to be undertaken on a sub-regional and local level. The Council is currently working in partnership with the seven other local authorities in Durham to prepare the Sub-Regional HMA. Consultants are currently being sought to undertake the work on behalf of the Durham authorities. Once this work is complete a local HMA will have to be undertaken by the Council. This assessment will inform future DPDs.
- *Housing Needs Study* – This study will identify the local need with regard to housing across the District. The study will inform both the preparation of the LDF, but also the Housing Strategy currently being prepared by the Council.

the monitoring framework and the annual monitoring report

23. The Regulations also require the Council to submit an Annual Monitoring Report (AMR) detailing the progress made on preparing the LDF and the implementation and performance of the planning policies, including the 'saved' Local Plan policies. The first Annual Monitoring Report (AMR), which covered the period 1st April 2004 to 31st March 2005 was submitted to the Government Office for the North East in December 2005, established the monitoring framework for and the structure of all subsequent AMRs. As the Council submitted the AMR within the deadline the Council qualified for over £50,000 of Planning Delivery Grant.
24. Since January 2006, work has been on-going in developing a complementary monitoring system to be implemented within the Regeneration Department. This work revolves around development control applications and the information stored in the electronic planning database, known as SX3. In brief, the system requires a monitoring sheet, containing a set list of questions, to be answered during the determination of every development control application. This information is then recorded in SX3 and used to collate the indicator results. This system will inform the content of all future AMRs.
25. With regard to the second AMR, which will cover the period 1st April 2005 to 31st March 2006, work has commenced on updating the status of all the Local Plan allocations and analysing all the appeal decisions received within the monitoring period. To ensure that the AMR contains indicator results for all the Core Output Indicators, as set by central Government, it is necessary to complete the monitoring sheet for a number of determined applications and backdate records in SX3. This work has also commenced.
26. Another requirement of the Regulations, is the completion of a Housing Trajectory. This trajectory demonstrates the housing activity within the District in relation to the strategic requirement set out in the Regional Spatial Strategy (RSS). The aim of the trajectory is to illustrate how the authority seek to deliver their housing requirement over the life of the RSS. Work has commenced on collecting and collating the appropriate information to feed into the housing trajectory. A position statement relating to the housing figures and the trajectory will be reported at the next Regeneration Committee. It is anticipated that this position statement will also be informed by the initial

Inspector's Report which will detail the outcome of the Examination in Public for the RSS.

audit of 'saved' local plan policies

27. In September 2004 the Council 'saved' the current Local Plan for an initial three year period, as advocated in the planning legislation to safeguard against a 'policy vacuum'. This three year period ends in September 2007. An audit of the 'saved' Local Plan policies is currently being undertaken in order to determine which local plan policies are contrary to new national and regional guidance, and have therefore become 'out-of-date'. Although the guidelines on saving policies beyond the initial three-year period have not been released yet, it is anticipated that policies not in conformity with national and regional guidance or policy will be amongst those which can not be 'saved'.

review of the local development scheme

28. The first AMR for the LDF identified that the Council had experienced some slippage from the timeline set out in the adopted Local Development Scheme (LDS). It is therefore necessary to revise the LDS and submit it to the Government Office for the North East for approval. The review of the LDS was delayed pending the appointment of the Sustainability Officers, to allow their input into the proposed timetable for producing each Development Plan Document.
29. Informal discussions with GONE and the Planning Inspectorate are currently taking place. The amended LDS should be prepared in time to be reported to the next Regeneration Committee.

supplementary planning documents

30. A number of opportunities have arisen to produce some Supplementary Planning Documents (SPD) through Joint Working arrangements with other authorities:
- *AONB Design Guide SPD* – It is proposed that these be prepared by the North Pennines AONB in partnership with the relevant local authorities. This will provide detail and guidance on the implementation of higher level policies contained in the Core Strategy or the Generic Development Control DPDs.
 - *AONB Management Plan* – The North Pennines AONB are proposing that their Management Plan be adopted as a SPD. Again, the purpose being to provide detail and guidance on the implementation of higher level policies contained in the Core Strategy or the Generic Development Control DPDs.
31. The proposed profile and timelines for the two SPDs relating to the North Pennines AONB can be found in Annex 7, as contained in both the Derwentside District Council and Teesdale District Council Local Development Schemes (LDS).

financial implications

32. Provision has been made through the Planning Delivery Grant to undertake further research and to cover the cost of plan preparation this financial year.

conclusion

33. The first section of this report described the processes involved in preparing Development Plan Documents for the Local Development framework and provided detail on the tasks which need to be undertaken to prepare the 'Issues and Alternative Options paper' for both the Core Strategy and the Generic Development Control Policy DPD. Annex 6 contains a summary table of all the processes involved in preparing one Development Plan Document; it is intended that this table be included in all subsequent LDF committee reports to illustrate to Members the processes completed and the stage the Council are currently undertaken.

34. The second section to this report detailed the progress made on the Local Development Framework to date, in order to provide Members with an update on the LDF.

- | | | |
|--------------------|---|--|
| RECOMMENDED | 1 | That Members endorse the progress made to date. |
| | 2 | That the future preparation process outlined above be endorsed. |
| | 3 | That further reports relating to the preparation of the Local Development Framework be received in due course. |

Officer responsible for the report	Author of the report
Robert Hope	Jill Iveson
Strategic Director for Environment and	Forward Planning Officer
Regeneration	265
Ext 264	

REGENERATION COMMITTEE

12 JULY 2006

Report of the Strategic Director for Environment and Regeneration **STREAMLINE HOUSING GRANT PROCESS**

purpose of the report

1. The purpose of this report is to propose a more streamlined Private Sector Grants service to ensure a 100% satisfactory service to grant applicants.

background

2. The Durham Dales Home Improvement Agency (HIA) was formed on the 1st April 2004. At present the team consist of an Agency Manager, Two Technical Officers (one post time limited until March 2007) and Administration Officer. The HIA cover the whole of Wear Valley and Teesdale areas.
3. Over the last 18 months the working partnership between Wear Valley District Councils Private Sector Housing Team and the HIA has gone from strength to strength. This has been to the benefit of customers throughout the District as a more streamlined service has been achieved.
4. It was envisaged that the Durham Dales Home Improvement Agency would become a 'stand alone' organisation that would deliver grants on behalf of Wear Valley District Council.
5. The HIA carry out approximately 70% of administering the grant process, with the remaining 30% being managed by the Private Sector Housing Team.
6. In September 2005 the HIA achieved the 'Quality Mark' from the HIA accreditation board Foundations, this demonstrates the progress of the HIA and demonstrates the success of our partnership working.

current situation

7. The Private Sector Housing Team provide a wide range of services to customers, this includes houses in multiple occupation licensing, landlord and tenant complaints, landlords accreditation, empty property initiatives and the management of the Councils Declared Renewal Areas. In addition the section is also responsible for strategic housing projects for the district.
8. The HIA offers vulnerable people a holistic service of dealing with their unsuitable living conditions by way of repair, improvement or adaptation. The service offered is that of a full technical house survey, identify available funding, not always by way of a council grant sometimes this can be a cocktail

of funding from charities, trusts and benevolent funds, completion of relevant paperwork and supervision of works ensuring they are delivered on time, to budget and by thoroughly vetted contractors. The HIA are paid an agency fee of 8% through the grants budget for their service to the customer.

9. The HIA and the Private Sector Housing Team have now reached a point where the grants process needs to be further streamlined. This has been observed by partner organisations and customers. Duplication was highlighted in both the HIA Quality Mark assessment and Durham County Council Supporting People Review.
10. The HIA is perceived as being independent from both Councils and has been established to provide advice advocacy and practical assistance to help vulnerable people tackle their unsuitable living conditions. The HIA Manager along with the Advisory Committee is currently investigating the possibility of becoming a Social Enterprise Company.
11. The HIA manages the Private Sector Grants and Disabled Facilities Grants on behalf of Teesdale District Council and carries out the part of the grant process in Wear Valley District that was previously left to the customer to deal with themselves.
12. At an operational level there is a degree of duplication between the two teams, this wastes officer time and resources and can cause delays in processing grant applications (see Annex 9). This is now causing confusion to Customers and Contractors.

proposal

13. It is essential that the Council and the HIA develop a way forward to ensure that the service to our customer improves and increases.
14. The main thrust of these proposals is to achieve the following:-
 - Eliminate duplication of work
 - Develop a more streamlined service
 - Develop the Private Sector Housing Team into a team that continues to be at the forefront of Public and Private Sector Housing Policy.
15. The workload of the Private Sector Housing Team has increased over the past year. The team has evolved from one that was very reactive and specific, to one that is proactive and wide-ranging. Major projects are being developed and there is now a significant focus on the Private Sector. This furthers the need to streamline the service to ensure staff time is better utilised.
16. The HIA have made significant progress with regards to service delivery and are delivering a very specific customer focussed service across the District, the award of the 'Quality Mark' from Foundations has demonstrated the success of the HIA.
17. The HIA and Wear Valley District Council are looking at the long-term management model for the HIA which hopes to be in place by April 2007.

18. Considerable discussions between all parties over the last 12 months have concluded in the system needs to be more efficient and a clear split between duties needs to be established. It is proposed that the HIA take on the delivery of the Disabled Facility Grant and Major Repairs Process, the duty on the Private Sector Housing Team will be a monitoring function responsible for budget control and 10% checks on completed grants.
19. Following Regeneration Committee in May 2006 it was recommended that customers in the Public and Private Sector are subject to the same prioritisation categories. It is agreed that this would enable a service that is fairer to all customers and it is proposed that all customers apply through the Disabled Facility Grants (DFG) Route. This change results in Council Tenants applying for a Disabled Facility Grant and are subject to a means test along with private customers. It is proposed that the Home Improvement Agency would take on the delivery of the public sector adaptations and deliver them through DFG's.

impact on the private sector housing team

20. The Housing Grant function is only a small part of the Private Sector Housing Team's duties. At present there are 3 Housing and Environment Officers. Last financial year there was a further 1 Empty Properties Officers employed within the section. Unfortunately the NRF funding has ceased and the bid to mainstream the post was not successful. The Private Sector Housing Team has a large remit, which covers:

- Houses in Multiple Occupation Licensing
- Landlord and Tenant Complaints
- Private Sector Empty Property Management
- Landlord Accreditation
- Housing Strategy
- Declared Renewal Area Management and Delivery
- Strategic Housing Projects

For the section to run efficiently the team requires 2 Housing and Environment and one admin/policy officer.

impact on the home improvement agency

21. The HIA have a prominent place in the delivery of grants throughout the Wear Valley and Teesdale areas. The agency provides a service that enables the customer to have one point of contact and to take them through the housing grants journey. Transferring functions to the HIA is a positive move and will add value to customer service and eliminate duplication in staff time. In order to do this the HIA will require an additional full time permanent member of staff.

conclusion

22. It is accepted by both the Private Sector Housing Team and the Home Improvement Agency that we have achieved a considerable amount over the last 18 months. Both sections agree that the service needs to be better streamlined and that is the thrust of this report.

23. The HIA and Private Sector Housing Team both have very different yet specific functions in the administering of the grants process, these functions need to be formalised, streamlined and provide a whole systems approach to the customer. One service to deal with their needs.
24. It has now been determined that the HIA are in a position to be the forefront of grant delivery within WVDC as they are in TDC.

financial implications

25. This proposal will be cost neutral, as an officer will move from the Private Sector Housing Team to the Home Improvement Agency.
26. At present the HIA claim 8% of fees and the Private Sector Housing Team claim 2%. If these proposed changes went ahead it would mean that the HIA were dealing with the full service and would be entitled to claim the full 10%.

legal implications

27. There are legal implications regarding the formation of a management agreement, this has been discussed with the Legal Services Department and further discussions will take place to ensure the correct procedure and agreement is followed.

human resource implications

28. There will be a requirement for a Housing and Environment Officer from the Private Sector Housing Team to be located within the Home Improvement Agency. Any Human resource implications will be completed in conjunction with the Council's Personnel Section.

i.t. implications

29. There will be I.T. implications through the moving of I.T. equipment.

crime and disorder implications

30. There are no Crime and Disorder Implications relating this report.

monitoring

31. The Principal Housing Strategy Officer has the overall responsibility for the Private Sector Housing Team and will therefore be responsible for the monitoring of all grant delivery carried out by the HIA.

RECOMMENDED

1. That Committee agree to streamline the service.
2. That Committee agree to the proposal that Council Tenants apply for housing adaptations through the disabled facility grants process and the Grants Policy Reflects this change.

3. That the management arrangements of a full time permanent member of staff transfer from the Private Sector Housing Team to the Home Improvement Agency as detailed in the report be approved.

Officer responsible for the report

Robert Hope
Director of Regeneration
Ext 264

Author of the report

Richard Roddam
Principal Housing Strategy Officer
Ext 514
Shirley Wild
Home Improvement Agency Manager
EXT 501

REGENERATION COMMITTEE

12 JULY 2006

Report of the Director of Regeneration

DEVELOPMENT OF THE AREA TOURISM PARTNERSHIP

purpose of the report

1. To update the Committee on the development of the Area Tourism Partnership (ATP) for Durham and consider what implications there might be for Wear Valley.

background

2. In March 2004, Northumbria Tourist Board (NTB) was transferred to One NorthEast. This coincided with the transfer of strategic responsibility for tourism from the English Tourism Council to the UK's regional development agencies. The re-structure meant that One NorthEast is responsible for both the strategic direction and delivery of tourism across the region.
3. Consultants were appointed to review the delivery structures and this concluded that it should comprise:
 - A regional team, responsible for regional strategy, major marketing campaigns, running and supporting the network.
 - Four Area Tourism Partnerships (ATP's) responsible for tourism development and managing the visitor experience.
4. The regional team is in place, the Durham ATP Board has been appointed (See annex 10) and the Chief Executive, Melanie Sensicle took up post on 19 June 2006.

atp core functions

5. Leadership: responsible for destination management planning through producing and getting buy-in to the Area Tourism Management Plan
6. Engaging businesses: develop and maintain relations with individual tourism businesses; and represent their interests. Encourage networking among businesses in their areas.
7. Product development: Encourage development of new facilities and services in line with the Area Tourism Management Plan and advise the Sub-Regional Partnership (SRP) and ONE NorthEast on tourism investment proposals of significance to their areas

8. Develop and/or attract events within the context of the developing North East Events framework
9. Work with Business Link and local training providers to deliver appropriate training and business support
10. Local marketing and visitor servicing; Undertake local marketing, promoting places within their area and providing information for visitors.
11. Agree with Local Authorities the best way to run Tourist Information Centres and deliver visitor information, within a regional framework of standards.

atp management plan (atmap)

12. The Area Tourism Management Plan (ATMaP) attempts to pull together the efforts of all the various organisations and businesses involved in County Durham's visitor economy to co-ordinate the delivery of that action.
13. The ATMaP identifies priorities for County Durham that will help deliver the regional and sub-regional tourism and economic development strategies and includes:
 - Increase tourist numbers (excluding Day Visitors) to County Durham from 1.3 million to 1.46 million by 2010 (as measured by STEAM) by encouraging repeat visits, referrals and first time visitors. Increase the volume of day visitors to the county from 15.7 million to over 18 million per annum (as measured by STEAM).
 - Increase average length of stay from 2.7 nights to 3 nights by 2010.
 - Increase average daily tourist expenditure in the county from £38.00 to £42.00 by 2010.
 - Extend the tourism season. (Improve occupancy and availability of accommodation during shoulder months).
 - Support an extra 2500 FTE jobs by 2010 (up from 6700 to 9200).
 - Improve the performance of existing tourism businesses (measures might include accommodation occupancy or profitability).
 - Develop the quality of the experience in line with increasingly discerning visitors. Specific targets to be set for increasing star ratings across the accommodation sector and for improving the visitor attraction sector. Performance indicators relating to the visitor experience should be established across the region - possibly using destination benchmarking/visitor satisfaction surveys.
 - Improve the profile of the sector as a career of choice Improve the skills of the existing workforce.

atp strategic aims

14. The strategic aims of the ATP are:-
 - Making sure the County's tourism strategy is delivered through its Area Tourism Management Plan
 - To be the voice for tourism in Durham – for both the private and public sector

- Achieve better partnership working
- Tackle the key challenges facing tourism in the County: lack of accommodation, seasonality, mixed and inconsistent quality, the visitor offer not keeping pace with visitor expectations , the need to exploit e business opportunities

relationship with local authorities

15. During the development of the ATP concerns were voiced about the limited local authority representation. A meeting was held on 1 June for members and officers, chaired by the local authority ATP board representative Cllr John Robinson of Sedgfield, to explore what form of network could be established to facilitate wider consultation and communication, however no firm way forward was agreed. The new Chief Executive is to meet with officers on 27 June and has proposed to visit each district as soon as possible.

financial implications

16. One NorthEast will provide support funding to help establish the new network through providing independent consultancy assistance and via sub regional partnerships. This will include core funding for the ATP for the first 2 years. This is on the understanding that One NorthEast is not the sole or necessarily the majority funder of the network.
17. The primary route for One NorthEast funding for tourism projects and investments will, in future, flow through the network towards the opportunities identified in the Regional Tourism Action Plan and Area Tourism Management Plans. It is intended that One NorthEast will not agree to invest in tourism projects outside of this process except in extraordinary circumstances.
18. The council has agreed to contribute £8,000 towards the 2006/07 running costs, with a further £8,000 subject to funding being available

other implications

19. There are no legal, human resources, IT, or crime and disorder implications.

conclusion

20. The ATP will take the lead on destination management planning, marketing/ strategy planning, improving the visitor experience and visitor services strategy. They will therefore be a key organisation in developing and delivering improvements to the tourism sector in Wear Valley
21. Whilst the ATP offers opportunities and local authorities are key partners in delivering it's Management Plan, Wear Valley does not have a seat on the Board. There is a need to clarify the nature of the relationship between the ATP and local authorities
22. The newly appointed chief executive, in her first day in office, has sought to meet with the districts tourism officers and has proposed individual meetings with each district.

RECOMMENDED

- 1 Members note the report and agree that the Council should continue to engage with the ATP to clarify the nature of the relationship that should be established.

Background documents

ATMaP – Area Tourism Management Plan (Draft)

Officer responsible for the report

Robert Hope
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Ext 264

Author of the report

John Parnell
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Ext 307

REGENERATION COMMITTEE

12 JULY 2006

Report of the Strategic Director for Environment and Regeneration **USE OF RESOURCES – PARTNERSHIP PERFORMANCE**

purpose of the report

1. To inform Members of the financial performance of partnerships within which the Environment and Regeneration Department currently operates.

background

2. The Department is involved in a wide range of partnerships that both inform and guide workloads. These are highlighted in the Departmental Service Plan agreed at Committee on 24 May 2006. These exist at regional, county and local level and engage departmental staff in a major way to pursue the interests of the Council.
3. Within the Use of Resources assessment, Key Line of Enquiry No. 2.2.12 requires that *“the financial performance of such partnerships is regularly reviewed, linked to outputs, and the results shared with partners and acted upon”*.
4. Annex 11 to this report outlines the financial performance of the partnerships within the department as required by the Key Line of Enquiry. The actions will be shared with partners.

human resources implications

5. The requirement to review the financial performance of its partnerships annually will place further burdens on the Authority in relation to officer time.

conclusions

6. The annex shows that progress is being made across the partnerships within the department. However, these need to be kept under continuous review to ensure that delivery of its aims and objectives are achieved.

RECOMMENDED 1 That Members endorse the report.

Officer responsible for the report
Robert Hope
Strategic Director for Environment and
Regeneration
Ext 264

Author of the report
Robert Hope

REGENERATION COMMITTEE

12 JULY 2006

**Report of the Strategic Director for Environment and Regeneration
CAPITAL PROGRAMME 2006**

purpose of the report

1. To update Members of the progress made in the delivery of the Capital Programme 2006/7 during the first quarter of the year.

introduction

2. The regeneration department has a substantial capital programme for 2006/7. Below is the progress made on each scheme during quarter 1. For each of the projects the revised budget is shown, progress towards securing additional external resources to deliver the scheme (where appropriate) and finally the risk of the deliverability of project during 2006/7.

C001 – Renovation Grants

Partly externally funded	No	2006/7 Budget Total	£200,000
External funding secured	n/a	2006/7 Budget WVDC	£200,000
2006/7 Risk	Medium	Duration of scheme	On-going

3. Through the Major Repair Grants we are making good progress to improving homes throughout the district. In the first quarter we have delivered 10 repair grants to the cost of £54,000. There continues to be a large demand for this type of grant and the waiting lists are continuing to increase, however in the first quarter this demand has eased off slightly. To minimise the risk to budget spend monitoring of demand will be closely assessed.

C003 – Disabled Facilities Grants (DFG's)

Partly externally funded	Yes	2006/7 Budget Total	£204,000
External funding secured	Yes	2006/7 Budget WVDC	£82,000
2006/7 Risk	Medium	Duration of scheme	On-going

4. In the first quarter we have delivered 8 DFG's to the cost of £20,484. There are a number of large cases that will be managed over the next quarter, these large cases will have a significant impact on the budget and will limit the number of DFG's that will be delivered in the remaining three-quarters. It is possible that the budget will be over-subscribed this year. Potential clients will be notified of grant availability.

C014 – Eldon Lane Renewal Area

Partly externally funded	No	2006/7 Budget Total	£200,000
External funding secured	n/a	2006/7 Budget WVDC	£200,000
2006/7 Risk	Medium	Duration of scheme	On-going

5. Major progress has been made over the first quarter of this financial year to complete the work commenced in 2005/6. This involves the process of upgrading the High Street at Eldon Lane. The focus of this scheme is to significantly improve the quality of the homes in this area. The work completed for the 1st quarter is around £30,000, the total cost of the scheme is £230,000 and we are progressing well and under budget on the programme carried forward from 2005/6. Consultation will be undertaken on the next phase to be funded through this year's budget. Early consultation will minimise risk to grant spend.

C059 – Contaminated Land

Partly externally funded	No	2006/7 Budget Total	£96,000
External funding secured	n/a	2006/7 Budget WVDC	£96,000
2006/7 Risk	Medium	Duration of scheme	Yr 1 of 3

6. The budget is to be used for land remediation schemes. Currently an exercise is taking place to prioritise the identified contaminated land. It is anticipated that the majority of spend will take place during quarter 3 and quarter 4. Identification of sites and consequent site investigation will be essential to ensure budget spend.

C065 – Wolsingham Business Park

Partly externally funded	Yes	2006/7 Budget Total	£1,100,000
External funding secured	No	2006/7 Budget WVDC	£50,000
2006/7 Risk	Medium	Duration of scheme	Yr 1 of 3

7. The development of high quality office units at the proposed Wolsingham Business Park is dependent upon the accessibility to the allocated site. Discussions are ongoing in relation to proposed schemes which would allow access to the site but until these are formalised there will be no progress with this project.

C077 – Car Park Improvement Programme

Partly externally funded	No	2006/7 Budget Total	£92,000
External funding secured	n/a	2006/7 Budget WVDC	£92,000
2006/7 Risk	Medium	Duration of scheme	Yr 1 of 3

8. There is a commitment to undertake surfacing work on car parks on both West Road and Glenholme utilising money from this budget. This is a priority and important to allow the implementation of the Crook car parking strategy. It is proposed to implement this work in advance of the introduction of charging later this year.

C083 – Eastgate Geothermal Assessment

Partly externally funded	Yes	2006/7 Budget Total	£623,000
External funding secured	No	2006/7 Budget WVDC	£48,000
2006/7 Risk	Medium	Duration of scheme	Yr 1 of 3

9. This relates to phase 3 of development work at Eastgate, building upon current work, which is being funded, from ONE Single Programme. Work on developing the application for funding for stage 3 has begun with a view to approval being granted in quarter 3. Current estimates are that the value of work will be around £750,000 with ONE via both the regional and sub-regional allocation expected to contribute around £700,000 of this.

C087 – Crook Commercial Renaissance

Partly externally funded	Yes	2006/7 Budget Total	£530,000
External funding secured	No	2006/7 Budget WVDC	£50,000
2006/7 Risk	Low	Duration of scheme	Yr 3 of 5

10. Revisions have been made to this project as the discontinuation of Crook as part of the Market Towns Initiative has meant that additional external funding could not be found for 2006/7. However, additional external funding spent in 2005/6 has enabled the re-profiling of the project, to allow additional WVDC resources for use in 2006/7. This is to be used to continue the Town Pride Grant scheme, undertake additional work to Crook Green and other key areas within Hope Street. The project is anticipated to close in the third quarter.

C092 – Bishop Auckland Tourism Renaissance

Partly externally funded	Yes	2006/7 Budget Total	£1,187,000
External funding secured	No	2006/7 Budget WVDC	£12,000
2006/7 Risk	High	Duration of scheme	Yr 3 of 3

11. Feasibility work in relation to this project is currently on-going and is due to be completed during quarter 2. This work provides the basis of a submission to Heritage Lottery Funding (HLF) by August for over £2.0m of grant funding. Given the timescales involved in securing HLF implementation of the project is not likely to begin until 2007/8, although the WVDC budget may be required for any additional feasibility work required for the bid submission.

C093 – West Auckland Improvement Scheme

Partly externally funded	Yes	2006/7 Budget Total	£300,000
External funding secured	Yes	2006/7 Budget WVDC	£40,000
2006/7 Risk	Low	Duration of scheme	Yr 1 of 3

12. This scheme is being developed in partnership with Durham County Council. DCC are acting as lead organisation and additional resources have been secured to deliver this scheme. This additional grant has been secured on the basis of a WVDC commitment of a £60,000 contribution (£40,000 2006/7, £10,000 2007/8 & 2008/9).

C124 – Fieldon Bridge Development – Phase 1

Partly externally funded	No	2006/7 Budget Total	£20,000
External funding secured	n/a	2006/7 Budget WVDC	£20,000
2006/7 Risk	High	Duration of scheme	Yr 1 of 3

13. This project was originally submitted on the premise of feasibility work required on the site in year 1 which would enable the completion of a masterplan for the site. However, with the indication from English Partnerships that this is not a priority there is little potential funding for development on this site over future years. Further investigation and options analysis is required before committing this resource.

C125 – Wear Valley Building Enhancement Scheme

Partly externally funded	Yes	2006/7 Budget Total	£298,000
External funding secured	No	2006/7 Budget WVDC	£48,000
2006/7 Risk	Low	Duration of scheme	Yr 1 of 2

14. This scheme is to provide grants to encourage the private sector to develop premises speculatively for economic purposes. Bids have been submitted to NRF for additional resources to deliver the scheme and the outcome is currently awaited.

C126 – Positional Accuracy Tool

Partly externally funded	No	2006/7 Budget Total	£20,000
External funding secured	n/a	2006/7 Budget WVDC	£20,000
2006/7 Risk	Low	Duration of scheme	Yr 1 of 1

15. The various purchase options are still being considered and evaluated. Progress will be made and commitment of the resource is anticipated during quarter 2.

C127 – Economic Development Fund

Partly externally funded	No	2006/7 Budget Total	£30,000
External funding secured	n/a	2006/7 Budget WVDC	£30,000
2006/7 Risk	Low	Duration of scheme	On-going

16. There are currently no commitments against this resource.

C128 – Bishop Auckland Town Centre

Partly externally funded	Yes	2006/7 Budget Total	£100,000
External funding secured	No	2006/7 Budget WVDC	£100,000
2006/7 Risk	Medium	Duration of scheme	Yr 1 of 3

17. Discussions are continuing with ONE NorthEast and County Durham Economic Partnership with regard to this project. Completion of the feasibility and master plan report is anticipated during the second quarter to allow the preparation of the business case for the securing of £2.0m of ONE NorthEast Single Programme funding notionally allocated to the scheme.

C527 – Public Sector Adaptations

Partly externally funded	Yes	2006/7 Budget Total	£189,000
External funding secured	Yes	2006/7 Budget WVDC	£174,000
2006/7 Risk	Medium	Duration of scheme	On-going

18. There have been 17 disabled adaptations to public sector properties totalling £27,000. In addition to these major adaptations we continue to do minor work such as replacing lever taps etc, in the first quarter we have delivered in the region of 45 of these minor adaptations.

conclusion

19. Progress has been made during quarter 1 on all of the above schemes although there is further work to be done to ensure that these resources are used efficiently and effectively in 2006/7.
20. There are two schemes identified at this stage of the year as being high risk of achieving spend with 2006/7. The Bishop Auckland Tourism Renaissance scheme and the Fieldon Bridge Scheme, although the situation will be clearer after quarter 2.
21. The recent confirmation of funding for the West Auckland Improvement Scheme will allow WVDC to work in partnership with DCC to deliver this programme.

RECOMMENDED

1. That Members note the report and continue to receive an update report at the end quarter 2 on further progress.

Officer responsible for the report

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Author of the report

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REGENERATION COMMITTEE

12 JULY 2006

**Report of the Director of Regeneration
1ST QUARTER MONITORING UPDATE**

purpose of the report

1. To provide 1st quarter monitoring information and to update Members on activity within the department during the period April to June 2006 on progress against the Department Service Plan for 2005/06.

background

2. The Regeneration Committee endorsed the Service Plan on 24 May 2006. In order to inform Members a quarterly review has been undertaken on implementation of the plan in respect of the three main service areas of the department: development and building control; planning and environmental policy; and economic regeneration. Summarised in Annex 12 to this report are measures of our performance against key targets and indicators.
3. The indicators show performance against target (where this can be measured) in the quarter and an indication of service improvement.

development and building control

development control

4. All three key performance indicators have been exceeded in the quarter and for the Planning Delivery Grant (PDG) period (1 July 2005-June2006). The number of decisions issued for the PDG period (934) was an increase on the 2005/2006 figure. This success is remarkable because workloads for individuals are very high (above 150 applications per case officer). Three attempts to fill a vacant post have been unsuccessful and the senior planner remains on maternity leave. It has, therefore, been necessary to continue to use agency staff to help with the processing of applications. The Service Plan identifies as major threats to maintaining good performance are the difficulty of retaining staff and attracting/recruiting staff. The Plan proposes that a recruitment/retention policy is developed and I will report my proposals shortly.
5. The performance is as follows:-

	2006/7 Q1	Target (set nationally)	July 05-June 06 Delivery Grant period
Major	92%	60% in 13 weeks	74%
Minor	78%	65% in 8 weeks	75%

Other	93%	80% in 8 weeks	89%
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6. A total of 272 applications were determined in Q1. The percentage of applications determined through delegation to officers was 95%.

appeals

7. During Q1, 2 appeal decisions were received (see Annex 13). Both were dismissed (100%). In the Planning Delivery Grant period (July 2005-June 2006) there were 12 appeal decisions. 7 appeals were dismissed (58%) and 5 allowed (42%).

enforcement

8. During the quarter a total of 121 complaints were received. 49 complaints received in the quarter were resolved (40%). 100% of all complaints were responded to within 15 working days. 3 enforcement notices and 1 stop notice have been served. This information is considered to be exempt in accordance with paragraph 13 of Part 1 of Schedule 12A of the Local Government Act 1972.

complaints

9. 5 Stage 1 complaints were received in the quarter. One of these has gone on to a stage 3 complaint, which is awaiting a response from the Chief Executive. Details of the complaints are provided in Annex 13.

ombudsman cases

10. In Q1 three Ombudsman decisions were received. These are detailed in Annex 13.

building control

11. In Q1 the building control team determined 127 full applications.
12. The team has recently become fully staffed which has enabled the team to achieve 70.1% of full plans applications vetted and approved within 5 weeks (target 75%).
13. The percentage of inspections undertaken in one working day was 100% (target 100%).

economic regeneration

14. LOW WILLINGTON—Following the approval of £1m One NorthEast ‘Single Programme’ and £568K ERDF funding, work started on site on 3 April and is due for completion at the end of December 06.
15. INNOVATION HOUSE— work on the £1.4m extension to Innovation House to create a further 26 ‘start-up’ office units is on schedule to complete by the end of June 06.
16. COUNDON – Through the Speculative Workspace Development Programme 15 affordable office units have been created through the refurbishment of the former John Dee offices, which had been empty for over 10 years. The project will help create at least 17 jobs.

17. SETTLEMENT RENEWAL INITIATIVE & MARKET TOWNS INITIATIVE – Funding had been approved by One NorthEast for a final year of funding for the Coundon SRI and Crook MTI and two years for Stanhope MTI
18. WOLVES' LAIR – The first event of an new annual competition designed to teach young people more about business took place on 23 March 06 at Auckland Castle. Schools have been invited to bring forward suggestions about how the very successful event can be built upon and even more children involved this year.
19. INTERBIZ WEAR VALLEY - 3 successful events were held recently as part of a local supply chain project to encourage local businesses to inter-trade and co-operate in order to access larger contracts, learn from best practice and drive the future development of the local economy.
20. As part of the WEST DURHAM RURAL PATHFINDER, One NorthEast have contracted consultants 'Shared Intelligence' to assess how the North East can encourage in migration, companies and entrepreneurial individuals to relocate to rural areas. West Durham with its diverse opportunities and enormous latent potential is being used as a special case study. The results of the research are due at the end of July 06 with a best practice guide and toolkit being produced as part of this work to enable support for rural in-migrants. A workshop for this regional study is being held at Auckland Castle on 6 July
21. The Centre for Rural Economy at the University of Newcastle have agreed a student placement, Mike Dunn, to look into how our agricultural sector can foster links with and benefit from the potential created by the Eastgate redevelopment. He has started the 3-month project in June 06 and is based at Innovation House.
22. CROOK COMMERCIAL RENAISSANCE - the main improvement works to the green has now been substantially completed during the first quarter. The re-profiling of the funding in the fourth quarter of 2005/6 has allowed further minor improvements to be implemented in the early part of 2006/7, including signage, additional shop front improvements and other works. This will be on going probably into the 3rd quarter of the year. In partnership with Crook Community Partnership we will be holding an opening day over the summer months.

brownfield land

23. During the quarter 90 houses were completed. 50% of these were built on previously developed land.

conservation areas

24. A separate report is included with the agenda with recommendations designed to help the Council produce Conservation Area Appraisals and Management Plans.

private sector housing

25. BVPI 62 is monitored annually, however to date the Private Sector Housing Team has successfully delivered a total of 34 grant through DFG and repairs assistance, there has been a general increase in the demand for housing grants over the last 12 months, this upturn in demand is expected to continue.

26. To date we have spent 19% of our grants budget for Major repairs and Disabled Facility Grants for the Public and Private Sector. This is an excellent position to be in as the projection for the year will ensure a full budget spend, thus improving a large amount of properties throughout the District.
27. The renewal scheme at Eldon lane is progressing extremely well, it is hoped that the work to the High Street will be completed in August 2006.

RECOMMENDED 1 Members note the progress towards meeting the BVPI's.

Officer responsible for the report

Robert Hope
Director of Regeneration
Ext 264

Authors of the report

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REGENERATION COMMITTEE

12 JULY 2006

Report of the Strategic Director for Environment and Regeneration
CHANGES TO THE DEVELOPMENT CONTROL SYSTEM

purpose of the report

1. On 9 June 2006 Circular 01/2006 was issued by the Department for Communities and Local Government which sets out changes to the development control system. This report explains these changes.
2. Members are requested to endorse changes to departmental practice to accommodate these changes.

background

the power for local planning authorities to make local development orders

3. From 10 May 2006 it has been possible for local planning authorities to make a Local Development Order (LDO). An LDO grants permission for the type of development specified in the LDO and by so doing, removes the need for a planning application to be made by a developer. An LDO can only be made to implement policy contained in a development plan document or in a local development plan.
4. LDO's allow local planning authorities to act proactively to implement a planning policy within their area.
5. The perceived advantage of LDO's is that a developer would be able to progress a development with greater speed and certainty (subject to the development complying with the terms and conditions of the LDO). A developer's costs should be lower with an LDO as there would not be a planning application fee or need to commit the resources associated with the preparation of an application.
6. When preparing an LDO, a local planning authority must produce a concise statement justifying why an LDO should be made (known as a statement of reasons). A local planning authority is required to undertake formal consultation and publicity when a draft LDO is produced.
7. Before adopting an LDO, a local planning authority must send a copy of the draft LDO and statement of reasons to the Secretary of State. An LDO may not be adopted by the local planning authority until either the Secretary of State has confirmed in writing he does not intend to make a direction allowing him to approve or reject the LDO or a period of 21 days has elapsed from the date on which the draft was sent to the Secretary of State and he has neither notified the authority he

intends to make such a direction, or that he requires more time to reach his decision.

8. The need for LDO's in the district will be developed through the LDF process.

outline planning permission and reserved matters

9. From 10 August 2006 the definition of reserved matters will change. An outline planning permission will be subject to the following reserved matters:-

- Layout, scale, appearance, access and landscaping.

10. Also, as a minimum, an application for outline planning permission will need to include information on:-

- Use – the use or uses proposed.
- Amount of development – the amount of development for each use.
- Indicative layout – an indicative layout with separate development zones proposed within the site boundary.
- Scale parameters – an indication of the upper and lower limits for height, width and length of each building within the site boundary.
- Indicative access points – an area or areas in which the access point or points to the site will be situated.

11. A statement must accompany an outline application explaining how the applicant has considered the proposal, and understands what is appropriate and feasible for the site in its context. It should clearly explain and justify the design and access principles that will be used to develop future details of the scheme.

12. A local planning authority continues to have the ability to require further information it considers necessary to determine an application.

design and access statements

13. From 10 August 2006 a local planning authority cannot entertain an application for planning permission or listed building consent unless it is accompanied by a design statement and an access statement, where required.

14. One statement should cover both design and access. A design and access statement should illustrate the process that has led to the development proposal and to explain and justify the proposal in a structured way.

15. Local planning authorities are expected to have clear design and access policies in their local development documents.

16. A design and access statement must accompany planning applications for both outline and full planning permissions, except for:-

- A material change of use (unless it involves operational development).
- Engineering or mining operations.

- Development of an existing dwelling house or development within the curtilage of a dwelling house for any purpose incidental to the enjoyment of the dwelling house, where as part of the dwelling house or curtilage is in a “designated area” (i.e. a National Park, Site of Special Scientific Interest, Conservation Area of Outstanding Natural Beauty, World Heritage Site and the Broads).
17. The design component of the statement should demonstrate that the applicant understands the context in which the proposal will sit. Applicants should follow a design process which includes : an assessment of the site’s immediate and wider context; details of consultations with the local community and access groups and planning, building control, conservation, design and access officers; an evaluation of the information collected; and design of the scheme using the assessment, involvement and evaluation information collected.
 18. The access component of the statement relates to “access to the development”. Statements should explain how access arrangements will ensure all users will have equal and convenient access to buildings and spaces and the public transport network.
 19. Design and access statements will also be required for applications for listed building consent.
 20. The access component should make it clear how the approach to access has balanced the duties imposed by the Disability Discrimination Act where the proposal is subject to those and the particular historical and architectural significance of the building.
 21. Development Control Committee will need to consider design and access statements, and the Committee report structure will be amended to accommodate these. The expertise to consider these should be accommodated in proposals considered elsewhere in this agenda for conservation staffing.

internal floorspace additions – mezzanines

22. From 10 May 2006, internal floorspace increase, such as mezzanine floors, of 200 sq. metres or more in buildings used for retail purposes (other than for the sale of hot food), are classed as development and as such require planning permission.
23. When considering an application for this type of development local planning authorities must have regard to the guidance set out in PPS6 : Planning or Town Centres, as well as the provisions of their development plan. For example, if the proposals is for a store in an out-of-centre location, a local planning authority must consider whether there is a need for the additional retail floorspace or whether sequentially preferable opportunities for development exist. The impact on the vitality and viability of neighbouring centres must be assessed.

decision periods for major applications

24. From 10 May 2006 the period within which a planning application must be determined (the “determination period”) was amended. The determination period is 13 weeks for applications for major development and 8 weeks for all other applications. Where an Environmental Impact Assessment is required, the time period is 16 weeks and the environmental statement and accompanying documents must also have been received by the authority. Applicants may appeal to the

Secretary of State if their application is not determined within the “determination period”. In each case, the time period can be extended by agreement in writing between the local planning authority and applicant.

conclusion

25. The new circular brings forward new procedures which will be accommodated within departmental practice.

RECOMMENDED

- 1 That the changes to the development control system be noted, and procedures be adopted to accommodate them.

background information

Circular 01/2006.

Officer responsible for the report

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Ext 264

Author of the report

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REGENERATION COMMITTEE

12 JULY 2006

Report of the Strategic Director for Environment and Regeneration
CONSERVATION REQUIREMENTS FOR WEAR VALLEY DISTRICT

purpose of the report

1. To highlight conservation related requirements facing the District Council and progress in meeting these.
2. For members to endorse proposals to improve delivery of conservation related activity in the District.

background

3. With the enactment of The Planning (Listed Buildings and Conservation Areas) Act (1990), a requirement to carry out appraisals of each Conservation Area was imposed upon all local authorities. Furthermore for the years 2005/06 onwards the Government has introduced Best Value Performance Indicators (BVPI 219 A, B & C) which specifically refer to the number of Conservation Areas, the number of such areas with an up to date Conservation Area Appraisal (CAA) and Conservation Area Management Plan (CAM). These appraisals are also required as an evidence base to inform the production of the Local Development Framework (LDF) and future Development Control decisions as well as providing a justification for future external funding bids.
4. Conservation Areas of this district have been designated over the years due to the historic and architectural characteristics of the buildings within them and the public realm within which these buildings stand. There are currently 20 Conservation Areas spread throughout this District ranging from discrete parts of a settlement to whole villages. In addition there are in excess of 500 Listed Buildings located both within and outside of these Conservation Areas. These have been designated because of their historic significance, character and architectural merit. The Act places a specific duty upon the Council to preserve and enhance the character and fabric Conservation Areas and Listed Buildings both in terms of its local policy framework, development control decisions made and in facilitating enhancement schemes. CAAs and CAMs are key to enabling the Council to fulfil this statutory duty effectively.
5. The Wear Valley District Local Plan includes a brief overview of the main characteristics of each Conservation Area in FPG 3. However this information cannot be regarded as a complete CAA and given that it is more than a decade since these descriptions were prepared it is likely that they are now out dated.

6. Since the adoption of the Wear Valley Local Plan a number of enhancement schemes have been implemented successfully within some of the Conservation Areas. This has included public realm improvements in the centres of Bishop Auckland, Crook, Wolsingham and Stanhope. A number of Commercial Building Improvement Grant Schemes have also been implemented to compliment the public realm improvement schemes. However there are no formal CAMs for the District's Conservation Areas at present to proactively encourage and guide further improvements in the future. Given the absence of an in house resource these schemes have been developed and managed by the County Council.
7. In light of the above it is clear that the Council is currently failing to meet the requirements that have been placed upon it in this respect. The scale of the work required to address this issue is not to be under estimated including that required to complete appraisal work and keep it under review, provide technical advice as part of the Development Control process as well as inputting into the production of the LDF in terms of policies and Supplementary Planning Documents (SPDs).

resource requirement

8. Conservation is a discipline that requires specialist technical knowledge and experience. Currently conservation related work is delivered 3 days per week by 2 members of Durham County Council's Conservation & Design team under the terms of a long standing Service Level Agreement (SLA). Up until recently 2 of these days were focused upon providing advice in relation to Development Control applications and 1 day in respect to managing on going physical enhancement schemes operating in the District. In more recent weeks it has been the intention to use one of the days to resource Forward Planning related work which includes CAA and CAM production as well as contributing to the production of the conservation related aspects of the LDF. However balancing development control pressures with this has proved difficult in this respect and therefore little progress has been made from a Forward Planning perspective.
9. Guidance on the production of appraisals has been produced as a national template by CABE. It is estimated that an average CAA would take a person 30 working days to actually write. A degree of public engagement needs to be incorporated throughout the process which given practicalities of arranging this will increase the actual time span beyond 6 weeks. The time to prepare a CAM has not yet been quantified, though it is anticipated that this would involve a further 20 working days at least. There are 20 Conservation Areas within the Council's jurisdiction. Even if some of these areas were to be grouped together in instances where common characteristics exist, it is evident that the level of existing resources does not reflect the scale of work required in order to satisfy the requirements placed upon the Council. Therefore it is not feasible to deliver the required CAA and CAMs within a time scale which will be acceptable in terms of both BVPI performance and LDF production.
10. Some conservation work has previously taken place that may provide a useful starting point for future activity. Newcastle University students and one of the current Conservation Officers have carried out two individual pieces of work in relation to Wolsingham and West Auckland respectively in recent years. This work could be regarded as useful foundations for the preparation of appraisals for these two Conservation Areas. In addition the evidence base collated by consultants Red

Box in respect to the Bishop Auckland Town Centre master planning activity would assist in informing the preparation of a third CAA and an associated CAM.

11. A generic draft template that could be used to prepare CAAs for the District is contained in annex 14. This has been prepared having first referred to available good practice advice and activity taking place elsewhere in the County. This template illustrates the content and specialist technical expertise required of this process.

potential resource options

12. It is clear that this area of Council activity needs to be better resourced as a matter of expedience. This section of the report identifies and appraises various options available to the Council to pursue. However regardless of which option(s) are selected to facilitate progression of this matter given the scale of work required it will be necessary to prioritise and adopt a rolling programme of appraisals and management plans.

13. The options are set out as follows:-

- **Option A** - Continuation of the existing SLA with Durham County Council to deliver both Development Control advice and Forward Planning activity (3 person days per week).

Cost: £16,000 (current budget allocation £10,000)

Comment: Current experience demonstrates that this option in isolation is not sufficient to enable all of the conservation-related requirements to be met. However, current arrangements in respect to Development Control input has operated satisfactorily and it would be appropriate to choose to continue for at least 2 days per week for Development Control purposes in conjunction with other option(s).

- **Option B** - Extension of the existing SLA with Durham County Council to secure an additional full time Conservation Officer input (5-7 person days per week).

Cost: £36,000

Comment : This arrangement provides the relevant officer(s) with the advantage of being attached to a larger team whose resources in terms of time (in the event of a long-term absence/ vacancy) and knowledge could be readily accessed. As the Development Control function requires at least 2 person days per week the degree to which the remaining aspects of conservation work could be addressed would be dependent upon the additional number of days bought in.

- **Option C** - Securing a full time in-house Conservation Officer jointly funded between WVDC and English Heritage (5 person days per week).

Cost: £36,000

Comment: This post was considered as part of this year's budget process and recommended to be pursued with funding from English Heritage and Planning Delivery Grant. The Council has been invited to apply for 50% funding from English Heritage to assist in meeting costs for a 3 year period, on the understanding that following that period the post will be mainstreamed. The post has the potential to be the central pivot for the current wider environmental remit of the Regeneration Department, providing management and co-ordination of the process that is currently under developed. A job description will be drawn up taking into account English Heritage requirements in terms of funding and will include production of CAAs and CAMs.

This option will enable the conservation requirements of the Council to be dealt with comprehensively. At present the Council is heavily reliant upon the County Council in relation to project implementation. This option is particularly advantageous in that it would allow the Council to be self-sufficient in this respect. Given the importance of ensuring an adequate Development Control input this option would have to be complimented with Option A to be effective in the short term. However, as this resource relies upon an external funding and appointment process it is anticipated that it would not be available until the latter end of the year, thus impacting upon the delivery capability of any immediate work programme.

- **Option D** - Contributing to a Conservation Officer post for the North Pennines AONB Partnership. (based upon delivery of CAAs to an agreed timescale to be balanced with other priorities of the Partnership).

Cost: £3,000 - £4,000 per appraisal (estimate)

Comment: The Partnership has informally approached council officers in this respect as a means of plugging a shortfall in funding a proposed post for the Partnership. It is anticipated that this resource would only be appropriate in respect to the preparation of CAAs in the AONB area. Given that the primary remit of the officer would be other AONB Partnership activity the capacity of this officer would be very limited and outputs would be reaped over much longer timescales. Again, this can only be considered as a complimentary/ additional resource in view of the capacity that could be offered.

- **Option E**

Commissioning of consultants.

Cost: £3,000 - £4,000 per appraisal (estimate) – possibly £60,000/80,000 in total.

Comment: This option whilst costly could provide an immediate resource in terms of CAAs. However the remainder of activity would not be addressed and therefore it is considered to be a relatively short-term solution, but nevertheless an option that would compliment others presented.

preferred options

14. Having balanced the options available with the statutory requirements demanded of the Council it is considered that the most appropriate course of action is to;
- continue with the existing SLA for the delivery of Development Control advice for up to 3 days per week (Option A).
 - Seek to employ an in-house Conservation Officer (Option C).
 - Commission consultants to prepare 3 Conservation Area Appraisals as a matter of expedience (Option E) to make progress whilst the above Option C is achieved. The suggested priority is;
 - Bishop Auckland Town Centre given the current master planning activity and importance attached to it by virtue of the locational strategy of the draft Regional Spatial Strategy,
 - West Auckland given its location within the Council's first declared LDF related Area Action Plan and external funding potential and
 - Crook given the priority afforded to it by virtue of the locational strategy of the draft Regional Spatial Strategy.

human resource implications

- 15 The preferred option involves the continuation of the existing service level agreement with the County Council and the appointment of a new full-time post. This is part of the proposals under the Council's restructuring programme, and would be subject to external advertisement.

financial implications

- 16 The current budget for the County Council SLA is £10,000. At current estimates the expected cost of this is £16,000. This shortfall will be met by Planning Delivery Grant. The cost of a new conservation officer post will be met by English Heritage Funding (50%) and Planning Delivery Grant. The cost of commissioning consultants to undertake preliminary work on CAA's will be met from within the existing LDF allocation through PDG.

conclusion

- 17 The introduction of BVPI 200 A, B & C and the gradual maturing of the LDF process have swiftly elevated the priority that local authorities need to attach to conservation duties imposed by The Act. It is vital that the shortfall in the current conservation related resource is addressed, not least because of these statutory and performance related requirements but also because this activity is key to the successful delivery of all of the required Council activities in terms of policy making, development control and project delivery. These in turn directly impact upon the ability for objectives set out in the Council Plan and Community Strategy to be met.

RECOMMENDED 1 That the preferred options outlined above be endorsed.

background information

Annex 14 Proposed Conservation Area Appraisal template

Officer responsible for the report

Robert Hope
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Ext 264

Author of the report

Carole Dillon
Principal Forward Planning Officer
Ext 538

WEAR VALLEY DISTRICT COUNCIL

Local Development Framework



Statement of Community Involvement

ADOPTED AUGUST 2006

Wear Valley District Council is committed to the removal of all barriers preventing access to our services arising from ethnicity, religion, geographic location, special needs, language differences, learning difficulties, sexual orientation, gender, age or disability.

This document can be made available in large copy prints, audio cassette, Braille or languages other than English. If you require the document in one of these formats please contact the **Marketing and Communications Manager (01388) 761 958.**

Statement of Community Involvement

***WE**, the District Council, are committed to providing the conditions to encourage a two-way dialogue with **YOU**, the community and stakeholders, who have a valuable contribution to make to securing the delivery of a positive future for Wear Valley through the Planning process.*

This dialogue will be facilitated in a realistic, relevant, continuous and meaningful manner and will seek to promote engagement irrespective of gender, age, ethnicity, socio-economic status, educational attainment or disability.'

Councillor Alan Townsend
Chair of Regeneration Committee

Bob Hope
Strategic Director of Environment and Regeneration

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What Is The Planning Process And Its Relevance To You?

The planning process

- 1.1 Planning is one of our, the Council's, statutory functions. It is a process which both controls and guides new development and use of land and buildings within the District. The planning process affects all of us on a daily basis, often unknowingly. It shapes the places within which we all live, work, are educated and spend our leisure time. It also influences how and where we travel to in order to live our lives and opportunities for future generations of the District.
- 1.2 There are two main elements making up the local planning process: the formulation of local planning policies and proposals and the determination of development proposals made by third parties against these policies. It is because these proposals may have far reaching effects upon neighbouring people and land uses that Planning exists.
- 1.3 Where planning permission is required the party proposing the development must submit a formal planning application to the Council for determination. The Council will decide whether or not to grant planning permission on the basis of the local planning policies that it has adopted, sub-regional policies contained in the County Durham Structure Plan, Regional Policies contained in the Regional Spatial Strategy, national policy guidance issued by central government and other relevant factors.
- 1.4 Our current local planning policies which provide a framework for consistent consideration of developments relating to topics such as housing, business, retail, leisure and recreation, community facilities, natural environment and cultural heritage, are set out in a development plan for the District entitled the Wear Valley District Local Plan, which was adopted in March 1997. In the future planning policies for the District will be contained in a new style development plan known as a Local Development Framework.
- 1.5 This new plan will comprise of a portfolio of individual documents that may relate to particular topics or geographical areas. How these documents all fit together and when they

will be produced is described in our adopted project plan, the Wear Valley District Local Development Scheme¹. A glossary of planning terms is contained in **Appendix 1** for your convenience.

The purpose of this document

- 1.6 This publication, the Council's Statement of Community Involvement represents **our** commitment to facilitating **your** future involvement, in this planning process both in terms of the preparation of new local planning policies and in the determination of planning applications. Both of these processes will shape the District's future environmental, social and economic well being.
- 1.7 This document seeks to clarify the importance and relevance of the planning process to you. It describes our strategy for facilitating community involvement in terms of when and how we will provide opportunities to enable your involvement in planning the future of the District if you so wish².
- 1.8 We genuinely consider that you have a valuable role to play in planning for the future of the District. We want you to contribute towards developing a vision for the District and contribute to ideas about how this vision can be achieved. This strategy seeks to enable all parties to have a clearer understanding of each other's concerns and intentions. As a consequence the planning process that operates within the District will be able to be more responsive, flexible, pro-active and less time consuming.
- 1.9 In the past we have undertaken many of the activities identified within this Statement of Community Involvement, and this document formalises and builds upon these. It also illustrates the role that we consider that a developer can and should play in facilitating your involvement in the consideration of planning applications of local significance. This statement is also a mechanism by which we can assess how successful these measures are over time so that we can determine whether changes to seek further improvement are necessary.

¹Copy of adopted Local Development Scheme available to view at www.wearvalley.gov.uk. Hard copy available for inspection at Civic Centre, Crook or to purchase upon request.

²This Strategy only related to matters covered by Planning legislation.

Who Can Become Involved In The Planning Process

- 2.1 The planning process operates in the public interest to ensure that new development and uses of land make places better for people and deliver development where communities need it, without prejudicing the needs of future generations of Wear Valley. Good planning practice, which is reflected in Central Government policy suggests that to secure a positive future the District needs sufficient, quality housing, a flourishing local economy, and the community facilities to support a diverse and vibrant local community. This however needs to be balanced with the requirements of our natural and historic environments, which create Wear Valley's local distinctiveness.
- 2.2 We therefore acknowledge that **you**, as a;
- Resident of the District
 - Resident Group
 - Community / local group (including traditionally 'hard to reach' minority groups)
 - Customer Panel
 - Community Network
 - Parish or Town Council
 - Community Partnership
 - Local business
 - Developer / landowner
 - Regional/ national interest group
 - Government/ statutory body
- have interests that rely or could impact upon the economic, environmental and social well being of Wear Valley. We therefore consider that **you** have a significant contribution to make in determining the District's future and openly invite your participation.
- 2.3 Traditionally we have found that some of the parties identified above have been more involved in planning than others. We have found that this is particularly true when it comes to involvement in planning policy where people find it difficult to see the direct relevance to them and their local area or are put off by what they perceive to be complicated and lengthy processes involved in developing policies. Unfortunately, it is often the case that it is not until a party is faced with a development proposal on their doorstep that the significance of the planning process is realised, by which time development principles could have already been established in the development plan.
- 2.4 Fortunately local organisations which have good connections with local groups already operate within, and in the interest of, the District. We propose to build our community involvement strategy upon these and maximise their potential contribution towards the maintenance of a two way dialogue and to enable your involvement in planning for the District's future. The Wear Valley Local Strategic Partnership and variety of community groups that make up membership of the Community Network, for example provide an effective mechanism to inform and involve people. The District also benefits from significant geographical coverage of Parish and Town Councils.
- 2.5 A list of consultees that we are required by Central Government planning regulations to involve in the preparation of the forthcoming Local Development Framework documents is contained within **Appendix 2**. Also included within this appendix is a list of specific local groups and organisations which we consider should be encouraged to participate in planning the future of the district as they have a valuable contribution to make in the creation of a sustainable and inclusive environment within the District. These include groups typically referred to as 'hard to reach' groups representing minority interests which often in the past have had difficulty in participating in the planning process due to social or physical constraints.
- 2.6 We also hold a database of other parties who have expressed an interest in the planning process. **Should you wish to have your details entered into this database please contact the Forward Planning Team**, the details of whom are contained on the rear cover of this publication, specifying whether you have general or specific interest(s). This will enable us to communicate with you directly at the appropriate times during the production of the Local Development Framework.

How Can You Become Involved In The Planning Process?

- 3.1 There are numerous ways in which we wish to involve you in one or both of the planning processes. It should however be noted that some approaches are more appropriate to the production of the Local Development Framework and some to involvement in the consideration of planning applications. Notwithstanding this some approaches could be successfully applied to both.
- 3.2 We recognise that there will be differing degrees to which you may wish to become involved in the planning process, depending upon your individual circumstances and interests.
- 3.3 We also recognise that you may have differing needs depending upon your existing knowledge and experience of the planning system. We have therefore identified 5 consultation groups for the purposes of formulating and presenting this involvement strategy that is summarised in the tables which are contained in this document. The order of these categories which has been adopted in **table 1** is not an order of preference or importance. At this stage in your reading it would be useful to consider which of these groups is most relevant to your circumstances, to assist in your interpretation of further tables which illustrate how we can facilitate your involvement in the planning process.
- 3.4 We consider that the key to successful community involvement is to give you genuine choice about your level of involvement. In your case this may simply mean us adopting approaches which ensure that you are able to be kept informed if you so wish at any given time, and given the chance to find out more if you so wish. However we intend to adopt methods that will also enable you to participate more actively should you so wish to do so.
- 3.5 Our strategy for securing your involvement in the planning process is based upon 3 key principles:
- **Early involvement** – giving you the opportunity to influence decisions and policies as early as possible in the process.
 - **Eliminating barriers to participation** – making sure that you are aware of what is going on and how you can become involved through adequate publicity. Offering you choices about the method and your level of involvement. Ensuring that you can easily access document and planning applications, including use of the Internet and alternative formats /languages.
 - **Transparency & providing feedback** – being open to you about the issues and how decisions are made and ensuring that we make you aware of the outcome of a matter that you have become involved in.

TABLE 1

GROUP	CHARACTERISTICS
A	Groups or individuals with little or no planning background/ training e.g. hard to reach groups, residents, land owners and local businesses.
B	Groups or individuals with some planning background e.g. Council Members, Parish & Town Councils and active local interest groups
C	Groups or individuals with a planning background e.g. planning consultants, property and land agents and developers
D	National organisations with a planning related statutory duty, interest/ remit e.g. English Heritage, Sport England & Environment Agency
E	Central and local planning bodies e.g. neighbouring local authorities, Government Office for NE & North East Assembly.

- 3.6 The methods that we will be employing to facilitate your involvement are summarised in a menu form in the following **table 2**. The use of these may vary according to the stage of the development plan preparation process reached and the nature of the individual development plan document in question. For example production of Action Area Plan may require more localised, intense public involvement such as 'Planning for Real' or master planning workshops. Where resources allow or specific statutory requirements prevail additional measures may be taken. These possibilities are also indicated.

Table 2 - Proposed methods to promote involvement in the planning process

Involvement Method	Relevance to		Relevance to Involvement Principles			Most Relevant Groups
	LDF	DC	Early Involvement	Eliminating Barriers to Participation	Transparency & Feedback	
1. Facilitating the Planning and Young People Project. See paragraph 3.9 for more details.	✓	✓	✓	✓	✓	A
2. Written correspondence to those relevant third parties, consultees identified in Appendix 2 and others who have expressed an interest/ made representations.	✓	✓	✓	✓	✓	A-E
3. Articles published in Wear Valley Matters Newsletter (subject to publication date)	✓		✓	✓	✓	A-C
4. Dissemination of information through Community Network	✓	✓	✓	✓	✓	A&B
5. Dovetailing with other meetings e.g. Parish and Town Councils, Wear Valley Local Strategic Partnership and Community Network	✓		✓	✓	✓	A&B
6. Articles and draft, submitted and adopted documents on the Council website. (To include planning applications from January 2006)	✓	✓	✓	✓		A-E
7. Making available copies of adopted SCI in a variety of formats for viewing at Civic Centre, Crook, on the Councils website and posted upon request - so that you know how and when you can be involved.	✓	✓	✓	✓		A-E
8. Making available an officer to discuss planning matters at the Civic Centre, Crook during normal office hours. (To ensure that a prompt service can be delivered we would recommend that you make a prior appointment. Contact details are on the back of this document.)	✓	✓	✓	✓	✓	A-E

Table 2 - continued

Involvement Method	Relevance to		Relevance to Involvement Principles			Most Relevant Groups
	LDF	DC	Early Involvement	Eliminating Barriers to Participation	Transparency & Feedback	
9. Consultation and adopted documents and all planning applications made available to view at Civic Centre, Crook and some other public buildings within the district.	✓	✓		✓	✓	A-C
10. Draft and adopted documents posted out upon request in a variety of formats. (NB a fee maybe applicable for copies of adopted documents)	✓			✓	✓	A-E
11. All documents and written communication produced in plain English and made available in other formats upon request	✓	✓	✓	✓	✓	A-E
12. Exhibitions relating to consultation documents providing opportunities to comment.	✓			✓		A-C
13. Raising awareness of availability of Planning Aid North service to assist general public. See paragraph 3.8 for more details.	✓	✓	✓	✓		A&B
14. One to one meetings upon prior request	✓	✓	✓		✓	A-E
Other Possibilities						
15. Questionnaires and public surveys	✓	✓			✓	A-E
16. Public meetings including Development Control Committee	✓	✓	✓	✓	✓	A-C
17. Planning for Real (a specific method of using maps and models to develop ideas for that particular area) of particular relevance to the preparation of an Action Area Plan	✓		✓			A&B

Table 2 - continued

Involvement Method	LDF	DC	Relevance to Involvement Principles			Most Relevant Groups
			Early Involvement	Eliminating Barriers to Participation	Transparency & Feedback	
18. Master Planning – a series of workshops exhibitions and seminars to generate professionally produced urban design proposals of a particular relevance to the production of an Action Area Plan that can be influenced by local opinion	✓	✓	✓	✓		A-E
19. Availability of a summary leaflet relating to a document.	✓		✓	✓	✓	A-E
20. Publication of public notices	✓	✓	✓	✓	✓	A-E
21. Posting of site notices	✓	✓	✓	✓	✓	A-E
22. Documents and Letters to target groups of particular relevance to the production of an Action Area Plan or policies relating to hard to reach groups.	✓		✓	✓	✓	A&B

Sections 4 and 5 explain in greater detail how you can become involved in the production of the Local Development Framework and Development Control Decisions respectfully.

3.7 Of particular significance to the delivery of this strategy is the role of 2D. This is an organisation operating within the district that provides infrastructure support and co-ordination of the wider voluntary and community sector. In conjunction with 2D we have identified a somewhat unique opportunity to work in partnership in facilitating a two-way dialogue with the Community Network and voluntary sector organisation which the network represents. Such a partnership will provide widespread opportunity for groups with a variety of interests, including hard to reach groups to become involved in the planning process operating in the district.

Planning Aid

3.8 The government provide financial support for Planning Aid to provide advice and assistance to the community. Planning Aid is a voluntary service providing free and independent planning advice to groups or individuals who cannot afford to employ a consultant. It aims to give people the confidence to deal with the planning system and to become involved with wider planning issues. Planning Aid can help you to:

- Comment on planning applications
- Get involved in the preparation of development plans
- Draw up your own community plan
- Apply for planning permission or appeal against the refusal of permission.

Planning Aid is an independent organisation, which is not part of the Local Planning Authority. It is a separate service co-ordinated by the Royal Town Planners Institute (RTPI) Northern Branch, the contact details of which are contained within [Appendix 3](#).

3.9 We are also working in partnership with the remaining local authorities of County Durham and Planning Aid North, who are acting on behalf of the Royal Town Planning Institute, to develop a 'Planning and Young Persons' project. This seeks to introduce planning studies into the curriculum of participating primary, secondary and special needs schools, raising awareness and capacity of both students and their parents / guardians throughout the District and wider County area. Whilst it is acknowledged that the resources available to the project will be insufficient to engage all students in the District we consider that the project will result in a reasonable representation of this sector of the community.

When Can You Become Involved In The Production Of The Local Development Framework?

4.1 We will ensure that a variety of opportunities to facilitate your involvement in the production of the Local Development Framework from the menu of methods summarised in **table 2** are provided according to each key stage of the process. We will place an emphasis upon getting you involved at an early stage. The proposed dates of each key consultation stage are set out in the Council's Local Development Scheme¹ alongside the Local Development Documents currently proposed. At each of these stages we will carry out consultation over a 6-week period. We will require you to make any representations in writing or by e-mail. To be valid any such representations, which you wish to make to us, must reflect the 'tests of soundness' summarised in **appendix 4**.

4.2 A summary of these different stages is provided in **table 3** along with how your input can influence the preparation process. Any representations, which we receive in writing or electronically, will be given full consideration. A report will be produced after each formal consultation even to summarise the representations and out actions in respect of them. This report will be presented to Members of the Council for their approval. There will be instance where we are unable to accommodate your representation for example due to national policy constraints or overriding local interest issues. In such cases justification will be provided. This feedback will be given using the methods summarised in **table 2**. **To ensure that your comments are fully considered please respond to us within the prescribed timescale.**

4.3 The types of documents, other than the Statement of Community Involvement that make up a Local Development Framework are summarised below. As mentioned in paragraph 1.5 our work programme and priorities for the forthcoming 3-year period are set out in the adopted Local Development Scheme.

Strategic Environmental Assessment / Sustainability Appraisal (SEA/SA)

4.4 This is a mandatory process under which the Local Development Framework must be

prepared. Throughout this process we will liaise with a number of statutory consultees who have specific expertise in this field, including English Nature² and the Environment Agency. We will prepare a report in parallel with each Development Plan Document. This will consider the environmental, social and economic impacts of forthcoming policies and proposals and demonstrate how the results of the appraisal have been taken into account when finalising a Local Development Document.

4.5 **Development Plan Documents (DPDs)**

These are subject to independent Examination In Public (EIP) and have the weight of 'development plan' status as defined by Section 38(6) of the Town & Country Planning Act (1990). The following Development Plan Documents are mandatory;

- A Core Strategy DPD is required to set out the spatial vision, objectives, and policies together with a monitoring and implementation framework for the local authority area.
- A Proposals Map DPD is also mandatory, illustrating the geographical extent of policies.

4.6

The number and content of the remainder of these Development Plan Documents is not specified by Government but can include:

- site specific allocations of land based upon robust and credible assessment of the suitability and availability of land.
- Action Area Plans (AAPs) focusing upon areas where opportunities for comprehensive change or conservation exist and where there is sensitivity to change, multiple ownership and/or delivery issues.
- thematic documents, for example housing or retail.

¹Copy of adopted Local Development Scheme available to view at www.wearvalley.gov.uk. Hard copy available for inspection at Civic Centre, Crook or to purchase upon request.

²To become part of Natural England when formed in 2006.

- generic development control policies contained either within other Development Plan Documents or developed as a separate Local Development Document.

4.7 **Supplementary Planning Documents (SPDs)**

These are intended to expand upon policy or provide further detail to policies in Development Plan Documents. They can include design guides, site development briefs, issue or thematic-based documents. However they do not enjoy development plan status and therefore must not contain land allocations or policies that should be subject to Examination In Public.

4.8 **Feedback**

The results of your involvement and key decisions relating to the Local Development Framework preparation process will be presented to the Council's Regeneration Committee. You will be notified in writing of the outcome of any representations that you make.

Table 3 - Involvement in the production of the Local Development Framework

Key Preparation Stages & Involvement Techniques	Our Actions	What You Can Do
Development Plan Documents & Statement of Community Involvement		
<p>Pre production</p> <p>Possible Relevant Involvement Methods 1, 2, 3, 4, 5, 6, 7, 11, 13 and 22.</p>	<p>In certain instances, such as the production of conservation area appraisals, we will invite your input into studies which we are carrying out to inform the production of Development Plan Documents. We will do this via the council website and by writing to relevant local groups and those individuals who have previously expressed an interest in the topic or locality. This invitation will state how and when you can participate along with a timetable of activity. If you have expressed a further interest we will maintain a dialogue with you throughout the study and will provide written feedback in relation to the outcome.</p>	<p>You can register your geographical or topic related interest to us for future involvement.</p>
<p>Pre-submission Consultation (Regulation 25)</p> <p>Possible Relevant Involvement Methods 1- 13, 20 & 22</p>	<p>We will invite initial representations regarding the content of the proposed Development Plan Document or Statement of Community Involvement by writing to those consultees identified by Regulation 25 of the Town & Country Planning (Local Development) (England) Regulations 2004 listed in Appendix 2. We will also consult with those general and other consultees listed to whom we consider the subject matter relates, or have previously explained and interest for that specific subject matter. We will also post an item on the Council's website.</p> <p>This will enable us to gather evidence and stimulate public discussion on relevant issues and alternative options available thus informing the production of a draft Statement of Community Involvement or in the case of a Development Plan Document an Issues and Options Document and initial Sustainability Appraisal. This will help us to decide upon the preferred options to be pursued in the draft documents and where applicable formal Sustainability Appraisal report.</p>	<p>You can forward your comments to us in writing or by e-mail within the period prescribed. This may vary according to other timescales set out in the Local Development Scheme and the subject matter of the particular document. At this stage we will encourage a continuous process of informal discussion.</p> <p>We will employ methods set out in table 2 to ensure that you will have the opportunity to make formal representations over a 6-week period on the Issues and Options document and initial Sustainability Report or draft Statement of Community Involvement. These comments must be made in writing or by e-mail to us within the time scale specified by us.</p>

Table 3 - continued

Key Preparation Stages & Involvement Techniques	Our Actions	What You Can Do
<p>Preferred Options (Regulation 26)</p> <p>Possible Relevant Involvement Methods1 – 14, 19, 20, and 22</p>	<p>We produce a Draft Submission Statement of Community Involvement or Draft Submission Development Plan Document and draft formal Sustainability Appraisal report for consultation with you based upon the preferred options that are established having taken into account previous representations received from you. We will provide you with feedback regarding your representations as per methods outlined in table 2.</p>	<p>By employing methods set out in table 2 you will have the opportunity to make formal representations over a 6-week period that will influence the form they takes in the final submission to the Secretary of State. These comments must be made in writing or by e-mail to us within the time scale specified by us.</p>
<p>Submission (Regulation 27 & 28)</p> <p>Possible Relevant Involvement Methods 1 – 14, 16, 20 & 22</p>	<p>We will finalise the draft Statement of Community Involvement or the Development Plan Document and draft Sustainability Appraisal report having taken into account representations received from you. The revised document is the final submission document. We will provide you with feedback regarding your representations as per methods outlined in table 2 to advise whether these have been accommodated in the final submission document. Upon completion we submit these documents to the Secretary of State for independent assessment. We will advertise our actions and invite you to view the submission document via the council's web site, press notices, Wear Valley Matters and by writing to all parties who have previously made representation.</p> <p>Whilst we will analyse any further representations received with regard to the submitted document we are unable to make any changes that will alter the substance of the documents prior to the Examination in Public. These will be considered by the inspector as part of the examination process</p>	<p>We will employ methods set out in table 2 to ensure that you have another 6 weeks to make comments on the submitted version of the Statement of Community Involvement or submitted version of the Development Plan Document and Sustainability Appraisal report. These comments must be made in writing or by e-mail to us within the timescale previously specified by us.</p>

Table 3 - continued

Key Preparation Stages & Involvement Techniques	Our Actions	What You Can Do
<p>Examination</p> <p>Possible Relevant Involvement Methods 2, 3, 6, 8, 9, 10, 11, 19, 20 & 21</p>	<p>An independent inspector will assess the soundness of the submitted Statement of Community Involvement or Development Plan Document and Sustainability Appraisal report during an Examination in Public. (In the case of a Statement of Community Involvement this may take place by way of the written representation process). The length of the examination period varies according to the complexity of the document. We will advise you of the details of the examination in public at least 6 weeks prior to the date it will commence if you have previously made representation. We will also publicise these details on the councils website, Wear Valley Matters and by public press notice.</p>	<p>You can attend the Examination in Public. The inspector will consider any representations that you have made to the submission documents in question. The inspector will consider these by way of written or oral representations that will be determined according to circumstances.</p>
<p>Adoption</p> <p>Possible Relevant Involvement Methods 2 – 11, 14, 15, 19 & 20</p>	<p>The inspector will issue us with a report, the findings of which are binding. We must make any alterations to the submitted version of documents that the inspector requires. We will then publish the final Statement of Community Involvement or Development Plan Document and Sustainability Appraisal report for adoption, a statement of how the sustainability appraisal process has been taken into account and an adoption statement.</p>	<p>We will employ methods set out in table 2 to ensure that you are given the opportunity to view our adoption statement and the adopted documents.</p>
Supplementary Planning Documents		
<p>Preparation</p> <p>Possible Relevant Involvement Methods 1-7, 15 & 22</p>	<p>We will gather evidence and information to inform the preparation of a draft document and Sustainability Appraisal.</p>	<p>Depending upon the subject of the document we may seek representation from you using a variety of methods outlined in table 2.</p>
<p>Draft document</p> <p>Possible Relevant Involvement Methods 2 – 12 & 20</p>	<p>We will prepare a draft document and sustainability appraisal from the evidence and advice collated.</p> <p>We will analyse any representations received and determine as to any subsequent amendments required.</p>	<p>We will employ methods set out in table 2 to facilitate the ability for the general public, appropriate specific and general consultation bodies to provide formal comment to us. The length of the consultation period will be clearly stated at the time of the consultation and will last for between four and six weeks. Any representations must be made via e-mail or in writing.</p>

Table 3 - continued

Key Preparation Stages & Involvement Techniques	Our Actions	What You Can Do
<p>Adoption</p> <p>Possible Relevant Involvement Methods 2 – 12, 19 & 20</p>	<p>We will prepare a final document for adoption. We will report this to the Council's Regeneration Committee along with any representations that you have made. Subject to any further amendments required by the committee the document will be formally adopted.</p> <p><i>N.B this type of document does not need to be the subject of examination by an independent inspector.</i></p> <p>If you have made representation regarding this document we will write to you to provide you with feedback.</p>	<p>We will employ methods outlined in table 2 to inform you of the adoption of the document and how you can access it to view.</p>

When Can You Become Involved In Development Control Decisions?

- 5.1 We currently operate within a two tier planning system, County and District level. In summary Durham County Council is the minerals and waste local planning authority and by virtue of this has the remit of determining such applications. Durham County Council is also the determining body for County Council developments, for example educational developments. It is important to note that such functions are to be carried out in accordance with Durham County Councils own Statement of Community Involvement, which can be made available to you upon your request to them.
- 5.2 We, Wear Valley District Council are the determining authority for the remainder of application types. Our protocol on planning which compliments this Statement of Community Involvement is available upon request. It is a public guide to the conduct of all of our Councillors and staff who come into contact with the planning process. It aims to ensure and demonstrate that we take planning decisions openly, impartially and for sound justified planning reasons.
- 5.3 Central Government measures the performance of the Council's Development Control function by the speed by which decisions are made. Therefore, when preparing our strategy for facilitating your involvement in development control matters we have had to balance providing you with reasonable opportunity with cost and speed of decision making. We will involve both the general public and statutory consultees in these matters. It must be noted that who we directly consult will vary with the nature and location of the proposal and subsequently we will not directly consult everyone on every application. However details of all applications submitted may be obtained from our website and the statutory planning register located at the Civic Centre, Crook, to ensure that wider spread awareness and opportunity to make more representation is provided for. We will give you a period of 21 days to make any written representations. It is recognised that certain statutory bodies are afforded a period of 28 days. Representations must relate to planning related matters. These matters are summarised in **Appendix 4**. The results of any such consultation will be reported and taken into account in decisions made by, and on behalf of, the Council.
- 5.4 With regard to receipt of amendments to an application as a result of negotiations between us and you the applicant, a decision will be made by the case officer as to whether or not the amended plans in effect amount to a new planning application. A relatively minor amendment to an application, on which consultation has already occurred, especially one resulting in the applicant responding positively to comments from consultees, will proceed to a decision forth with on the merits of the case without further opportunity for comments. However, anyone who has commented will be informed that changes have been made. If the changes are such that further notification and consultation is desirable then a new application will be required, with the original application being either withdrawn or refused.
- 5.5 **Table 4** overleaf summarises how and when we will provide you with the opportunity to participate in the decision making process. For the purposes of **table 4** the definition of 'significant development' is given in Section 6 of this document.
- 5.6 **Table 5** relates specifically to how we will provide you with the opportunity to participate in the decision making process in regard to all types of applications received regardless of their scale or type of development.

Table 4 - Methods to promote participation in the Development Control process

Method	Target Audience	Purpose
Stage 1: Before a 'significant' planning application is submitted to us		
Pre-submission Community Consultation	A & B	To enable the developer to fully explain their proposal at the earliest stage in order that any objection/concerns/suggestions by the community can be identified and addressed.
Stage 2: When an application is first received by us		
Weekly List¹ Of all applications received, is made available on Council's website and hard copy format	A, B, C, D & E	To publicise the receipt of all applications submitted in a given week irrespective of their validity.
Statutory Planning Register¹ located at the Regeneration Department for public inspection.	A, B, C, D & E	To record details of all planning applications submitted to the Council, irrespective of their validity, including the final decision.
Letters to Statutory Consultees²	D & E	To invite comment and obtain specialist advice in relation to specific elements relevant to the proposal. These consultees will be selected according to the nature of application received.
Notification Letters¹	A, B (Those parties whose land or property lies close to the proposal) & D	To inform third parties within the immediate vicinity of a site of the submission of an application that may be of relevance/ has an impact upon them. (refer to paragraph 5.2). If changes are made to overcome objectors' concerns details of the changes will be reported to objectors. However further comments will not be invited.
Site notice¹	A & B	To inform third parties of the submission of an application that may be of relevance/ have an impact upon them where: <ul style="list-style-type: none"> the site falls within a conservation area, affects a listed building, there is no postal address known for the owner of adjacent land the proposal has more widespread impact due to its nature or scale.
Press notice¹	A, B, C, D & E	To inform third parties of the submission of an application that may be of relevance/ have an impact upon them, these include applications: <ul style="list-style-type: none"> where the site falls within a conservation area, affects a listed building has more widespread impact due to its nature or scale.
Duty Officer	A, B, C, D & E	Availability of duty officer to provide information and help on request ³ .
Council Web Site www.wearvalley.gov.uk	A, B, C, D & E	To publicise the receipt of all applications received to view details of and make representations on applications submitted.

¹ Representation to be made by you within 21 days unless relating to an application subject to an Environmental Impact Assessment (EIA).

² Representations to be made within 21 days unless relating to an EIA application or in 28 days for certain consultees in accordance with Circular 08/2005

³ In order that we may deliver a prompt service it is advisable to make an appointment

Table 4 - continued

Method	Target Audience	Purpose
Stage 3: During the process of an application		
Written invitation to attend Committee	Applicants and those third parties who have made representation about the application.	<ul style="list-style-type: none"> To circulate a copy of the relevant committee report to parties To inform parties of the opportunity to attend committee and notify them of their right to speak.
Public speaking at Development Control Committee	General public, applicants or their representative in cases where; <ul style="list-style-type: none"> 3 or more parties have made written representations. A Council Member has requested an application be referred to committee for determination. Applications which do not fall under the scheme of delegation¹. 	To enable parties to put forward their representations to Members of the Development Control Committee. For further information see Appendix 5 .
Duty Officer	A, B, C, D & E	Availability of duty officer to provide information and help on request ² .
Stage 4: After an application is determined		
Decision Letter	Parties who have made representations to an application	To inform parties, who have made representation the outcome of a planning application, including reasons for refusal, approval and conditions attached.
Notification of Appeal Letter³	Parties who have made representations to an application which is subsequently the subject of an appeal	To inform interested parties of the receipt of an appeal and to give the opportunity to modify previous representations.
Notification of an informal hearing/ public enquiry (Public Notice)	A, B, C, D & E	To inform all interested parties of the scheduling of the event.
Duty Officer	A, B, C, D & E	Availability of duty officer to provide information and help on request ²
Council Web Site www.wearvalley.gov.uk	A, B, C, D & E	<ul style="list-style-type: none"> To make committee minutes (Committee diary) available to you. To make publicly available details of appeals both pending and determined Including the final decision

¹ A full scheme of delegation is available upon request from the Development Control Team

² In order that we may deliver a prompt service it is advisable to make an appointment

³ Representation to be made by you within 21 days

Table 5 - Opportunities to be involved in the determination of applications received

Application Type	Method of Involvement
<p>Householder Development</p> <p>Full Detailed Applications</p> <p>Change of Use</p> <p>Outline Development</p> <p>Determination of Reserved Matters</p> <p>Works to Trees which are subject to a Tree Preservation Order</p> <p>Listed Building Consent</p> <p>Conservation Area Consent</p> <p>Amendment, Variation or Removal of a Condition</p>	<p>Stage 1</p> <ul style="list-style-type: none"> • Pre-submission Community Consultation (if applicable) <p>Stage 2</p> <ul style="list-style-type: none"> • Weekly List • Statutory Planning Register • Statutory Consultees • Notification Letters • Site Notice (if applicable) • Press Notice (if applicable) • Duty Officer • Council Website <p>Stage 3</p> <ul style="list-style-type: none"> • Written Invitation to Attend committee • Public Speaking at DC Committee • Duty Officer <p>Stage 4</p> <ul style="list-style-type: none"> • Decision Letter • Notification of Appeal Letter (if applicable) • Notification of Informal hearing / public enquiry (if applicable) • Duty officer • Website
<p>Works to trees within a conservation area</p>	<p>Stage1</p> <ul style="list-style-type: none"> • Not applicable <p>Stage 2</p> <ul style="list-style-type: none"> • Weekly list • Statutory Planning Register • Notification letters • Site Notice • Duty Officer • Website <p>Stage 3</p> <ul style="list-style-type: none"> • Duty Officer <p>Stage 4</p> <ul style="list-style-type: none"> • Decision letters • Duty Officer • Website
<p>Advertisements</p>	<p>Stage 1</p> <ul style="list-style-type: none"> • Not Applicable <p>Stage 2</p> <ul style="list-style-type: none"> • Weekly list • Statutory Planning Register • Notification letters • Statutory Consultees • Site Notice (if applicable) • Press notice (depending upon location) • Duty Officer • Web site <p>Stage 3</p> <ul style="list-style-type: none"> • Duty Officer (continued overleaf)

Table 5 - continued

Application Type	Method of Involvement
Advertisements (Cont.)	Stage 4 <ul style="list-style-type: none"> • Decision letters • Notification of Appeal Letter (if applicable) • Notification of informal hearing/ public enquiry (if applicable) • Duty Officer • Website
Prior approval for agricultural, telecommunication and demolition works	Stage 1 <ul style="list-style-type: none"> • Not Applicable Stage 2 <ul style="list-style-type: none"> • Weekly list • Statutory Planning Register • Web site • Duty Officer <p><i>N.B Representations are not invited as failure to determine within 28 days results in deemed consent.</i></p> Stage 3 <ul style="list-style-type: none"> • Duty Officer Stage 4 <ul style="list-style-type: none"> • Decision letters • Notification of Appeal Letter (if applicable) • Notification of informal hearing/ public enquiry (if applicable) • Duty Officer • Website
Certificate of Lawfulness.	Stage 1 <ul style="list-style-type: none"> • Not Applicable Stage 2 <ul style="list-style-type: none"> • Weekly list • Statutory Planning Register • Notification letters • Duty Officer • Web site Stage 3 <ul style="list-style-type: none"> • Duty Officer Stage 4 <ul style="list-style-type: none"> • Decision Letter • Notification of Appeal Letter (if applicable) • Notification of informal hearing/ public enquiry (if applicable) • Duty Officer • Website
High Hedgerows	Stage 1 <ul style="list-style-type: none"> • Not Applicable Stage 2 <ul style="list-style-type: none"> • Weekly list • Statutory Planning Register • Notification letters • Site notice • Duty Officer Stage 3 <ul style="list-style-type: none"> • Duty Officer Stage 4 <ul style="list-style-type: none"> • Decision letters • Notification of Appeal Letter (if applicable) • Notification of informal hearing/ public enquiry (if applicable)

The Role Of The Developer In Facilitating Your Involvement Prior To The Development Control Process

Introduction

6.1 We will encourage developers to undertake pre-application discussions with both ourselves and relevant key stakeholders. Further information on this process is set out in **Appendix 6**. We will also encourage early, meaningful consultation with the community and statutory consultees listed in **Appendix 2** on significant planning applications as soon as possible in the design of their scheme. This process supplements the involvement measures outlined in the preceding sections of this document. It should not be used as a marketing exercise to promote the development.

6.2 Whilst this is not a statutory requirement we consider that such a process can:

- provide an ideal opportunity for the developer to fully explain their proposal prior to you therefore avoiding the formulation of unfavourable opinions based upon inaccurate information;
- potentially save the developer time in obtaining a decision on a planning application as there is an opportunity to seek to resolve your concerns;
- give all parties more certainty;
- secure a more sustainable and acceptable development;
- avoid appeals and call-in procedures;
- create a more transparent and accountable Planning process for the District.

Definition of 'significant' development

6.3 When proposing a 'significant' development, we request that you as applicant undertake pre-application community engagement that is appropriate to the scale of the development. As the applicant you are advised to contact the Principal Development Control Officer based at the Civic Centre, Crook to establish if the planning application will be regarded as 'significant'. As a guide we will regard the following types of development as being 'significant':

- Housing developments comprising of 10 or more dwellings or a site area of 0.5ha or more;
- Offices, research & development and light industry developments with a floor area of 1000m² or more, or a site area of 1ha or more;
- Heavy industry, storage and distribution developments with a floor area of 1000m² or more, or a site area of 1ha or more;
- Retail, distribution and servicing developments with a floor area of 1000m² or more, or a site area of 1ha or more;
- All other major developments with a floor area of 1000m² or more, or a site area of 1ha or more; or
- Any proposal deemed to be significant for example because of its location and impact (for example a wind farm proposal).

6.4 We would urge that if your proposal falls under the scope of 'significant' development that you discuss pre-submission involvement measures with the Principal Development Control Officer as part of your pre-application discussions with the Council. **Appendix 7** contains further information regarding a pre-submission consultation. This includes details of minimum publicity expected, appropriate event management, protocol with groups and elected members and additional approaches to outline and reserved matters application.

Submitting a 'significant' planning application

6.5 Significant planning applications should be accompanied by a statement setting out the community engagement undertaken, including:

- The scale of the notification, including a list of properties and businesses contacted;
- A list of interest/pressure groups or other organisation contacted;
- The location and duration of any event;

- A summary of all the comments received and issues raised;
- A clear indication of which comments have resulted in amendments to the scheme and what those changes are, and which comments have not and why not; and
- Highlighting any criticism by groups or individuals about the public engagement process.

6.6 As the applicant you should also retain all consultation responses.

Failure to comply with these guidelines

6.7 We cannot refuse to accept a valid application because we disagree with the way in which a developer has consulted the community, but failure by the developer to consult could lead to objections being made which could be material to the determination. Our aim is to encourage discussion before a formal application is made and therefore avoid unnecessary objections being made at a later stage.

6.8 If a developer fails to carry out any community engagement or carries out engagement that falls short of these guidelines, Councillors will be made aware of this in the Officer's report on the submitted proposals. If material public objections are also received, we will have to consider whether refusal of planning permission is justified, in order to meet the Government's demanding targets for speed in decision making.

6.9 Where an applicant is genuinely unaware of the Council's pre-application consultation process we will advise them of the requirements as soon as possible and give them an opportunity to suspend the submission of the application to allow the necessary community engagement to take place. If an applicant refuses to comply with the adopted guidelines, then we will make them aware of the consequences set out in this section.

Other Matters

Resources

- 7.1 This our submission version of the Statement of Community Involvement is based on a realistic and robust assessment of likely resource availability over the coming years. In short, Wear Valley District Council does not have either the financial or staff resources with which to undertake community and stakeholder consultation on a massive scale. Instead it has been necessary to devise a programme of consultation that is both achievable and meaningful.
- 7.2 The majority of the work involved in delivering our commitment to facilitate your involvement will be the responsibility of the Forward Planning Team, in relation to the preparation of the Local Development Framework and the Development Control Team in relation to planning application matters. Assistance from other staff within the Environment and Regeneration Department, within which these two sections are located, may also be sought. We will endeavour to co-ordinate consultation with the activities of other departments to ensure the efficient use of resources and to avoid 'consultation fatigue'.

Links to the Community Strategy

- 7.3 In response to the requirement of The Local Government Act 2000 we have set up a Local Strategic Partnership (LSP) bringing together public, private, and voluntary sector organisations and community groups to prepare a community strategy, known as The Community Plan.
- 7.4 This seeks to provide and improve the economic, social and environmental wellbeing of Wear Valley District and contribute to the achievement of sustainable development in the UK. A copy of the current Community Plan can be viewed on our website. The Local Development Framework is one tool to deliver the aspirations of the Community Plan on the ground. We will produce and keep under regular review a separate document identifying the links between the Local Development Framework and the Community Plan.

Future review of the Adopted Statement of Community Involvement

- 7.5 We will continually up date our existing Involvement Database in response to requests and information received. From time to time we will contact those parties already identified to ensure our records are up to date.
- 7.6 We will actively monitor the success of community involvement techniques and use these findings to refine methods in the future wherever required. We will assess the effectiveness of each initiative and the findings will be published alongside the feedback on how your comments have been considered. Changes may also arise to reflect emerging best practice and government requirements, or to respond to changing local expectations. Where we find that changes to the methods are required, they will be subject to further consultation with you and will be proposed as updates to this document. These will be highlighted through the Local Development Framework Annual Monitoring Report.
- 7.7 We will measure the performance of this strategy by assessing:
- How successfully the community and other stakeholders are able to find information on the Local Development Framework documents and planning applications;
 - The level of actual involvement of 'hard to reach' groups and reasons for poor/good take up if applicable; and
 - Respondents satisfaction with our overall consultation standards.
- 7.8 In any instance we intend to formally review this Statement prior to the production of further Development Plan Documents not yet identified in our Local Development Scheme. The review process will replicate the process that this current Statement of Community Involvement has followed, as per **table 3** unless future legislative changes dictate otherwise.

Appendix 1 - Glossary

Area Action Plan (AAP)	Planning frameworks for areas of change and areas of conservation.
Annual Monitoring Report (AMR)	A report on how the authority is performing with regards to the delivery of the Local Development Scheme and relevant targets set out in development plan documents, and indicating any remedial action to be taken is required.
Community Strategy / Community Plan	A vision for Wear Valley District formed through key organisations working in partnership with local businesses, community groups and organisations, and Wear Valley District Council.
Core Strategy	To set out the vision, spatial strategy and core policies for the spatial development of the Local Authority Planning Area.
Development Plan Document (DPD)	Spatial planning documents covering a range of policy topics that will undergo a process of consultation and area subject to alteration following independent examination.
Local Development Document (LDD)	Planning documents with development plan status, know and Development Plan Documents (DPD's), and Supplementary Planning Documents (SPD's)
Local Development Framework (LDF)	The framework for delivering the spatial planning strategy for the area which comprises of local development documents.
Local Development Scheme (LDS)	Local planning authorities will submit a local development scheme to the First Secretary of State for approval within six months of the commencement of the Act. The Local Development Scheme will set out the preparation programme and timetable of local development documents, indicating proposals for the development of their LDF over a three year period.
Planning Policy Statement (PPS)	Subject specific Government guidance, advice and policies on national land use in England, which replace Planning Policy Guidance (PPGs) notes.
Regional Spatial Strategy (RSS)	Identification and definition of policies relating to the development and use of land in the North East Region prepared by the North East Regional Assembly and approved by the First Secretary of State.
Statement of Community Involvement (SCI)	Sets out the standards to which the local planning authority will involve and consult with the community in the preparation, alteration and continuing review of local development documents, and how these standards are achieved. The SCI will be subject to independent examination. All local development documents must reflect upon how, in their preparation, they have complied with the SCI.
Sustainable Appraisal	A form of assessment used in the UK for regional and local planning which considers the social and economic effects as well as the environmental ones, and appraises them in relation to the aims of sustainable development.
Strategic Environmental Assessment (SEA)	Generic Term used to describe environmental assessment as applied to policies, plans and programmes.
Strategic Environmental Assessment (SEA) Directive	A European directive (2001/42/EC) on the assessment of the effects of certain plans and programmes on the environment. The SEA Regulations transposing the SEA Directive into UK Law.

Appendix 2 - List Of Consultees For The Local Development Framework Preparation Process

The Council holds a database of bodies, organisations and individuals and these will be informed throughout the Local Development Framework production process. In accordance with Planning Policy Statement 12 we consider that the following should be consulted in the preparation of the Local Development Framework:

Specific Consultation Bodies

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

	Consultation group status as referred to in Section 3
• North East Assembly	E
• A relevant authority any part of whose area is in or adjoins the area of Wear Valley District Council:	
Parish Councils within Wear Valley District	
- Dene Valley Parish Council	B
- Edmundbyers Parish Meeting	B
- Hunstanwoth Parish Meeting	B
- Stanhope Parish Council	B
- Tow Law Town Council	B
- West Auckland Parish Council	B
- Witton le Wear Parish Council	B
- Wolsingham Parish Council	B
Adjoining District Councils	
- Cumbria County Council	E
- Darlington Borough Council	E
- Derwentside District Council	E
- Durham City Council	E
- Durham County Council	E
- Eden District Council	E
- Northumberland County Council	E
- Sedgefield Borough Council	E
- Teesdale District Council	E
- Tynedale District Council	E
Adjoining Parish Councils	
- Allendale Parish Council	B
- Alston Moor Parish Council	B
- Blanchland Parish Council	B
- Brancepeth Parish Council	B
- Brandon and Byshottle Parish Council	B
- Cornsay Parish Council	B
- Eggleston Parish Council	B
- Eldon Parish Council	B
- Etherley Parish Council	B
- Evenwood and Barony Parish Council	B
- Forest and Firth Parish Council	B
- Gainford and Langton Parish Council	B
- Healey Parish Council	B
- Hamsterley Parish Council	B
- Hexhamshire and District Parish Council	B
- Lanchester Parish Council	B
- Middleton in Teesdale Parish Council	B
- Muggleswick Parish Council	B
- Newbiggin in Teesdale Parish Council	B

- Shildon Town Council B
- Spennymoor Town Council B
- West Allen Parish Council B
- Windlestone Parish Council B
- County Durham and Tees Valley Strategic Health Authority B
- The Countryside Agency, North East Region* D
- English Nature* D
- The Environment Agency, North East Region D
- Highways Agency D
- The Historic Buildings and Monuments Commission for England – English Heritage D
- Mobile Operators Association C
- Mono Consultants Ltd C
- Northumbrian Water D
- One North East D
- The First Secretary of State (through Government Office for the North East) E
- The Strategic Rail Authority D
- United Utilities C

Government Departments

- Home Office E
- Department for Education and Skills (through Government Office for the North East) E
- Department for Environment, Food and Rural Affairs (DEFRA) E
- Department for Transport (through Government Office for the North East) E
- Department of Health (through relevant Regional Office of NHS Executive) E
- Department of Trade and Industry (through Government Office for the North East) E
- Ministry of Defence E
- Department of Work and Pensions E
- Department of Constitutional Affairs E
- Department of Culture, Media and Sport E
- Office of Government Commerce (Property Advisers to the Civil Estate) E

'General Consultation Bodies' including 'Hard to Reach Groups'

- Voluntary Bodies some or all of whose activities benefit any part of the authority's area;
- Bodies which represent the interests of different racial, ethnic or national groups in the authority's area;
- Bodies which represent the interests of different religious groups in the authority's area;
- Bodies which represent the interests of disabled persons in the authority's area; and
- Bodies which represent the interests of persons carrying on business in the authority's area.

The above include the following organisations:

- 2D (Wear Valley) B
- Bishop Auckland Chamber of Commerce B
- Bishop Auckland Town Centre Forum B
- Churches Agency for Regeneration B
- Church Commission B
- Citizens Advice Bureau , Bishop Auckland B
- Community Network (Wear Valley) B
- Coundon & Leeholme Community Partnership B
- Crook Community Partnership B
- Darlington & Durham County Racial Equality Council B
- Methodist Church Weardale Circuit B
- Methodist Church Bishop Auckland Circuit B
- Weardale Community Partnership B
- Wear Valley Disability Access Forum B
- Willington Community Partnership B

*To form part of Natural England in 2006.

Other Consultees

(Wear Valley District Council will where appropriate consult with the following agencies and organisations in the preparation of Local Development Documents)

• Age Concern	B
• Architects	B
• Arriva	B
• Airport Operators Association	B
• British Airport Services and Equipment Association	B
• Bishop Auckland Civic Society	B
• British Chemical Distributors and Traders Association	B
• British Geological Survey	B
• Centre for Ecology and Hydrology	B
• Chambers of Commerce North East Region	B
• CBI North East	B
• Institute of Directors North East Region	B
• Church Commissioners	B
• Civil Aviation Authority	B
• Coal Authority	B
• Commission for Architecture and the Built Environment	B
• Commission for New Towns and English Partnerships	B
• Commission for Racial Equality	B
• Crown Estate Office	B
• Cyclists Touring Club	B
• Developers	B
• Diocese of Durham, Board of Finance	C
• Disability Rights Commission	B
• Disabled Persons Transport Advisory Committee	B
• District Valuer	B
• Durham County Council	B
• Durham Rural Community Council	B
• Electricity, Gas, and Telecommunications Undertakers	B
• English Golf Union	B
• Environmental Groups at National, regional and local level, including:	B
- Council for the Protection of Rural England (CPRE)	B
- Durham Bat Group	B
- Durham Wildlife trust	B
- Friends of the Earth	B
- Royal Society for the Protection of Birds	B
• Equal Opportunities Commission	B
• ESA (Environmental Services Association)	B
• Estate Agents	C
• Farming and Wildlife Advisory Group	B
• County Durham & Darlington Fire & Rescue Brigade	B
• Forestry Commission North East of England Conservancy	B
• Freight Transport Association Ltd	B
• General Public including those who have specifically indicated interest in the production of the LDF	A
• Go North East	B
• Groundwork West Durham	B
• The Gypsy Council	B
• Gypsy and Traveller Law Reform Coalition	B
• Health and Safety Executive	B
• Help the Aged	B
• The Housing Corporation	C
• House Builders Federation Yorkshire, North West & North East Region Office	C
• Land Access and Recreation Association Motor Recreation Development Officer	B

• Land Agents	C
• Learning Skills Councils	B
• Local Strategic Partnership Members and LSP Thematic Groups	B
• National Amenity Societies including C20 Society	D
• National Grid Company	B
• National Playing Fields Association	B
• Network Rail	B
• North East Housing Board	B
• North Pennines AONB Partnership	B
• Northern Rail	B
• Nexus	B
• Planning Consultants	C
• PTEG (Passenger Transport Executives Group)	B
• Police Architectural Liaison Officer	B
• Post Office property holdings	B
• OFCOM	B
• Road Haulage Association, North East Region	B
• Rural Transport Partnership	B
• Showmans Guild of Great Britain	B
• Sport England	D
• The Open Spaces Society Teesdale District and Wear Valley	B
• The Ramblers Association Crook & Weardale	B
• The Theatres Trust	D
• Weardale Motor Services	B
• Weardale Society	B
• Women's National Commission	B

Please note, this list is not exhaustive and also relates to successor bodies where re-organisations occur. As we become aware of other existing or new groups this list will be updated.

Appendix 3 - Useful Addresses

Planning Aid North

Joint Professional Centre for Planning & Landscape
3rd Floor, Claremont Tower
The University of Newcastle upon Tyne
Claremont Road
Newcastle upon Tyne
NE1 7RU
Tel: 0191 222 8772
Fax: 0191 222 7812
Email: ntco@planningaid.rtpi.org.uk
Website: <http://northofengland.rtpi.org.uk>

Durham County Council

Planning Section
County Hall
Durham
DH1 5UL
Tel: 0191 383 5698
Fax: 0191 383 4500
Website: www.durham.gov.uk

Forward Planning Team

Regeneration
Wear Valley District Council
Civic Centre
Crook
Co Durham
DL15 9ES
Tel: 01388 765555
Fax: 01388 760660
Email: forward.plans@wearvalley.gov.uk
Website: www.wearvalley.gov.uk

Appendix 4 - Material Planning Considerations And Tests of Soundness

Development Control and Local Development Framework - “Material” and “Non Material” Considerations

What issues are relevant in reaching planning decisions?

The relevant issues to take into consideration will vary with the nature of the proposals and by the site, but may include the following:

- Development Plans;
- Government Guidance and Orders;
- Case Law and previous decisions;
- Highway Safety and Traffic;
- Noise, disturbance and smells;
- Design, appearance, layout, density;
- Conservation of buildings, trees etc;
- Nature Conservation;
- Residential amenity (such as loss of privacy, overbearing, overshadowing);
- Sustainability; and
- Liability to flooding.

What issues are irrelevant in reaching planning decisions?

Again they vary from case to case, but the following are irrelevant:

- Matters covered by other laws (e.g. Alcohol licence);
- Private property rights (e.g. boundary or access disputes);
- The developer’s morals or motives;
- Possible future development;
- Loss of view over other peoples land;
- Effect on value of property;
- The fact that an application may be retrospective;
- The failure of an applicant to carry out development on another site in accordance with approved plans/ conditions of approval; and
- Commercial competition.

Local Development Framework Tests of Soundness

The policies in each development plan document that we produce will be tested thoroughly for ‘soundness’ during the independent examination. The presumption will be that the development plan document is ‘sound’ unless it is shown to be otherwise as a result of evidence considered at the examination. The tests of soundness that apply individually or collectively to policies are summarised below:

Procedural

- It has been prepared in accordance with the Local Development Scheme;
- It has been prepared in compliance with our Statement of Community Involvement; and
- The plan and its policies have been subjected to sustainability appraisal.

Conformity

- It is consistent with national planning policy and in general conformity with the Regional Spatial Strategy and has had proper regard to any other relevant plans, policies and strategies relating to the area or to adjoining areas; and
- It has regard to our Community Strategy.

Coherence, Consistency & Effectiveness

The strategies, policies and allocations in the development plan document:

- Are coherent and consistent within and between other development plan documents prepared by us and neighbouring authorities, where cross boundary issues are relevant;
- Represent the most appropriate options in all the circumstances, having considered the relevant alternatives, and they are founded on a robust and credible evidence base;
- Have clear mechanisms for implementation and monitoring; and
- The plan is reasonably flexible to enable it to deal with changing circumstances.

Statement of Community Involvement

An independent inspector will be appointed to test the 'soundness' of a proposed Statement of Community Involvement based upon the following criteria;

- The minimum legal requirements for consultation have been met as set out in the Town & Country Planning (Local Development) (England) Regulations 2004;
- It sets out our strategy for community involvement, highlighting links to other local community involvement issues, such as the Community Plan for the District;
- It sets out in general terms which local community groups and other bodies will be consulted;
- It shows how the community and other bodies can be involved in a timely and accessible manner;
- It includes methods of consultation that are suitable for different stages of plan preparation and for the intended audience;
- It shows the resources that are available to manage community involvement effectively;
- It shows how the results of community involvement will be fed into development plan document and supplementary planning document preparation;
- It identifies the mechanisms the authority has for reviewing the Statement of Community Involvement; and
- It clearly states our policy for consulting on planning applications, including advice to developer on carrying out pre submission consultation on 'significant' development proposals.

Appendix 5 - Leaflet Outlining Public Speaking At Planning Committee

Public Involvement in Planning Decisions



Making
Your Voice
Heard



WEAR
VALLEY
DISTRICT COUNCIL

Civic Centre,
Crook,
County Durham
DL15 9ES

Tel: (01388) 765 555
Fax: (01388) 766 660
www.wearvalley.gov.uk

Certain members of the public have the right to speak at Development Control Committee meetings when the following applications are discussed:

- Where the Council has the power to determine it;
- Those submitted by neighbouring local authorities for comments;
- Those determined by the County Council, for example opencasting, mineral workings, waste disposal.

This leaflet tries to answer some of the questions you might have about the procedures and what to expect at the meeting itself.

The purpose of this scheme is to:

- Allow interested parties to have a greater opportunity for involvement in the process, thereby reducing frustration and annoyance;
- Lead to a general feeling of fair treatment. The advice below applies equally to objectors, applicants, their agents and their supporters.

Q Does the right to speak scheme alter the existing procedures for publicity of planning applications?

A No. Planning applications will continue to be publicised in well-established ways. If you wish to object to a proposal, you should write within 3 weeks to the Director of Regeneration giving your reasons; you will then receive an acknowledgement letter. Please note that the Director has the power to determine certain applications if no more than 3 objections are received by the relevant closing date. If the application goes to Committee, a summary of any objections received are always reported. The letters of objection are placed on the appropriate files and made available for inspection by the Committee. If an application is determined under delegated powers details of the decision and a copy of the officers report will be forwarded to objectors after the decision has been made.

Q If I object to a proposal, do I have to speak at the Committee meeting?

A No. Your objection is considered anyway, and it is entirely at your discretion as to whether or not you attend the Committee meeting. You may decide that, because the Officer's recommendation is to refuse the proposal, there may be little point in amplifying your objection; please note, however that the Officer's recommendations are not always accepted by the Committee.

Q If I am the applicant or agent do I have to speak at the Committee meeting?

A No. If the Officer's recommendation to the Committee is to approve the proposal, you may decide that there is little to add to the report and you are urged not to take up Committee time in repeating the Officer's comments. If the Officer's recommendation to the Committee is to refuse the proposal, you may wish to present your case for approval. Please note, however, that the Officer's recommendations are not always accepted by the Committee.

Q If I want to speak, how do I arrange it?

A About a week before the Committee meeting we will write to every person who has objected or commented in writing on proposals being considered at that meeting. We will also notify all applicants (or their agents) who have submitted such proposals. If comments are received less than one week before Committee this procedure will not take place, but the comments will still be reported verbally to the Committee. If you want to speak you will then need to contact Central Resources Department, preferably in writing, but a telephone call will do, by no later than 12 noon on the day before the Committee. We will then make a list of those wishing to speak, in the order in which they contact us.

Q Where and when are the Committee meetings held?

A The Committee meets in the Council Chamber of the Civic Centre, Crook approximately every 3 weeks. All Committee meetings start at 6.00pm.

Q What is the order of speaking on each item at Committee?

A The Head of Development and Building Control or his representative will introduce the item followed by members of the public in this order:

- Objector(s)
- Parish/Town Councils
- Applicant or Agent and any supporter(s)
- Ward Member(s) (if not appointed to the Committee)

The Head of Development and Building Control will have the opportunity to respond to comments made or seek clarification. Members of the Committee may ask questions of each speaker after they have spoken. Speakers may also ask questions, within their allocated time, although the Council has no powers to require others to respond. There will then be an opportunity for debate by the Committee, where further information may be sought from the Head of Development and Building Control. The decision is then made.

Q What will be the order of items at the Committee meeting?

A Immediately prior to the meeting, a schedule detailing those applications which have resulted in requests to speak will be prepared for Members. Whilst these will be dealt with first, the time taken by each item is difficult to predict. Accurate estimates of when each item is to be heard cannot, therefore, be given.

Q How long will I be able to speak for?

A There is a time limit of 5 minutes for each group of speaker, which will be divided equally between registered objectors until the 5 minutes have expired. However, objectors are encouraged to get together and make a joint case by appointing a representative. The Chair of the Committee may intervene, or vary the order of the speakers, or extend the time limit, in the interests of the efficiency of the meeting, or when he/she feels this will best serve public interest.

Q Can I ask questions of other speakers?

A You may include questions in the time allocated to you, but the Committee has no powers to require other speakers to answer your questions. Generally, it would be preferable for you to ask questions before the meeting, and to state your objections on the basis of the information given to you. You must not interrupt other speakers, nor interrupt Committee debate.

Q What are the relevant issues in considering proposals?

A The relevant issues will vary with the nature of the proposal and the site, but may include the following:

- Structure Plan and Local Plan;
- Government Guidance and Orders;
- Case Law and previous decisions;
- Highway safety and traffic;
- Noise, disturbance and smells;
- Design, appearance and layout;
- Conservation of buildings, trees etc.; and
- Residential amenity.

Q What issues are irrelevant in reaching planning decisions?

A Again they vary from case to case, but the following are usually irrelevant:

- Matters covered by other laws (eg, alcohol license);
- Private property rights (eg, boundary or access disputes);
- The developer's morals or motives;
- Possible future development;
- Loss of view over other people's land;
- Effect on value of property.

Q Who do I ask if I have any other queries?

A If you have any questions not answered by the above advice, you are welcome to contact:

Mrs L Spence,
Central Resources Department
Tel: (01388) 761 950

or

Mr D Townsend,
Environment and Regeneration Department
Tel: (01388) 761 573.

You may contact Mr Townsend up till 5.45pm on the day of Committee if there are any arrangements you wish to discuss.

Wear Valley District Council
Civic Centre
Crook
County Durham
Tel: 01388 765555
Fax: 01388 766660

Appendix 6 - Pre Application Discussion

We will welcome discussion with you the prospective applicant, before an application is made. In certain circumstances it may be prudent to involve relevant key stakeholders/ statutory consultees. We consider that there are significant benefits from carrying out such discussions including:

- Better quality applications which are straight forward and can be quickly processed;
- A means of resolving problems, thereby avoiding possible public objections at a later stage;
- Overcoming perceived 'closed door' approach to determining applications, ensuring an including and transparent approach;
- Higher quality design;
- Savings in time and resources of all involved;
- Early availability of good quality information, enabling issues and problems to be addressed up front; and
- Identification of the need for additional assessments or surveys e.g. flood risk assessments or ecological surveys.

An officer is available during normal office hours to provide general information and advice. It will, however, assist particularly in the case of a specific proposal, to make an appointment to ensure that enquiries can be dealt with more promptly and effectively. If advice is sought by letter a response will be made within 21 days.

If a proposal is of a large scale or complex we will adopt a team approach whereby a lead officer is selected who will arrange for officers of other disciplines to attend meetings and provide advice. Depending upon the nature of the proposal it may be prudent to seek advice from or refer you to relevant statutory consultee for specialist advice and/ or confirmation of the need for further documents or assessments to support the application.

The advice which we give will be an officer assessment of the proposal and will be without prejudice to the formal consideration of an application as no public consultation would have been carried out and few consultees will have been contacted. We can provide information about relevant planning policies and previous decisions, and about our requirements in relation to such factors as design and highway issues. On request, and where possible from the details provided we will advise upon the merits of the proposal.

We will answer enquiries as to whether or not planning permission is needed within 21 days. Should you require such confirmation you will need to complete a Permitted Development Assessment Form. Alternatively, an application can be made for a Certificate of Proposed Lawful Development. A fee is payable but there is the benefit of receiving a legal determination, and there is a right of appeal if the enquirers is dissatisfied with the response.

Appendix 7 - A Guide to Pre-submission Consultation

Publicity

As applicant of a 'significant' development the minimum publicity that we would expect of you is:

- Notification of local residents and businesses by letter of the proposed development, stating why you are carrying out the process, when and where they can find out more and their scope for comment;
- Placing notice in a local newspaper, detailing the proposed development stating why you are carrying out the process, when and where people can find out more and their scope for comment; and
- Additional information should be circulated as a press release.

N.B. The above publicity should include provision of details of at least one event, and the event should be no earlier than four days after they have been circulated or published. The closing date for comments should be set no earlier than 10 days after the close of a consultation event. Publicity material should concentrate on conveying the facts of the proposed scheme and avoid bias. It should not be written in a manner which could be construed as a marketing exercise nor as a *fait accompli*. It would therefore be prudent to discuss the content of the press notice and press release with the Principal Development Control Officer prior to publication.

Event Management

We will expect that the event;

- Is appropriately staffed and include display material detailing your proposals for the site, the scope for public comment, how comments will be dealt with and an explanation of what will happen next. Presentation material and any questionnaires for the public should avoid bias;
- Takes place at a time or times that enables as wide a cross section of the public as possible to attend it; it may therefore need to cover weekends and evenings;
- Is held on the application site/building, or at a venue as close as possible to the application site. Venues should be fully accessible but if not, reasonable adjustments must be made to permit access for people with disabilities; and
- Is scheduled so, as to allow sufficient time prior to submission of a planning application to consider issues subsequently raised by third parties and where appropriate make amendments to the scheme.

We will welcome early discussion regarding your proposals for publicity and event management. The Principal Development Control Officer should be contacted in the first instance.

Contact with interest groups and Elected Members

As applicant of a 'significant' development we advise you that;

- contact should be made with all local community groups and interested groups, together with any other relevant groups who may have a specific interest in a particular proposal. Appendix 1 can be used as a basis of determining relevant groups. However applicants should discuss this with of the Principal Development Control Office who will be able to provide all necessary contact details; and
- all District Councillors whose ward includes the application site together with any Parish Council whose parish includes or adjoins the site should be informed. It should however be noted that a code of conduct prevents District Councillors from expressing any views on proposals at this stage, as they must remain impartial until any application is formally presented to them at a Planning Committee.

Additional approaches to outline and reserved matters applications

In the case of outline applications where as applicant you are trying to establish the principle of development we would encourage you to include illustrative material such as a Design Concept Statement. As applicant you should explain this approach in any presentation to focus the audience's attention on the broad principle of development, rather than details at this stage. This will allow the public to make meaningful comments on the proposals.

Further pre-application publicity events may be necessary when submitting a detailed reserved matters application.

In the case of variations to significant schemes further pre-application publicity events may also be necessary where it is proposed to formally vary or modify an existing permission, where this relates to a significant application.

In both instances you such clarification should be sought from the Principal Development Control Officer prior to making such submissions.

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Forward Planning Team, Regeneration Department,
Wear Valley District Council. Civic Centre, Crook, Co. Durham DL15 9ES
Tel: (01388) 765 555 Fax: (01388) 766 660
Email: forward.plans@wearvalley.gov.uk

The Nine Tests of Soundness for the SCI

Planning Policy Statement 12: Local Development Frameworks states that the nine tests of soundness for the SCI are:

- i. local planning authority has complied with the minimum requirements for consultation as set out in Regulations¹;
- ii. local planning authority's strategy for community involvement links with other community involvement initiatives e.g. the community strategy;
- iii. statement identifies in general terms which local community groups and other bodies will be consulted;
- iv. statement identifies how the community and other bodies can be involved in a timely and accessible manner;
- v. methods of consultation to be employed are suitable for the intended audience and for the different stages in the preparation of local development documents;
- vi. resources are available to manage community involvement effectively;
- vii. statement shows how the results of community involvement will be fed into the preparation of development plan documents and supplementary planning documents;
- viii. authority has mechanisms for reviewing the statement of community involvement; and
- ix. statement clearly describes the planning authority's policy for consultation on planning applications.

¹ The Town and Country Planning (Local Development) (England) Regulations 2004

Summary of relevant representations and the change made to the SCI

Consultee	Comments Received	Amendment
James Corkill Durham Wildlife Trust Rainton Meadows Chilton Moor Houghton-le-Spring Tyne & Wear	They note from appendix 2 that the Trust is under 'general consultees' not the 'other Consultees' section. Would like to be listed under the 'other consultees' heading.	Appendix 2 amended accordingly.
Alan Hunter English Heritage North East Region Bessie Surtees House 41 - 44 Sandhill Newcastle upon Tyne NE1 3JF	<p>Table 4 - with regard to the footnote no 2, they advise of the need to now have regard to the provisions of circular 08/2005 in respect of the changes to the Development Control Service and consultation arrangements. Amongst other things, these confirm the situation outlined in their letter of 22.08.05.</p> <p>Paragraph 6.3 feel that the wording needs tightening up. For example 'significant' developments include - ... <i>Housing developments comprising of 10 or more dwellings or a site area of 0.5 ha or more.</i> Other bullet points require rewording in a similar manner.</p> <p>Appendix 2 advise that the provisions of circular 09/2005 and the need to include C20 Society in the list of National Amenity Society.</p>	<p>Footnote to this affect has been added to page 17.</p> <p>Bullet points in paragraph 6.3 have been amended accordingly.</p> <p>Appendix 2 amended accordingly.</p>
Jenny Loring English Nature Northumbria Team Stocksfield Hall Stocksfield Northumberland NE43 7TN	Consider that, when looking through their relevant paragraphs some of the text is cumbersome, unclear and in some places makes no sense (state example of paragraph 5.2)	<p>It was intended that the first sentence of the final paragraph in 5.2 should read:</p> <p><i>With regard to receipt of amendments to an application as a result of negotiations between us and you, the applicant, a decision will be made by the planning officer as to whether or not the amended plans in effect amount to a new planning application.</i></p> <p>Paragraph 5.2 (now 5.3) amended accordingly.</p>

Consultee	Comments Received	Amendment
Mr Mark Price The Theatres Trust 22Charing Cross Road London WC2H 0QL	Consider that, as they are a statutory consultee they should be in category D in Appendix 2, not category B. (<i>table 1, page 5 states identifies the different categories</i>)	Appendix 2 amended accordingly.
Noel Jackson (Vice-president) Durham Bat Group 3East Law Ebchester County Durham, DH8 0QH	Considers that the Durham Bat Group and Durham Wildlife Trust should be listed under 'environmental groups' in Appendix 2, not 'general consultees'.	Appendix 2 amended accordingly.

Public buildings where documents can be inspected during normal office hours

- Civic Centre Mall, Crook
- Old Bank Chambers, market Place, Bishop Auckland
- Libraries at:-
 - Crook
 - Bishop Auckland
 - Wolsingham
 - Willington
- The Dales Centre, Stanhope
- Glenholme Leisure Centre
- Woodhouse Close Leisure Centre

Summary of Local Development Framework Documents

Table 1 - Documents which make up a Local Development Framework	
Name of Document	Summary
Local Development Documents (LDD)	There are two types of Local Development Document: <ul style="list-style-type: none"> • Development Plan Documents (DPD) • Supplementary Planning Documents (SPD)
<ul style="list-style-type: none"> • Development Plan Documents (DPD) 	<p>These documents contain the spatial planning policies for the local planning authority.</p> <p>Those DPD which have been subject to independent examination have the weight of development plan status (i.e. the same status as the existing Local Plan).</p>
<ul style="list-style-type: none"> • Supplementary Planning Documents (SPD) 	<p>Linked to one or more policies within the adopted Development Plan Documents. They contain guidance for and expand upon the policies which they are linked to.</p> <p>These documents do not have development plan status as they have not been subject to an Independent Examination. However, as they are prepared with full community involvement and undergo a sustainability appraisal they can constitute a material consideration in respect of decision-making.</p>
Local Development Scheme (LDS)	The project plan for the preparation of the LDF. It sets out details and content of each of the local development documents to be produced along with the timescales and arrangements for their production.
Statement of Community Involvement (SCI)	A procedural document specifying how the authority intends to involve the wider community in the process of preparing the LDF and in the determination of development control applications.
Annual Monitoring Report (AMR)	Sets out the annual progress made in terms of preparing the Local Development Documents, as set out in the Local Development Scheme, and the implementation and performance of the policies.
Proposals Map	Carries the weight of a development plan document. The map illustrates the geographical extent of policies. Must be revised as each Development Plan Document is adopted and as 'saved' local plan policies are replaced.

Table 2 – LDF Documents For Wear Valley District		
The Council has. . .	The Council is currently preparing . . .	Other documents contained in the adopted LDS . . .
Adopted Local Development Scheme	Core Strategy DPD	Housing DPD
Statement of Community Involvement (to be adopted August 2006)	Generic Development Control Policies DPD	Area Action Plan for South and East Bishop Auckland
Annual Monitoring Report 2004-05	Annual Monitoring Report 2005-06	
Adopted Proposals Map		

In Table 2 the documents in **bold** are statutory requirements which the Council has to prepare.

Key Stages and Related Processes in Preparing a DPD

Stage	Process in Preparing Document	Related Sustainability Appraisal Process	Progress on the 2 current DPDs
Pre-Production	Survey and evidence gathering.	Preparation of initial sustainability report, known as the 'Scoping Report' with 5 week statutory consultation.	This process is on-going.
	Preparation of 'Issues and Alternative Options' paper with ongoing consultation.	Continuation of above process.	⊥ We are here
Production	Public consultation on 'Issues and Options' paper.		It is proposed that this will take place Nov and Dec 2006
	Preparation of 'Preferred Options' document, incorporating the representations made on the 'Issues and Options' paper, where appropriate.	Preparation of the formal sustainability appraisal report and identification of likely significant effects of 'Preferred Options'	
	Statutory 6 week public consultation on 'Preferred Options' paper.	Public consultation on the 'sustainability appraisal report'	
	Assessment of representations received on the 'Preferred Options' document.	Assessment of representations made on the 'sustainability report'	
	Preparation of 'Submission Document', incorporating the representations made on the 'Preferred Options' document, where appropriate.	Amendments to formal 'Sustainability Report' as identified through representations or due to changes from 'Preferred Options' document.	
	Preparation of the 'Pre-Submission Consultation Report'.		
	Submission of document to the Department of Communities and local Government, with statutory 6 week public consultation.	Submission of Sustainability Appraisal Report, with public consultation.	
Examination	Preparation of the 'Statement of Consultation'		
	Submission of all representations made on 'Submission Document' to Department for Communities and Local Government.	Same as LDF process	
	Pre-Examination Meeting	Same as LDF process	
	Independent Examination	Same as LDF process	
	Publication of Binding Report	Same as LDF process	
	Adoption of Document		
	Monitoring and Review	Monitor and Review	

Tasks to be undertaken during the preparation of a 'Issues and Alternative Options Paper' and the related steps

Task		Steps required to complete the Task
Ref	Purpose	
Task 1	Identify the Issues facing the District	Audit of key strategies to identify all land use implications or relevant issues contained within them (namely Community Strategy, The Regional Spatial Strategy, and all PPS and PPGs)
		Write to specific DPD bodies (as identified in the Regulations) and other parties who have expressed an interest to advise of commencement of process and invite any comments to feed in to 'Issues and Alternative Options Paper'
		Review and update the issues raised in 'Moving Forward' document in relation to all DPDs and note which issues are relevant to the content of the Core Strategy and Generic DC Policy DPD.
		Identification of Issues through the preparation of the Initial Sustainability Report, known as the Scoping Report. This will be informed by the SEA workshops (see Task 3)
		Review Community Appraisals to identify any issues relating to all DPDs and note which issues are relevant to the content of the Core Strategy and Generic DC Policy DPD.
		Use the planning workshops and Wolsingham show event (Task 5) and the comments received in response to the letters to identify and/or build up on the issues identified through the above.
		Use the results of the above to finalise the issues facing the District.
		Task 2
Use outcome of both the SEA workshop (Task 3) and the Planning workshops (Task 5), along with any comments received in response to the letters or event at Wolsingham Show, to identify and develop the alternative options		
Identify any options which are not permitted due the restrictions put in place by the RSS, PPS or PPGs (for example housing requirements or restricted development in flood zones).		
Informed by the above three steps, finalise the Alternative Options for the District.		

Task 3	SEA Workshop	Prepare the <i>Sustainability</i> Issues and Options identified through Stage A1 and A2 (see GANNT chart in Annex B) processes. Present to CMT and LDF Steering Group for endorsement and make any changes proposed.
		Two workshops to be held, one for Members and Key Officers, the second for Key Stakeholders. The purpose being to discuss and identify the sustainability issues facing the district for the Scoping Report. The outcome however will also inform the preparation of the Issues and Alternative Options Paper.
Task 4	Develop Spatial Portrait of the District	Identify key facts and figures relating to the district linked to social, economical and environmental aspects of the District.
		Discuss the spatial portrait at the planning workshops, noting any suggested alterations or additions (see Task 5).
		Finalise the Spatial Profile, incorporating any outcomes of the planning workshops.
Task 5	Planning Workshops and Wolsingham Show Event	Prepare the issues and Alternative Options identified to date.
		Present to CMT and the LFD Steering Group for endorsement, prior to workshop taking place. Make any changes proposed.
		Two workshops will be held, one for Members and Key Officers, the second for Key Stakeholders. The purpose being to identify and develop the Issues facing the District, the options available and the spatial portrait for the district. Any contentious or conflicting issues and/or options will also be discussed.
		Have a display at the Wolsingham Show, using the material developed for the workshops. Make a note of any comments or suggestions received by members of the public. This will capture those not already aware of the work being undertaken by the Council in relation to the preparation of the LDF.
		Use the outcome of the Planning Workshops and the Wolsingham Show Event to finalise the Issues facing the district, the alternative options available and the spatial vision.
Task 6	Write the 'Issues and Alternative Options Paper'	Informed by the above tasks (1 to 5) write the Issues and Alternative Options paper.
Task 7	CMT and member endorsement of the 'Issues and Alternative Options Paper'	Present the Issues and Alternative Options Paper to CMT, LDF Steering Group and Members for endorsement.
		Make any final changes proposed by CMT, LDF Steering Group or the Members
		Publish the Issues and Alternative Options Paper.
Task 8	Public Consultation on the 'Issues and Alternative Options Paper'	Consult on the Issues and Alternative Options Paper for a statutory six week period. Consultation must take place in accordance with the SCI and the 'Statement of Proposed Consultation', which will be presented the Members before the consultation takes place.

Proposed timescale and Overview of the AONB related SPDs (as contained in the adopted Derwentside District Council LDS)

The key dates are as follows:

- Commencement of preparation of SPD with survey work and evidence gathering from August 2006
- Publication and consultation of the preferred options draft of the SPD – May and June 2007
- Formal adoption of the SPDs March 2009

Proposed content

<u>North Pennines Building Design Guidance</u>
<p>Role & Subject</p> <p>The SPD will provide detailed advice and guidance on the design of new buildings, agricultural buildings and conversions of existing structures in the North Pennines AONB, to help ensure that they contribute to the conservation and enhancement of the character of the area.</p> <p>Coverage</p> <p>North Pennines Area of Outstanding Natural Beauty</p> <p>Status</p> <p>Supplementary Planning Document</p> <p>Conformity</p> <p>In general conformity with national PPSs, the RSS, the Core Strategy DPD and Development Control Policies DPD.</p>

<u>North Pennines AONB Planning Guidelines</u>
<p>Role & Subject</p> <p>The SPD will provide guidelines for conserving and enhancing the natural beauty and character of the North Pennines AONB.</p> <p>Coverage</p> <p>North Pennines Area of Outstanding Natural Beauty</p> <p>Status</p> <p>Supplementary Planning Document</p> <p>Conformity</p> <p>In general conformity with national PPSs, the RSS, the Core Strategy DPD and Development Control Policies DPD.</p>

Repair Grant Process HIA and Private Sector Housing Team

HIA	PSH
	Manage waiting list
	Assessment for qualification
	Full property survey
	Write schedule of works
	Pass to Agency
Visit within 21 days Carry out risk assessment	
Carry out risk inspection of property	
Complete application forms	
Collect relevant information: bank statements; payslips; POT; etc	
Send schedule out to tender	
Apply for building regulation approval as necessary	
Tenders opened with PSH estimates checked for accuracy	
TOR carried out	
Package up application write summary sheet (breakdown of costs),	
HIA Manager checks, signs and sends to PSH	
	TOR carried out, checked by another GO
	Estimates checked for accuracy
	Write summary sheet (breakdown of costs) & hand write approval document
	Admin types approval document
	PSH Manager checks, signs and sends to HIA
Check figures against summary sheet & anomalies discussed & amended	
Collect contribution where necessary	
Pre start meeting and commencement date arranged. Anything of concern is discussed with GO	
WIP visit every 3 days (ideally 2)	
Additional work under £500 authorise, over £500 liaise with GO to authorise (don't know cost until estimate rec'd – confusion with clients and contractors)	Additional works over £500 visit & determine. Inform HIA of decision.
Interim payments – visit, process invoice, write VO and payment summary sheet and pass to PSH.	

HIA	PSH
Practical completion visit any snagging taken up with contractor	
Once all satisfactory verify invoice, certificates,	
write payment summary sheet	
All checked & signed by HIA Manager and passed to PSH for payment	
Send original certificates to client.	

Repair Grant Process HIA and Private Sector Housing Team

HIA	PSH
	Verify invoice & certificates
	Payment summary sheet hand written by GO
	Admin types payment requisition
	Checked and signed by PSH Manager & send to finance
	Responsible for 10% post completion check as an audit of HIA
	Once a month payment sheet sent to HIA
Records updated on MIS and file closed.	Records updated on MVM system file closed
Evaluation questionnaire sent to client.	Evaluation questionnaire sent to client.

DFG Process HIA and Private Sector Housing Team

HIA	PSH
	Waiting list
Some cases joint visit with OT for feasibility assessment of works and informal TOR	Some cases joint visit with OT for feasibility assessment of works and informal TOR
Complex cases referral direct to HIA (copy to PSH) visit made	Referral received, visit made
Architects appointed	
Planning & Building Reg permissions applied for as necessary	
Schedule written inc. sketch plan where necessary	Schedule written (even for stairlifts) (and sometimes contradictory to HIA/OT agreement on site)
	Passed to HIA
Complete application forms	
Collect relevant information: bank statements; payslips; POT; etc	
Send schedule out to tender	

HIA	PSH
Apply for building regulation approval as necessary	
Tenders opened estimates checked for accuracy	
TOR calculated and checked	
Package up application prepare approval document	
HIA Manager checks, signs and sends to PSH	
	TOR carried out, checked by another GO
	Estimates checked for accuracy
	Write summary sheet (breakdown of costs) & hand write approval document
	Admin types approval document
	PSH Manager checks, signs and sends to HIA
Collect contribution where necessary	
Pre start meeting and commencement date arranged. Anything of concern is discussed with GO	
WIP visit every 3 days (ideally 2)	
Visit and authorise any additional works.	
Interim payments – visit, process invoice, write VO and payment summary sheet and pass to PSH.	
Practical completion visit any snagging taken up with contractor	
Once all satisfactory verify invoice, certificates,	
Prepare payment requisition.	
All checked & signed by HIA Manager and passed to PSH for payment	
Send original certificates to client.	
	PSH Manager authorises payment
	Responsible for 10% post completion check as an audit of HIA
	Once a month payment sheet sent to HIA
Records updated on MIS and file closed.	Records updated on MVM system file closed
Joint Evaluation questionnaire sent to client.	

Repair Grant Process HIA and Private Sector Housing Team

HIA	PSH
	Manage waiting list
	Assessment for qualification
Full property survey	
Write schedule of works	
Pass to HIA	
Visit within 21 days Carry out risk assessment	
Complete application forms	
Collect relevant information: bank statements; payslips; POT; etc	
Send schedule out to tender	
Apply for building regulation approval as necessary	
Tenders opened estimates checked for accuracy	
TOR calculated and checked	
Package up application prepare approval document	
HIA Manager checks, signs and sends to PSH	
	PSH Manager checks, signs approval document and sends back to HIA
Collect contribution where necessary	
Pre start meeting and commencement date arranged. Anything of concern is discussed with GO	
WIP visit every 3 days (ideally 2)	
Visit and authorise any additional works.	
Interim payments – visit, process invoice, write VO and payment summary sheet and pass to PSH.	
Practical completion visit any snagging taken up with contractor	
Once all satisfactory verify invoice, certificates,	
Prepare payment requisition.	
All checked & signed by HIA Manager and passed to PSH for payment	
	PSH Manager authorises payment
Send original certificates to client.	
	Responsible for 10% post completion check as an audit of HIA
	Once a month payment sheet sent to HIA
Records updated on MIS and file closed.	Records updated on MVM system file closed
Joint Evaluation questionnaire sent to client.	

DFG Process HIA and Private Sector Housing Team

HIA	PSH
Some cases joint visit with OT for feasibility assessment of works and informal TOR	
Complex cases referral direct to HIA (copy to PSH) visit made	
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Schedule written inc. sketch plan where necessary	
Complete application forms	
Collect relevant information: bank statements; payslips; POT; etc	
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Pre start meeting and commencement date arranged. Anything of concern is discussed with GO	
WIP visit every 3 days (ideally 2)	
Visit and authorise any additional works.	
Interim payments – visit, process invoice, write VO and payment summary sheet and pass to PSH.	
Practical completion visit any snagging taken up with contractor	
Once all satisfactory verify invoice, certificates,	
Prepare payment requisition.	
All checked & signed by HIA Manager and passed to PSH for payment	
Send original certificates to client.	
	PSH Manager authorises payment
	Responsible for 10% post completion check as an audit of HIA
	Once a month payment sheet sent to HIA
Records updated on MIS and file closed.	Records updated on MVM system file closed
Joint Evaluation questionnaire sent to client.	

ATP Board Members

- David Harker, Chief Executive, Durham County Cricket Club
- John Poland, former Managing Director of MetroMail Ltd and County Durham LSC Board member
- Helen Strangward, Commercial Director, Durham University
- Carolyn Ramsbotham, Owner, Holiday Cottage business, Wolsingham
- Sue Parkinson, Chester le Street & City of Durham Enterprise Agency
- Cllr Brian Walker, Chairman, County Durham Economic Partnership
- Cllr John Robinson, Sedgefield Borough Council
- Chief Executive, Melanie Sensicle.
- Chris Davey, Rose & Crown, Romaldkirk

PARTNERSHIP REVIEW

- 1 Partnership Name: **County Durham Economic Partnership Executive and Strategy Steering Group**
 Partnership's Aims and Objectives: To develop county-wide Economic Strategy and to plan and manage the delivery of ONE North East single Programme/ERDF allocation to County Durham for economic development.

INPUTS	OUTPUTS	OUTCOMES	ACTION POINTS	COMMENTS
1. Staff time. 2. Bi-monthly meetings of Steering Group. 3. Quarterly meeting of Executive Group (member meeting). 4. Financial contribution to project implementation.	1. Delivery of Single Programme Investment Plan. 2. Securing ONE NorthEast and other funds to further economic activity. 3. Development of new Economic Strategy for County Durham	1. Pro-active approach to economic development in County Durham, 2. Position of County Durham in relation to City Regions. 3. Promotion of the County and constituent parts for economic activity.	1. Continued involvement.	

- 2 Partnership Name: **County Durham Economic Partnership – Physical Development Partnership**
 Partnership's Aims and Objectives: Develop strategic approach to land and property economic development in County Durham.

INPUTS	OUTPUTS	OUTCOMES	ACTION POINTS	COMMENTS
1. Staff time 2. Financial contribution to project implementation.	1. Development of physical development implementation plan. 2. Securing ONE NorthEast and other funds.	1. Promotion of Wear Valley projects. 2. External funding allocated to the District. (Innovation House; Low Willington, etc).	1. Continued support and involvement.	

3 Partnership Name: **County Durham Economic Partnership – Regeneration Working Group**
 Partnership's Aims and Objectives: Develop strategic approach to regeneration in County Durham.

INPUTS	OUTPUTS	OUTCOMES	ACTION POINTS	COMMENTS
1. Staff time. 2. Financial contribution to project implementation.	1. Development of regeneration development implementation plan. 2. Securing ONE NorthEast and other funds.	1. Promotion of Wear Valley projects. 2. External funding allocated to District (Bishop Auckland Town Centre, Market Towns, SRI, Durham Coalfields, etc)	1. Continued support and involvement.	

4 Partnership Name: **Lifelong Learning Sub-Group**
 Partnership's Aims and Objectives: To raise awareness of and participation in lifelong learning as part of economic and social regeneration

INPUTS	OUTPUTS	OUTCOMES	ACTION POINTS	COMMENTS
1. The Learning Partnership Co-ordinator is externally funded from Single Programme with accommodation support from WVDC on a shared basis.	1. Food Safety Training for 218 participants from Wear Valley Businesses. 2. Single Programme bid which will enable training grants of 50% of cost to be available to Wear Valley workforce and those on unemployment and incapacity benefit. 3. Attendance at Lifelong Learning, Economic Development and Environmental LSP Thematic Group Meetings 4. Sourcing funding of £48,979 of revenue and £14,656 of capital for 20 Community Projects 5. Working with Economic Development Forum to encourage links with Wear Valley Businesses. 6. Working with Economic Development Forum on Skills Base Action Plan.	Participants now have certification to allow them to continue to work in food related businesses. We await a decision on funding application. Development of joint strategies. Projects have benefited learning theme right across the district Wolves Lair Project	Some funding still available for work related training. Scheme to be set up when funding agreed	This event has resulted in two of the District's Secondary Schools becoming involved with new businesses studies projects.

5 Partnership Name: **Weardale Steering Group**
 Partnership's Aims and Objectives: Manage Stanhope Market Towns Initiative

INPUTS	OUTPUTS	OUTCOMES	ACTION POINTS	COMMENTS
1. Staff time – 20 hrs per month 2. In-kind funding 3. Provides Secretariat for Lafarge Community Grant: £150,000	Disbursement of £150,000 to community groups for projects	1. Increased awareness of Council's regeneration work 2. Improved communications between WVDC and community leaders in Weardale 3. Increased capability of WVDC in working with community groups	1. Review composition and remit of group in light of economic focus of MTI programme and WVDC's future financial investment in the MTI	The Weardale MTI Steering Group was set up by the funders when the MTI was first introduced 4 years ago. It includes largely dominated by representatives from Weardale Community Partnership and all from the community sector. The membership needs to be balanced with reps from business sector if it is to make a meaningful contribution to economic regeneration in area.

6 Partnership Name: **Weardale Visitor Network**
 Partnership's Aims and Objectives: Promote Tourism providers in Weardale

INPUTS	OUTPUTS	OUTCOMES	ACTION POINTS	COMMENTS
1. Staff time 10 hours per month 2. In-kind funding	1. Visit Weardale promo brochure 2. Durham Dales (Visit Weardale promo DVD) 3. Visit Weardale Website 4. WVN raised £12,000 in 05/06 for marketing and promo activities 5. a business-sector-led organisation with the capacity and capability to attract funds to help attract visitors and visitor spend to the area	1. increased capacity and capability of a business-sector-led organisation to help drive forward WVDC's tourism strategy as it relates to Weardale	1. continued officer support for group to enable it to expand and strengthen	

7 Partnership Name: **Weardale Task Force**
 Partnership's Aims and Objectives: Promote economic growth in Weardale

INPUTS	OUTPUTS	OUTCOMES	ACTION POINTS	COMMENTS
1. Staff time 2. Attendance at quarterly meetings 3. Capital Programme investment to Wolsingham Business Park (£50,000); Eastgate (£48,000); Wear Valley Building Enhancement Scheme (£48000).	1. Production and implementation of Weardale Strategy. 2. Development of projects including Eastgate, Wolsingham Business Park, Weardale Railway and Market Town Initiative.	1. Co-ordinated approach to economic regeneration activities in Weardale. 2. Delivery of Council capital programme of identified schemes.	1. Continued support 2. Continued leadership.	

8 Partnership Name: **Eastgate Project Group**
 Partnership's Aims and Objectives: Sub group of Task Force looking at developing the LaFarge site at Eastgate

INPUTS	OUTPUTS	OUTCOMES	ACTION POINTS	COMMENTS
1. Staff time. 2. Capital programme (£48000).	1. Master Plan for site development. 2. Planning application preparation supported by EIA/TIA. 3. External funding secured for development. 4. Public consultation on proposals. 5. Integration of proposals with other activity in Weardale.	1. Successful development of site. 2. Public endorsement of activity.	1. Continued support and leverage. 2. Continued involvement to secure long term interest in site.	

9 Partnership Name: **Weardale Interpretation Group**
 Partnership's Aims and Objectives: To look at project delivery in Minerals Valley project. Co-ordinate signage in Weardale.

INPUTS	OUTPUTS	OUTCOMES	ACTION POINTS	COMMENTS
1. Staff time	1. To improve interpretation boards through out the Weardale area	1. Ongoing 2. some erected		1. Led by Minerals Valley project team ongoing for over 3 years

10 Partnership Name: **Walney to Wear Cycle Group (W2W)**
 Partnership's aims and Objectives: Promote cycle route

INPUTS	OUTPUTS	OUTCOMES	ACTION POINTS	COMMENTS
1. Staff time, bi-monthly meetings 3 hours per each prior to launch 2. £ 1100	1. Develop cycle route from Walney (Barrow in Furness) to Wear (Sunderland)	1. Route launched incorporating route through Wear Valley	1. Meeting ceased once launched 2. Further input via email to re promote in year 2	

11 Partnership Name: **Crook MTI Steering Group** (now part of Crook Community Partnership)
 Partnership's aims and Objectives: Manage MTI in Crook

INPUTS	OUTPUTS	OUTCOMES	ACTION POINTS	COMMENTS
1. Officer time	1. Sustainable community organisation 2. Organisation through which WVDC can deliver services 3. Attracted additional £15,000 in match funds for MTI project work 4. Gained Big Lottery funds to support full-time staff to develop Crook Community Partnership as a social enterprise so that it can lead on regeneration at the community level. 5. Vehicle to consult on Environmental/Town Centre Improvements.	1. Increased capacity and capability of community group to lead on regeneration work at the community level 2. Improved communications with WVDC 3. Improved relations with WVDC 4. Crook traders Forum, sub-committee of the Partnership	1. To continue providing officer support over the next year to ensure Crook Partnership is robust enough to become a credible regeneration driver for the community	NOTE: The formal Crook MTI Steering Group became defunct 2004. The MTI has worked with and through Crook Community Partnership in delivering the Crook MTI programme.

12 Partnership Name: **Crook and Willington Regeneration Partnership**
 Partnership's aims and Objectives: Management of SRB 5 in the Crook and Willington areas

INPUTS	OUTPUTS	OUTCOMES	ACTION POINTS	COMMENTS
			Delete from partnership database.	Inactive following the termination of the SRB 5 programme.

13 Partnership Name: **Crook and Willington Community Forum**
 Partnership's aims and Objectives: Community arm of Crook and Willington SRB 5

INPUTS	OUTPUTS	OUTCOMES	ACTION POINTS	COMMENTS
			Delete from partnership database.	Inactive following the termination of the SRB 5 programme. Work now undertaken as part of the Wear Valley Community Network.

14 Partnership Name: **Town Centre Forum**
 Partnership's Aims and Objectives: Develop and promote Bishop Auckland Town Centre

INPUTS	OUTPUTS	OUTCOMES	ACTION POINTS	COMMENTS
1. Officer time – 1 day per week approx. (1) 2. Part of TCM budget for marketing/events approx £7,000 p/a. (2) 3. Attendance at Forum meeting every 2 months. 4. Attendance at monthly Marketing Sub-group meetings. 5. Attendance at various event steering groups. 6. Attendance at events organised by Marketing Subgroup.	1. Forum meets bi-monthly. 2. Marketing subgroup meets monthly. 3. 8 events managed or participated in p/a. 4. Town Centre website operational – 55,000 hits per month. 5. Regular publicity for town in local press. 6. New Business & Traders Association. 7. TCM funding now mainstream.	1. Improved economic state of the town centre. 2. Greater participation from traders. 3. Increased number of visitors to town. 4. Increased footfall. 5. Cleaner and safer town centre. 6. Greater awareness of what Bishop Auckland has to offer. 7. Improved access for disabled to town centre	1. Continue to support the TC Forum to achieve the following. 2. Recruit new traders to Forum to replace those left. 3. Initiate partnership development activities. 4. Further publicise work of Forum. 5. Identify and develop new events. 6. Initiate a new marketing programme. 7. Enhance the town website. 8. Assist in increasing membership to Traders Association	See below.

NOTES

- Most of Town Centre Manager activities done as part of the partnership, but figure indicates time spent specifically on Forum and Marketing Subgroup activities.
- Again, all TCM budget spent on activities done as part of the partnership, but figure is approximate amount spent on events and events publicity.

15 Partnership Name: **Bishop Auckland Area Regeneration Partnership**
 Partnership's Aims and Objectives: Management of SRB in the Bishop Auckland area

INPUTS	OUTPUTS	OUTCOMES	ACTION POINTS	COMMENTS
			Delete from Partnership database.	Met for the last time w/c 19 th June 2006 with the closure of the SRB 6 programme. Now overtaken by NRF arrangements.

16 Partnership Name: **Bishop Auckland Town Centre Forum Marketing sub-group**
 Partnership's Aims and Objectives: To promote Bishop Auckland through a programme of events

INPUTS	OUTPUTS	OUTCOMES	ACTION POINTS	COMMENTS
1. Officer time, meetings 2 hours per month 2. Officer time, events assistance co-ordination 3. In kind production of information leaflets and promotion	1. To promote Bishop Auckland through town centre activity	1. Major events achieved in: <ul style="list-style-type: none"> • 3 food festivals attracting 25000 visitors, • antiques roadshow 3000 visitors • Christmas processions, • car shows, • fashion shows, • out door events, • market place activity 	1. Continued to support as part of the Town Centre Management arrangements.	

17 Partnership Name: **Coundon and Leeholme Community Partnership**
 Partnership's Aims and Objectives: Management of regeneration activity in Coundon and Leeholme.
 Work programme for Settlement Renewal Initiative Co-ordinator

INPUTS	OUTPUTS	OUTCOMES	ACTION POINTS	COMMENTS
1. SRI Co-ordinator funded through ONE NorthEast and Council. Full time appointment. 2. Additional officer time- 10 hours per month. 3. 2006/07 WVDC input at £25,408 revenue	1. Monthly partnership Meetings 2. Programme of economic regeneration projects to utilise Settlement Renewal Initiative (S.R.I.) resource. 3. Funding in place for programme.	1. Agreed Action Plan for future of S.R.I. Programme. 2. To tackle economic and social regeneration of Coundon and Leeholme. 3. Reduce worklessness in target area. 4. Work with relevant agencies to achieve aims. 5. Increased pride in Neighbourhood from residents. 6. Self sustaining Partnership. 7. Increased local business and enterprise/employment opportunities.	1. Continued support to the SRI programme. 2. Develop Action Plan. 3. Funding in place to ensure Action Plans viability.	1. Need to encourage and assist partnership to be self sustaining.

18 Partnership Name: **Coundon Ward Forum**
 Partnership's Aims and Objectives: Co-ordinate community activity in the Coundon ward

INPUTS	OUTPUTS	OUTCOMES	ACTION POINTS	COMMENTS
1. Officer time 2 hours bi-monthly.	1. Bi monthly meetings	1. Co-ordinated approach to mainly social regeneration. 2. Meetings now co-ordinated through S.R.I. Co-ordinator.	1. Carry on supporting group and attending meetings.	

19 Partnership Name: **Small Project Fund**
 Partnership's Aims and Objectives: Award grants from SRB 6 Small Projects fund on behalf of Bishop Auckland area Regeneration Partnership

INPUTS	OUTPUTS	OUTCOMES	ACTION POINTS	COMMENTS
			Delete from partnership database	Ended with SRB, closed 31 March 2006.

20 Partnership Name: **Wear Valley Forum for Business**
 Partnership's Aims and Objectives: Promote Economic Development and Business Growth

INPUTS	OUTPUTS	OUTCOMES	ACTION POINTS	COMMENTS
1. Officer time: 15 hrs per month 2. Use of meeting room twice a year	1. Bi monthly meetings 2. The Forum was established to act as the Business and Economy Thematic Sub-Group for the Wear Valley Local Strategic Partnership 3. Provides a representative forum for the views of the local business community and deliverers of business support which can feed into and influence the policies and strategy of the LSP 4. Monitor the progress of business and economy thematic projects and activities	1. Business needs/priorities are better identified and articulated 2. Improved joint working with public and private sectors 3. Improved working with other thematic groups	1. Need for continued support.	

21 Partnership Name: **Area Tourism Partnership**
 Partnership's Aims and Objectives: Collectively promote tourism in County Durham

INPUTS	OUTPUTS	OUTCOMES	ACTION POINTS	COMMENTS
1. Officer time. 2. Attendance at meetings prior to set up. 3. Continued attendance at meetings since conception. 4. Contribution to set up £8000 per year for first year and subject to budget allowance second year.	1. to have input into A T P Management Plan. 2. to have continued in put to delivery of tourism product to benefit district and area.	1. Currently being developed through strategy and management plan. 2. Outcomes for Wear Valley being identified.	1. Meetings attended or arranged with chief executive and chairman of A T P. 2. Continued support to enable partnership to become established.	1. This is a new partnership arrangement to deliver ONE NorthEast's tourism agenda at sub-regional level.

22 Partnership Name: **Durham County and North East Tourism Officer Meetings**
 Partnership's Aims and Objectives: Collectively promote tourism in the area

INPUTS	OUTPUTS	OUTCOMES	ACTION POINTS	COMMENTS
1. Officer time, meetings bi-monthly, 2 hours	1. To share information 2. To aid development of ATP 3. To have in put to ATP Management plan	1. Information sharing improved between district officers 2. In put achieved for ATP set up	1. To continue regular meetings to share information on districts and ATP development	

23 Partnership Name: **Learning and Skills Working Group** (part of County Durham Economic Partnership)
 Partnership's Aims and Objectives: Develop learning and skills in County Durham

INPUTS	OUTPUTS	OUTCOMES	ACTION POINTS	COMMENTS
1. Officer time – bi monthly meetings – 6 hours per meeting 2. £Nil	1. Establish Single Programme Commissioning Framework and oversee projects that flow from these. 2. Updates received on Single Programme Activity. 3. Sharing of intelligence/best Practice.	1. Improved joint working in the field of skills. 2. Wear Valley skill needs better represented and funded. 3. Improved delivery of projects. 4. Knowledge base improved.	1. Completion of all elements of the Commissioning Framework	

24	Partnership Name:	Property Liaison Group		
	Partnership's Aims and Objectives:	Information dissemination about commercial property in the District		
INPUTS	OUTPUTS	OUTCOMES	ACTION POINTS	COMMENTS
<ol style="list-style-type: none"> Officer time - 6 hrs per Quarter No revenue 	<ol style="list-style-type: none"> Database of industrial land business property available within the District. 	<ol style="list-style-type: none"> Increased awareness of Wear Valley as an inward investment location Better understanding of commercial property market Development of stronger public/private sector relationships 	<ol style="list-style-type: none"> Need for continual monitoring to keep records up to date to provide relevant source of information for business enquiries. 	

25 Partnership Name: **North Pennines AONB Partnership**
Partnership's Aims and Objectives: To develop and implement the AONB Management Plan.

INPUTS	OUTPUTS	OUTCOMES	ACTION POINTS	COMMENTS
<ol style="list-style-type: none"> Staff time. Financial contribution of £6250 per annum to Partnership Core Costs. 	<ol style="list-style-type: none"> Quarterly meetings (member/officer) of representative from all 9 local authorities and statutory agencies across the AONB. Production of AONB Management Plan and Implementation Programme. Development of national AONB policy at local level. 	<ol style="list-style-type: none"> Co-ordinated approach to AONB Landscape and Biodiversity policy. Promotion of the AONB. Development of the AONB as Geopark designation. 	<ol style="list-style-type: none"> Continued support for the partnership. Continued funding Development of strategic approach to policy developed and implementation of Council's statutory responsibilities. 	Council have delegated statutory responsibility to the AONB partnership for the development and implementation of the Management Plan (statutory responsibility falling to all local authorities relating to AONB areas).

26 Partnership Name: **AONB Marketing Group**
 Partnership's Aims and Objectives: To develop and implement the marketing strategy for the AONB area

INPUTS	OUTPUTS	OUTCOMES	ACTION POINTS	COMMENTS
1. Staff time at quarterly meetings	1. Develop marketing strategy for the AONB	1. Developed and being implemented by N P AONB	1. Continued attendance at planned meetings (quarterly)	

27 Partnership Name: **Teesdale Marketing**
 Partnership's Aims and Objectives: To develop the local food initiative of Wear Valley and Teesdale, including the Farmers Markets

INPUTS	OUTPUTS	OUTCOMES	ACTION POINTS	COMMENTS
1. Officer time 2. £1000 per year up to end of financial year 2006 3. Further £700 toward review	1. To raise awareness of local produce 2. To organise monthly farmers market 3. To develop increased local farmer activity and possible diversification 4. To provide business assistance and support through training courses	1. Markets held in around district. 2. Moved to Stanhope with constant number of around 10 stall holders	1. From April 2006 WVDC took over the running of markets following a decision by Teesdale Marketing to dissolve joint project at end of that years funding	1. Meetings no longer taking place

28 Partnership Name: **AONB Sustainable Tourism Working Group**
 Partnership's Aims and Objectives: To develop sustainable tourism within the AONB area

INPUTS	OUTPUTS	OUTCOMES	ACTION POINTS	COMMENTS
1. Officer time at meetings	1. Development of sustainable tourism plan for AONB	1. Achieved and on going		

29 Partnership Name: **Heritage Rail Working Group**
 Partnership's Aims and Objectives: Development of rail heritage in the region

INPUTS	OUTPUTS	OUTCOMES	ACTION POINTS	COMMENTS
1. Staff time at meetings, quarterly 2. In kind promotion of literature	1. To enhance facilities at Northern's stations in County Durham	1. Being achieved	1. Ongoing	

30 Partnership Name: **Regional Spatial Strategy Management Group**
 Partnership's Aims and Objectives: To develop and promote RSS

INPUTS	OUTPUTS	OUTCOMES	ACTION POINTS	COMMENTS
1. Staff time	1. Development of Regional Spatial Strategy	1. Advancing the position of Wear Valley within the regional planning context.	1. Continued involvement.	1. The Council reports all Durham Districts on the Regional Management Group.

31 Partnership Name: **County/Strategic Planning Group**
 Partnership's Aims and Objectives: To develop and promote joint County Durham Planning arrangements

INPUTS	OUTPUTS	OUTCOMES	ACTION POINTS	COMMENTS
1. Staff time.	1. To share information between Districts and County. 2. To co-ordinate planning policy response.	1. Developing and sharing best practise. 2. Benchmarking with other authorities.	1. Continued support.	

32 Partnership Name: **County Durham Local Transport Plan Partnership**
 Partnership's Aims and Objectives: To develop and promote LTP programme

INPUTS	OUTPUTS	OUTCOMES	ACTION POINTS	COMMENTS
1. Staff time. 2. Attendance at quarterly meetings.	1. Production of County Durham Local Transport Plan.	1. Advance the position of the District within the strategic document from transport development in the County. 2. Development of a district based package of local transport measures for inclusion in LTP.	1. Continue support and involvement.	

33 Partnership Name: **County Durham LA 21 Partnership**
 Partnership's Aims and Objectives: To develop and promote LA21

INPUTS	OUTPUTS	OUTCOMES	ACTION POINTS	COMMENTS
1. Officer time – 10hrs per month 2. Occasional Member attendance. 3. Contribution of £500 towards annual LA21 event. 4. Assistance (in kind) towards specialist items for reports to roundtable.	1. Funding available for Sustainability projects that exemplify good practice. 2. Interpretation of current legislation. 3. Guidance on best practice in regional outposts. 4. Practical utilisation of LA21 policies and practices.	1. This partnership assists the authority towards achieving a significant improvement in the local and built environment. 2. The authority have received funding towards renewable energy projects in Weardale. 3. The partnership provides a vehicle for promoting the authorities progress in achieving carbon savings.	1. Further resources need to be allocated to take full advantage of opportunities available from partnership.	

34 Partnership Name: **Groundwork West Durham**
 Partnership's Aims and Objectives: To develop and promote Environmental Action

INPUTS	OUTPUTS	OUTCOMES	ACTION POINTS	COMMENTS
1. Staff and member time as Board members. 2. Financial contribution of £15000 to GWD core costs.	1. Development of pro-active programme of environmental projects in the District. 2. Value of programme over £1m per annum. 3. Generation of in-depth community based activity.	1. Improvements in the environment of the District. 2. Increase community engagement.	1. Continued support and funding.	1. The Council have engaged GWD to prepare and implement, in particular, to engage the community through extensive community capacity building and involvement in design and implementation of projects; and to attract external funding from sources not available to the Council.

35 Partnership Name: **Groundwork Liaison Meeting**
 Partnership's Aims and Objectives: To co-ordinate open space improvements

INPUTS	OUTPUTS	OUTCOMES	ACTION POINTS	COMMENTS
1. Staff time.	1. Co-ordination of programme of activity. 2. Input into design and implementation of schemes. 3. Consideration of revenue consequence on Council sites.	1. Safeguarding Council's interest in land/minimising revenue consequences of project implementation.	1. Continued support.	

Performance against Best Value Performance and Local Indicators

Development and Building Control

Indicator	Description	Target 06/07	Performance		Achievement 2006/07				Variance from target/comment	
			2004/5 %	2005/6 %	Q-1 %	Q-2 %	Q-3 %	Q-4 %		
BV109(a)	Major applications determined within 13 weeks	60	64.71	60.71	92.30					☺
BV109(b)	Minor applications determined within 8 weeks	70	57	72.42	78.13					☺
BV109(c)	All other applications determined within 8 weeks	80	73	88.35	92.64					☺
BV111	Percentage of applicants/agents satisfied with the service received	75	No survey undertaken	66	No survey undertaken					☹
BV204	% of appeals allowed against the authority's decision to refuse planning applications	25	43	44.44	0					
BV205	Quality of service check list	88	83	88	88					
LP-R5	Percentage of householder applications determined within 8 weeks	85	77	90.67	93.80					☺
LP-R8	Percentage of industrial/economic applications determined within 8 weeks	80	65	77.78	78.57					☺
LPI 6	Percentage of applications vetted and approved within 5 weeks	75	56	59						☹
LPI 7	Percentage of inspections undertaken in 1 working day	100	100	100	100					☺
LP-R12	Percentage of alleged breaches responded to within 15 working days	100	69	83.47	100					☺

Economic Regeneration

Indicator	Description	Target 06/07	Performance		Achievement 2006/07				Variance from target/comment	
			2004/5 %	2005/6 %	Q-1 %	Q-2 %	Q-3 %	Q-4 %		
BV-EC2	Proportion of the working population who are unemployed and claiming benefit	2.8	3.1	3.3	-	-	-		Reviewed Annually	
BV-EC17(a)	Total number of investment enquiries dealt with per annum	120	107	158	27					😊
BV-EC17(b)	Number of re-locations and re-investments annually as a result of "inward investment"	10	8	8	1					
BV-EC17(c)	Number of jobs created and safeguarded from firms moving to or re-locating within the area following "inward investment" enquiries	60	37	78.5	4					
BV-EC19	Number of new business start-ups assisted/receiving financial assistance	16	8	20	3					😊
LPI 1	Responded to workspace enquiries within 3 working days	100	90	100	100					😊
LPI 2	Process grant applications within 8 weeks	100	100	100	100					😊
LPI 3	Jobs created through business grants and other assistance	60	217	110.5	44					😐
LPI 4	Occupancy rates of WVDC (or jointly owned) factory units & workshops	90	85	85	85					😐
LPI 5	Issue at least 10 press releases	18	16	23	11					😊

Planning and Environmental Policy

Indicator	Description	Target 06/07	Performance		Achievement 2006/07				Variance from target/comment	
			2004/5 %	2005/6 %	Q-1 %	Q-2 %	Q-3 %	Q-4 %		
BV64	Number of private sector dwellings that have been vacant for more than six months as at 1 st April 2006 that are returned to occupation during 2006/07 as a direct result of action by the local authority.	30	56	53	13					Reviewed Annually
BV106	Percentage of new homes built on previously developed land.	65	48.5	55	50					☺
BV200(a)	Has a development plan been adopted in last 5 years or proposals on deposit to adopt in next 3 years?	No	No	No	No					
BV200(b)	If 200(a) is "no" are there proposals on deposit for an alteration or replacement, with a published timetable for adopting those alterations or the replacement plan within three years?	Yes	Yes	No	No					
BV200(c)	Did the local planning authority publish an annual monitoring report by December of the last year?	Yes	No	Yes	Yes					New indicator 2006/07
BV216(a)	Number of 'sites of potential concern' within the local authority area, with respect to land contamination.	534								New indicator 2006/07
BV216(b)	Number of sites for which sufficient detailed information is available to decide whether remediation of the land is necessary, as a percentage of all 'sites of potential concern'.	0								
BV219(a)	Total number of conservation areas in the local authority area.			20	20					
BV219(b)	Percentage of conservation areas in district with an up-to-date character appraisal.			0	0					
BV219(c)	Percentage of conservation areas with published management proposals.			0	0					
LP-ES9	Private sector housing adaptation expenditure as at 31 March 2005 as a proportion of the Council's budget for the service.	100	109.92	100	19					
LP-ES10	Number of private sector housing adaptations awarded.	100	70.27	69	34					

QUARTER ONE PERFORMANCE MONITORING**APPEALS**

Appeal	Decision	Reason
3/2005/266 Land to the rear of Holberry Terrace, Coundon Industrial Estate.	Dismissed	The appeal was made against the refusal of planning permission for a detached dwelling. The Inspector considered that the proposed dwelling would prejudice the future development of the Coundon Industrial Estate for general industrial purposes. This, in part, was due to the development being proposed partly on land reserved for industrial development. Also because the presence of a dwelling may inhibit the use of neighbouring land for purposes that are incompatible with residential amenity. The Inspector concludes that the dwelling would not have adequate and safe access for pedestrians.
3/2005/404 Site at Redmires Farm, Fir Tree	Dismissed	The appeal was made against the decision to refuse planning permission for the erection of 13 detached dwellings. The Inspector considered that the effect of the proposed new access junction and street lighting would be to substantially increase the visual extent of the village beyond the current development limit. She did not accept that the benefit of building 13 dwellings on previously developed land was sufficient justification to set aside adopted development plan and national policy. She concluded that the development would harm the character and appearance of the surrounding area of countryside.

COMPLAINTS

Origin of Complaint	Allegation	Response
1. By resident of Wolsingham	<ul style="list-style-type: none"> Car Boot Sales are being held at the Harperley POW Camp. The access is dangerous. The site is an eyesore at the entrance to the Dale. 	Planning permission is not required for a total of 14 car boot sales in any one calendar year. The Director has contacted the owner. The enforcement officer is monitoring the use of the site.
2. By neighbour	<ul style="list-style-type: none"> A large conservatory extension has been built on the neighbouring property which officers have advised is permitted development. 	Following a detailed examination of the site history it was concluded that planning permission was required. An application has now been received and the neighbour has been notified.

Origin of Complaint	Allegation	Response
3. By neighbour	<ul style="list-style-type: none"> The complainants referred to an on-going dispute with their neighbour and alleged that the neighbour had told them he has "a number of friends on the Council". 	At no time had the complainants' details been given to their neighbour. Assurances have been given that the Council acts impartially in its role as local planning authority and it does not enter into civil disputes.
4. By neighbour	<ul style="list-style-type: none"> The enforcement officer had not handled an investigation in the current manner resulting in the complainant being threatened by the developer. 	The Council does not reveal details of complainants in its enforcement work. At no time was the developer told who had complained.
5. By developer (unauthorised development)	<ul style="list-style-type: none"> In spite of numerous requests for information the enforcement officer has not provided answers to all of the questions put to him. 	A detailed response to the questions asked has been sent and extracts of the Wear Valley District Local Plan have been supplied.

OMBUDSMAN COMPLAINTS

<p>1. The Council failed to ensure the extension to the neighbouring property was built in accordance with the planning permission. As a result, the back of the complainant's house had lost an unreasonable amount of direct sunlight.</p>	<p>No or insufficient evidence of maladministration.</p> <p>Following receipt of the initial complaint, upon inspection of the development minor discrepancies were found between the approved plans and the extension on the ground. The Council advised the applicants to submit a new application which has now been received. The complainant had been notified about the new application. The Ombudsman considered the action taken by the Council to not be unreasonable.</p>
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<p>2. The Council failed to take proper account of the complainants' amenity when deciding to grant planning permission for houses on land adjoining the objectors' homes.</p>	<p>No Maladministration.</p> <p>The Ombudsman looked at the Council's decision in two parts: the officer recommendation and the Committee's decision.</p> <p>The Ombudsman could find no serious defect in the officer report which could be described as maladministration.</p> <p>The "robust exchange between councillors" was considered to be "part and parcel of the decision making process in local government".</p>
<p>3. The Council failed to take proper account of the impact of an extension on the amenity of the complainant's business premises when deciding to grant planning permission.</p>	<p>Ombudsman's Discretion</p> <p>The Council has agreed to pay the complainant £250 for the time and trouble in pursuing the complaint.</p> <p>The Ombudsman found that there was maladministration by the Council. First in the case officer's confusion of east and west in considering the planning application for the extension next door to the complainant's business premises. Secondly, in the way the Council responded to the complainant's representations under its complaints procedure.</p> <p>The Ombudsman accepted the Council's position that the maladministration did not make any difference to the overall outcome of its consideration. The loss of amenity experienced by the complainant was not sufficient to refuse the application.</p>

This document suggests that the following information should be considered:-

Conservation Area Appraisal Contents

- **Introduction**
- **Planning Policy and Context**
- **Summary of Special Interest**
- **Location and Setting**

Location and Context
 General Character and Plan Form
 Landscape Setting

- **Historic Development and Archaeology**

Origins and Historic Development
 Archaeology

- **Spatial Analysis**

Spaces
 Key Views and Vistas

- **Character Analysis**

Definition of Character Zones
 Activity and Prevailing former Uses and Influence on Plan Form
 Qualities of Buildings
 Unlisted Buildings, produce a list with photographs and justification statement
 Local Details
 Building Materials
 Audit of Heritage Assets
 Green Spaces and Biodiversity
 Negative Factors
 Neutral Areas
 General Condition
 Problems, Pressures and Capacity for Change

- **Management Proposals**

Review the Conservation Area Boundary
 Review the need for Article 4 Directions
 Identify where further detailed work is required.