



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

**Summons to attend meeting to be held on
Wednesday 18th April 2018 at 6:30pm
at the Council Offices, Market Street Carnforth**

- 18001 To receive apologies for absence
- 18002 To receive declarations of interest and consider dispensations relevant to items on the Agenda
- 18003 To consider items of urgent business
- 18004 To consider Minutes of the meeting held on Wednesday 21st March 2018 (see supporting papers)
- 18005 To adjourn the meeting for a period of public discussion and to provide 'information only' updates on activities in recent weeks. (Note: Any matters needing a 'decision' will be considered as an agenda item at a future meeting)
- (i) Public discussion
 - (ii) Clerk's report
 - (iii) Correspondence (see supporting papers)
 - (iv) Members updates and reports
 - (v) Reports of District and County Councillors
 - (vi) Reports from outside bodies
- 18006 To consider planning applications set out below: (Please note that planning applications can be viewed online at:
<https://www.lancaster.gov.uk/planning/view-applications-and-decisions>:

Application No:	Description
18/00261/ADV	Advertisement application for 3 fascia signs – 44 Market Street, Carnforth
18/00365/OUT	Outline application for residential development comprising up to 238 dwellings with associated vehicular and cycle/pedestrian access to Scotland Road and cycle/pedestrian access to Carnforth Brow/Netherbeck, public open space, creation of wetlands area, construction of water detention basins, erection of sub-station, associated earth works and land regrading and landscaping – Land off Scotland Road, Carnforth



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

- 18007 To receive an update on planning authority decisions on previously considered applications (see supporting papers)
- 18008 To consider for approval Schedule of Payments and Receipts (paper to follow)
- 18009 To consider report and recommendations of the Asset Management Committee (Chair to report)
- 18010 To consider report and recommendations of the Town Development Committee (Chair to report)
- 18011 To consider report and recommendations of Finance and Governance Committee (Chair to report)
- 18012 To consider draft Neighbourhood Plan *Vision and Objectives* (Councillor Watkins to report)
- 18013 To consider Carnforth Town Council Vacancies and interview arrangements
- 18014 To consider options for CCTV in Carnforth (Town Mayor to report)
- 18015 To consider A6/Market Street traffic lights and road traffic issues (Councillor Parker to report)
- 18016 To consider proposal to change the layout of tables at Town Council meetings (Councillor Gardner to propose)
- 18017 To consider consultation on the *Updated Statement of Community Involvement*
- 18018 To consider Lancaster City Council 2018 – 2022 Council Plan and proposal for a 'drop in' event to allow the local community an opportunity to shape the way services are delivered in the future to meet the needs of the district
- 18019 To consider date and time of next meeting

A handwritten signature in black ink, which appears to read "Robert Barker". The signature is written in a cursive style with a long horizontal line extending from the end.

Town Clerk

14 April 2018

28 Wilson Grove, Heysham, Morecambe, LA3 2PQ

Tel: 07756 080030

Email: clerk@carnforthtowncouncil.org



Carnforth Town Council

Minutes of the meeting of Carnforth Town Council held at the Council Offices, Market Street, Carnforth on Wednesday 21st March 2018

Present: Councillor Wooff (Chair); Councillor Branyan;
Councillor Bromilow; Councillor Gardner
Councillor Parker; Councillor Smith
Councillor Roe; Councillor Watkins

In attendance: Two members of the public;
City Councillor Guilding;
Mr P Charnley (Town Clerk); Mr R Bailey

- 253/17 **To open the meeting, to make declaration of interests relevant to matters on this agenda and to consider dispensations requested with regard to matters on this agenda:** Councillor Roe, declared a pecuniary interest in Agenda item 16 (Minute 268/17 refers). Councillor Smith requested and was granted dispensation to participate in the discussion of Agenda item 11 (Minute 263/17 refers)
- 254/17 **To receive apologies for absence:** Apologies were received from Councillors Barbu; J Gardner and Grisenthwaite and from County Councillor Williamson.
- 255/17 **Representations from members of the public:** There were no representations from members of the public.
- 256/17 **Reports from City Councillors for information only:** City Councillor Guilding provided an update on her activities since the last meeting of the Town Council, including:
- a) **Carnforth Swimming Pool:** Attendance at the much-anticipated re-opening of the pool. Councillor Guilding wished to congratulate everyone involved for their commitment and resolve in making it happen;
 - b) **Raising of the Commonwealth Flag:** Attended the ceremony at the War Memorial as part of a nationwide public expression of commitment and appreciation of the Commonwealth and the values it stands for. Also in attendance were City Councillor Yates and Councillors Wooff and R Parker. Councillor Guilding expressed an opinion that the event would have benefitted from local schools being involved in the ceremony and she recommended that they be invited to attend the event next year;

- c) **Roads and public transport:** Contact has been made with Lancashire County Council about the state of the A6 between Tesco and Market Street, Carnforth.
There will be a meeting of the *Bus Users Group* in the coming week. Some residents have brought to Councillor Guilding's attention that the bus shelter on Highfield Road - owned by the Town Council - does not currently display a bus timetable. It was suggested that this could be provided by either Stagecoach or Lancashire County Council;
- d) **Lancashire County Council matters:** Members were encouraged to complete the online survey regarding the proposed closure of the Carnforth Railway Station ticket office;
- e) **Lancaster City Council event:** Councillor Guilding attended an 'old persons network' event held at Lancaster Town Hall;
- f) **Twinning Association:** Councillor Guilding advised that representatives from the twin town will be visiting on May 9th and she encouraged Members of the Town Council to attend the event if they could.
- g) **Town Clerk:** Councillor Guilding thanked the Town Clerk for his years of service to Carnforth Town Council and its residents

257/17 **Reports from County Councillor for information only:** County Councillor Williamson provided a written report, providing an update on the following matters:

- a) **Library Service consultation:** Lancashire County Council have been consulting on the proposed opening hours for Libraries across the County. For Carnforth Library this means an increase in the opening hours from 29.5 to 34 hours per week. The County Council is encouraging the formation of Friends Groups at all libraries to help support their development. A model constitution for such groups has been drawn up that, subject to specific requirements, should help to standardise arrangements and enable Friends groups to have greater access to facilities outside of basic hours through a revised policy on the use of premises;
- b) **Litter Picking:** There have been complaints about the rubbish on the A6 from Carnforth to the Cumbria Border, particularly around the roundabouts at the end of the A601(M) and Pine Lakes and along the A601(M). Assurance has been given by Lancaster City Council that they are working with County Council Colleagues to arrange for traffic management arrangements to be out in place so that litter picking can be carried out safely. This is likely to be coordinated so that gully clearing and other related activities are undertaken whilst the traffic management is in operation;
- c) **Roads, Verges and Road Safety:** Lancashire County Council is investing around **£50M** for Highways improvements over the next 4 years. An extra **£10M** will be allocated to dealing with potholes around the County. The money will also be used to reduce flood risk through improving the response times for clearing blocked drains and introducing regular maintenance of 'trash screens' to keep culverted water clear.

County Council are also increasing grass cutting from 2 to 4 cuts a year on verges alongside high-speed roads and from 5 to 8 cuts a year in other public areas. This, along with regular spraying, will help to keep down weeds and improve the look of our local areas.

£130,000 resurfacing work on the A6 from Tesco to the junction with Market Street and a further 200m up Market Street has been approved and planning is now underway. A further **£65,000** has been approved for road safety measures on the A6 from Pine Lakes through to Yealand Redmayne including new road markings and signage to help prevent accidents.

Assurances have been given that funding to develop a **puffin crossing on Kellet Road** has been secured.

The work has been awarded and plans are in place for works to commence on Monday 23rd July 2018 – at the start of the school summer holidays - with work expected to be completed by the beginning of the new academic year;

- d) **Highfield Wood, Carnforth:** There has been a litter pick, some unsafe trees have been removed and trees branches overhang the boundaries of the wood have been pruned. The woodchip from this activity is being recycled on the footpaths and the logs used for footpath edging. Lancaster City Council is working in partnership with the district-wide Forest Friends Group and they would welcome involvement from Carnforth based volunteers;
- e) **Stay in the know website:** Supported by Lancashire County Council, Lancashire Police, Lancashire Fire and Rescue, Neighbourhood Watch and other partners, this website has been designed to provide regular crime updates; information on road closures, fires and other emergencies and local neighbourhood policing. The aim is to keep people informed about what is happening in their local area and how they can play an active part in improving resilience and tackling crime. 'In The Know' is a free messaging service available at <https://www.stayintheknow.co.uk/>;
- f) **Carnforth Railway Station Ticket Office:** Formal consultation on the County Council proposals to close the office runs until **29 April 2018**. It is understood that there has been a very high response so far, including all Parish Councils in the County Division and many residents from Carnforth and surrounding villages. Residents and groups are encouraged to respond to the consultation. The email address is: haveyoursay@lancashire.gov.uk. Councillor Williamson reports that she has had several positive meetings with Lancashire County Council staff and representatives from the Lancashire Enterprise Partnership with a view to working together - initially on a transitional basis - to find a long term sustainable solution so that the ticket office can remain open. There are plans to set up a small group to coordinate activity, share ideas and draw up an action plan on the way forward.

258/17 **To receive and respond to applications for planning permission (Please note – plans will be available to view from 17:50):**

18/00194/FUL	Change of use from an estate agents to a mixed use unit comprising of a ground floor office (B2) with one 1-bed and one 2-bed self-contained flats above (C3)
18/00190/FUL	Change of use of former police station to 2 x 3-bed dwellings (C3) with associated parking, erection of a new front bay window and a single storey rear extension

Members questioned the term 'mixed use' (18/00194/FUL refers) and expressed regret about the change of use of the former police station (18/00190/FUL refers). It was then **RESOLVED** that both applications be accepted in principle.

259/17 **Order of business / Request for Urgent Items to be considered:** Councillor Watkins requested that Agenda items 17 and 18 be included with Agenda item 15.

260/17 **To review outstanding actions and seek updates on previously agreed Minutes:** There were no outstanding actions or updates to report that are not covered elsewhere on the Agenda.

- 261/17 **To consider and, if thought fit, approve Minutes of the meeting held on 21st February 2018:** There was no matters arising from the Minutes of the meeting held on 21st February 2018. Councillor Watkins proposed and Councillor Branyan seconded that the Minutes be accepted and it was **RESOLVED**, unanimously, that the Minutes of the meeting held on 21st February be approved.
- 262/17 **To receive and, if thought fit, approve for payment accounts detailed in the Treasurer's order:** Members considered and asked questions on payments set out in the Treasurer's Order. It was reported that the net amount of the National Non Domestic Rates (NNDR) for the Civic Hall was Nil since there had been a credit for the full amount of the annual business rates of £2,592.
- Councillor P Gardner requested that in future the Treasurer's Order indicates the budget heading for each payment made. Councillor Roe then proposed and Councillor Branyan seconded that the Treasurer's Order be accepted and it was **RESOLVED**, unanimously, that the Treasurer's Order as presented be approved.
- 263/17 **To consider decisions made by the City Council on previously considered applications:** Councillor Smith requested an update on the latest position regarding Planning application 16/00335/OUT - erection of 158 dwellings with associated vehicular and pedestrian/cycle access points at land Between Brewers Barn and The A601(M), Carnforth Brow, Carnforth, Lancashire, LA5 9LJ. It was noted that the Town Council have written to Lancaster City Council, Regeneration and Planning Services about this application but were yet to receive a response.
- After some discussion, it was **RESOLVED** that Councillor Mrs M Guilding be requested to pursue the outstanding matters on the Brewers Barn development with the planning authority and that all other decisions of the planning authority be noted.
- 264/17 **Correspondence for information only:** Members asked questions relating to flags and an advertisement in respect of a defibrillator before it was **RESOLVED** that all correspondence received be noted.
- 265/17 **Asset Management Committee:** The Chair of the Asset Management Committee, Councillor Roe reported the following matters:
- a) **War Memorial Repairs:** Two quotations of a similar value have been received, being £774 (plus VAT) and £787 (plus VAT). These were referred to the Finance and Governance Committee / Town Council as the amount exceeded the spending authority of the Asset Management Committee. The availability of grant funding for this work is to be investigated;
 - b) **Noticeboard – Whelmar Estate:** The Committee approved the purchase and installation of a Noticeboard for use by the Whelmar Estate Neighbourhood Watch, subject to them finding a suitable location and being responsible for its ongoing maintenance and referred the matter to the Finance and Governance Committee;
 - c) **Civic Hall Brickwork/Repointing:** Two quotations have been received for re-pointing the brickwork. There is a significant difference in cost between the quotations received and in response to questions about the reasons for the differences it was commented that the cheapest quotation received did not involve the high cost of scaffolding in undertaking the work.
- After some discussion, it was proposed by Councillor Bromilow, seconded by Councillor Parker and unanimously **RESOLVED**, that the lowest quote received being £2,050 (No VAT) be accepted, subject to a suitable risk assessment being provided;

- d) **Subsidence - Civic Hall:** This has been investigated and appears to be a broken drain. Given the urgency to get this repaired a local contractor, Mr Pearcy has been approached with a view to him carrying out the work and the matter referred to the Finance and Governance Committee for consideration.
- e) **Equipment for Town Clerk:** The incoming Town Clerk is in the process of acquiring information technology and communications requirements. As he will be working from the Carnforth Town Council offices it is recommended that necessary office equipment be purchased;
- f) **Civic Hall Manager's report:** The floor in the hall is degrading and will need replacing in due course. The Civic Hall Manager recommends that the current flooring is replaced with laminate as this is more likely to attract other groups and will be suitable for holding conferences and meetings. Councillor Parker will seek quotations. It was commented that the hall floor at the Civic Hall was last replaced over fifteen years ago and, subject to quotations and funding opportunities, will need to be built into future years budgets.

The yellow lines in the parking area need re-painting. Mr Bob Bailey to pursue;

- g) **Other matters:** The lighting invoice has been clarified and contact details corrected. The Chair congratulated the Asset Management Committee for all that it had achieved in 2017/2018 and that it had all been delivered within budget.

Councillor P Gardner advised that he would be commenting on several of the individual matters reported by the Asset Management Committee when presenting the Finance and Governance Committee report. The point was made that the role of the Finance and Governance Committee is to scrutinise proposals and recommendations made by the Asset Management Committee in financial terms and to identify funding, subject to the approval of the Town Council where appropriate.

266/17 **Finance and Governance Committee:** The Chair, Councillor P Gardner, reported the following matters:

- a) **Income and Expenditure:** It was proposed by Councillor P Gardner and seconded by Councillor Branyan and unanimously **RESOLVED** that the Income and Expenditure for March 2017 be reported to the April meeting of the Town Council;
- b) **New Town Clerk:** Bob Bailey will commence his employment with Carnforth Town Council on 1st April 2018. Terms and conditions of employment have been discussed and draft Contract of Employment – currently being reviewed by Oldfield's Solicitors – drawn up. Contact will be made with the other Parish Council's that Bob Bailey is employed by to agree financial arrangements for such matters as the sharing of training and development costs. Due to his other work commitments, Members have agreed to hold future meetings of the **Finance & Governance Meeting at 5:00pm on the second Wednesday of each month;**
- c) **General Data Protection Regulations (GDPR):** GDPR comes into force on 25th May, replacing the 1998 Data Protection Act. The full implications of GDPR for Parish and Town Councils have not yet been fully clarified, nationally. Guidance recently received from the National Association of Local Councils (NALC) has yet to be considered in detail and further guidance is expected from the Society of Local Councils (SLCC) in week commencing 26th March. Further research will be carried out and reported to the Town Council in due course;

- d) **Banking arrangements:** Preparations will be made to change the main contact details at the Unity Trust and Barclays Banks. Two Members have received Authorisation cards from Barclays but have not yet received the PIN numbers needed to gain access to the account. The Finance and Governance Committee recommend that the new Town Clerk be provided with a debit card for use with the Barclays bank account to pay for incidental and urgent items of expenditure;
- e) **Noticeboard – Whelmar Estate:** The Finance and Governance Committee considers, as an alternative to the recommendation made by the Asset Management Committee, that a Noticeboard be purchased as an additional asset of the Town Council with the Whelmar Estate Neighbourhood Watch Group being given suitable access to it by arrangement with the Town Clerk. The planning authority have advised that they must be informed about the preferred location prior to its installation and there may be an opportunity to apply for grant funding, subject to criteria being met.
Councillor P Gardner proposed, seconded by Councillor Branyon that a Noticeboard be purchased by the Town Council to be located at the Whelmar Estate for use by the Town Council and the Whelmar Estate Neighbourhood Watch Group. On being put to the vote (5 Members in favour; 1 against and 2 abstentions) it was **RESOLVED** that Noticeboard be purchased by the Town Council and located at the Whelmar Estate for use by the Town Council and the Whelmar Estate Neighbourhood Watch Group;
- f) **Lancaster CVC – Reach IT project:** Whilst the Town Council are unable to provide IT equipment, it is considered that the Town Council should support the project through helping to source suitable locations in the Carnforth area;
- g) **Grant Application:** Carnforth Scouts have applied for a grant to find a security door and windows at a cost of £1088 – papers previously circulated. The application has been sponsored by the Town Mayor and Councillor Bromilow. It was proposed by Councillor P Gardner, seconded by Councillor Watkins and unanimously **RESOLVED** that a grant of £1,088 is awarded to the 1st Carnforth Scouts to be funded from the Community Benefit Fund;
- h) **Subsidence - Civic Hall:** Having considered the issue the Finance and Governance Committee recommend that the subsidence be investigated and repaired as a matter of urgency, due to the risks involved should the area collapse. It was proposed by Councillor P Gardner proposed, seconded by Councillor Roe and unanimously **RESOLVED** that, due to the urgency, Standing Orders be waived to allow for a local tradesman to be appointed to carry out investigatory work and repair the subsidence in the Civic hall car park.

267/17 **Town Development Committee:** The Chair, Councillor Watkins reported that the Town Development Committee did not meet as it was inquorate, however, and update was provided on the following matters:

- a) **Heritage trail leaflet:** Copies of the leaflet, designed by the Town Council and produced free of charge by Lancaster City Council were handed out. Members welcomed the leaflet. It was pointed out that a reference to Carnforth Town Council had been omitted, but will be rectified by placing appropriate stickers on the leaflets prior to distribution. Arrangements are being made for an inaugural walking of the heritage trail on **Saturday 5th May commencing at 10:30am from the War Memorial Gardens**, culminating with coffee at The Station. All are welcome to join in;
- b) **Blue Heritage Plaques:** The local history society have offered to provide three of the plaques, with the Town Council providing two more to be fixed to the Civic Hall and the birthplace of Cecil Parkinson;

- c) **Floral Display Sponsorship and Carnforth in Bloom:** One local business has agreed to sponsor a floral display and work is ongoing to secure further sponsorship for displays around the Town. Arrangements are being made to run the Carnforth in Bloom event again based on the success of last year, but will this time include a competition for children.

- d) **May Day:** This event will not be taking place due to a lack of support.

268/17 **Land at the back of the Shovel Inn:** Councillor Roe left the meeting during the discussions on this Agenda item. Councillor P Gardner reported that he and the Town Clerk had made enquiries about ownership of this piece of land. Lancashire County Council have confirmed that they do not own the land and are not responsible for its maintenance as it is designated as private land. It was suggested that a land registry search be conducted to establish any ownership, subject to which, the Town Council considers acquiring the land as a community asset along with options for its use, including future income generation.

After some discussion around the potential risks and benefits, it was proposed by the Town Mayor, seconded by Councillor Watkins and **RESOLVED** unanimously that further investigation be undertaken, including a land registry search, into the ownership of the land at the back of the Shovel Inn and the outcome reported back to a future meeting of the Town Council.

269/17 **Condition of flags in use at the War Memorial:** Councillor Parker reported that the Union flag and the Lancashire flag are in a poor state. There was a discussion about what flags the Town Council needs to have at its disposal and general agreement that good quality flags should be acquired. It was proposed by Councillor P Gardner, seconded by Councillor Branyon and unanimously **RESOLVED** that an inventory be carried out and details be reported back to a future meeting of the Town Council.

270/17 **Reports from Officers of Carnforth Town Council:**

- a) **Town Mayor:** Councillor Wooff provided an update on her activities since the last meeting of the Town Council, including attendance at the following events and meetings:

- The flying of the commonwealth flag and a visit to the Healthwatch Van that was in the War Memorial Gardens at the same time;
- Carnforth Swimming pool meeting and the official re-opening;
- Air Training Corps inspection and a visit to the Serenity Café.

- b) **Outdoor Maintenance:** Councillor Parker reported on the activities of the Outdoor Maintenance Officer including general cleaning and litter picking duties and cleaning of the 'horse trough'. There are plans to carry out repairs on the bus shelter on Lancaster Road at a suitable safe time. Councillor Watkins requested that old plants be removed from flower boxes;

- c) **Quarries:** Councillor Parker also distributed a written report outlining the main matters arising from the bi-annual meeting held on 6th March attended by Councillors Parker and Bromilow and representatives from Over Kellet and Nether Kellet, City Councillor JR Mace and an officer from the Quarry. The meeting covered issues relating to Dunald Mill and Leapers Wood quarries.

A meeting about Back Lane Quarry has been deferred until 27th March – Councillor Mr R Roe will attend on behalf of the Town Council.

It was **RESOLVED** that the report of officers of the Town Council be noted.

271/17 **Reports from outside bodies submitted for information:**

- a) **Carnforth and District Chamber of Trade:** The Chamber of Trade recently held their Annual General Meeting – Councillors of the Town Council were unavailable to attend. It was reported that the new Secretary is Mr Philip Charnley;
- b) **Carnforth and District Twinning Association:** Councillor Parker reported that arrangements are underway in preparation for the twinning visit on May 9th. The twinning association recently had their Annual General Meeting and would welcome new Members. The next scheduled meeting is **Monday 9th April commencing at 7:30pm.**

It was **RESOLVED** that the report of outside bodies be noted.

The Mayor and Councillors then thanked the outgoing Town Clerk, Mr Philip Charnley for his many years of service to the Town Council and the residents of Carnforth and presented him with a card and a gift. Mr Charnley replied that he had enjoyed working for the Town Council and wished them, and the incoming Town Clerk, Mr Bob Bailey, well for the future.

The meeting closed at 20:10



Correspondence – April 2018



Date	Sender	Topic
22/03/2018	Noticeboards online	Advertisement
26/03/2018	Lancaster & Morecambe Collage	Short courses available in April
26/03/2018	Morecambe & Lancaster RAF Association	Invitation to commemorate 100 th Anniversary of the RAF at St Barnabas Church, Morecambe on 1 st April
26/03/2018	Catholic Liturgicals	Advertisement
26/03/2018	Lancashire County Council	Consultation on proposed changes to disabled persons NoWcard scheme (26/03 – 21/05/2018)
26/03/2018	Public Sector Executive Online	Newsletter
26/03/2018	Rural Services Network	Newsletter
26/03/2018	Lancaster City Council	Weekly list of planning applications
26/03/2018	Noticeboards online	Overstock clearance
28/03/2018	Virtual Office	Outsourcing service for office tasks
28/03/2018	Lune Valley Community Society	Newsletter
28/03/2018	Westminster Briefing	Complying with GDPR
28/03/2018	Rural Services Network	Newsletter
28/03/2018	PKF Littlejohn LLP	2018/2018 Annual Governance & Accountability Return (AGAR) and external auditor instructions
28/03/2018	North West Coastal Access	Monthly update
29/03/2018	LALC	Ethical Standards Consultation
29/03/2018	Lancashire County Council	Press releases
03/04/2018	Lancaster City Council	Weekly list of planning applications
04/04/2018	Rural Services Network	Grant Funding opportunities
04/04/2018	Public Sector Executive Online	Newsletter
05/04/2018	Lune Valley Community Society	Newsletter
09/04/2018	Public Sector Executive Online	Newsletter
10/04/2018	Public Sector Executive Online	Newsletter



Correspondence – April 2018



Date	Sender	Topic
10/04/2018	Westminster Briefing	Being an Effective Councillor Briefing 07/06/2018
10/04/2018	Lancaster City Council	Updated Statement of Community Involvement – consultation
10/04/2018	CPRE Lancashire Branch	Invite to inaugural meeting 24/04/2018
10/04/2018	Lancaster City Council	Weekly list of planning applications
11/04/2018	Rural Vulnerability Service	Rural Broadband
11/04/2018	Resident	Comment on the state of the A6 from Tesco to Market Street
11/04/2018	Lancaster City Council – Development Management	Response to invite to attend Carnforth Town Council meeting
12/04/2018	Community Emergency Planning Group	Offer of 'flood training'
13/04/2018	County Cllr Williamson	Warton Mire and updates highways policies
13/04/2018	Resident	Comment on the state of the A6 from Tesco to Market Street
13/04/2018	Lancaster Business Improvement District	Offer to provide a feature for new magazine – 'Lovely Lancaster'
14/04/2018	Public Sector Executive Online	Newsletter
14/04/2018	Chamber of Trade	Minutes of April meeting



Planning Application Comments & Decisions March 2018



Application Number / Description	Town Council Comment	Planning Authority Decision / Status
16/00335/OUT: Outline application for the erection of 158 dwellings with associated new vehicular access, incorporating a roundabout and access road, and pedestrian/cycle access points; Land Between Brewers Barn And The A601(M), Carnforth Brow, Carnforth, LA5 9LJ	Objection	Awaiting decision
17/01133/FUL: Erection of car showroom (sui generis), maintenance workshop and preparation building (B2), display area, storage compound with associated access and landscaping - Land North of Kellet Road, Carnforth	Supported in principle	Application permitted
17/01264/VCN: Erection of five 2-storey detached dwellings with associated access (pursuant to the variation of condition 2 on planning permission 16/01257/FUL to amend the site layout and variation of house type) - Land Adjacent, 153 North Road, Carnforth	Supported in principle	Awaiting decision
17/01496/REM: Reserved matters for the erection of 8 residential dwellings with associated access and landscaping and a new car park layout - Land to The Rear Of, Taps On The Green, 77 Kellet Road, Carnforth, LA5 9LR	Neutral. Cllr Roe declared an interest due to being landlord of The Shovel	Application permitted.
18/00103/OUT: Outline application for the erection of one dwelling and creation of new access - Land adjacent to 25 Crag Bank Crescent, Carnforth LA5 9EQ	Objection	Awaiting decision (Committee date 06/04/2018)
18/00066/FUL: Erection of a detached garage - 6 Grosvenor Court, Carnforth, LA5 9TX	Supported in principle	Application permitted



Carnforth Town Council

**Minutes of the meeting of the Asset Management Committee
held at the Council Offices, Market Street, Carnforth on
Tuesday 03rd April 2018**

This meeting was not quorate



Town Development Committee

Minutes of the meeting of Town Development Committee held on Tuesday 10th April 2018 at 5:00pm at the Council Offices, Market Street Carnforth

Present: Councillor Watkins (Chair); Councillor Barbu; Councillor Parker;
Councillor Smith; Councillor Woof

In attendance: Bob Bailey, Town Clerk

18001 **Apologies:** Apologies were received from Councillor J Gardner

18002 **Declarations of Interest and Dispensations:** Councillor Barbu requested and was granted a dispensation to enable him to participate in Agenda item 18008.

18003 **Urgent Business:** Councillor Parker raised the following matters for the Committee's consideration:

- A local businessman has commented that various planters around the Town that need repair and/or replacement. The flowers in the planters will need replacing. These matters have been brought to the attention of the Outdoor Maintenance Officer.
- There was a discussion about opportunities to improve the general cleanliness and ground maintenance of the Town including litter-picking events, school and community projects and building on residents and businesses goodwill and pride in the area at a time when City and County Council resources are at a premium.

It was **RESOLVED** that that opportunities to improve and sustain high standards of cleanliness and maintenance be pursued. . . clean upraising awareness of

18004 **Minutes:** It was **RESOLVED** that the Minutes of the meeting held on Monday 08th January 2018 be approved.

18005 **Adjourn for public discussion:** No Members of the public were present

18006 **Carnforth Heritage Trail:** Members discussed plans for the walk around the heritage trail to be held on Saturday 05th May 2018 starting at 10:30am from the War Memorial Gardens and it is planned to have refreshments available upon completion of the walk that is expected to take less than two hours at a leisurely pace.



Town Development Committee

The event needs to be publicised around the town to attract participants and a risk assessment should be carried out.

It was **RESOLVED** that the Clerk produce a poster for approval by the Town Development Committee, subject to which, leaflets be produced and distributed around the Town, including local caravan sites. It was further **RESOLVED** that prior to the event Members/Clerk carry out a risk assessment and make suitable arrangements, where necessary, to minimise any risks.

18007 **Blue Heritage Plaques:** Arrangements are ongoing to design and procure plaques to commemorate the heritage of the town. Buildings and places of interest under consideration includes:

- The Civic Hall – former drill hall for the Kings Own Royal Regiment. Plaque to be funded by Carnforth Town Council;
- Home of Cecil Parkinson - Plaque to be funded by Carnforth Town Council;
- Shovel Inn – oldest Inn in Carnforth. Plaque to be funded by the Brewery;
- 10 North Road – oldest house in Carnforth built in 1688. Plaque to be funded by Mourholme Local History Society;
- Old Police Station built 1880. Plaque to be funded by Mourholme Local History Society;
- Former Ironworks – funding to be determined.

18008 **Floral Displays Sponsorship:** Councillor Barbu reported that so far he had successfully secured sponsorship for a total of six flower displays from three local businesses – including one who committed to the sponsorship of two flower displays for a period on three years. The cost is £50 per box per annum. Councillor Barbu was thanked for his work and it was **RESOLVED** that the Town Clerk raises debtor invoices to the sponsors.

18009 **Planned Events 2018/2019:**

- **Carnforth in Bloom:** The flower garden competition will be based on the successful approach taken last year providing an opportunity to keep Carnforth blooming, build pride in the community and enables individuals and groups to showcase and celebrate their efforts and horticultural achievements.



Town Development Committee

Judging will take place on **7th and 8th July** and there will be prizes of **£100 (1st prize); £50 (2nd prize) and £25 (3rd prize)**.

This year Members plan to encourage children to take part in a competition specifically for them with entrants being judged on hanging baskets, seed and window boxes. Forms for both competitions will be available from Carnforth Station Heritage Centre, Kitty Brown Boutique, Highfield Fisheries, Highfield Spar, Acorn Oak and Moore 'n' Wife.

- **Armed Forces Day:** Armed Forces Day is **Saturday 30th June**. Given the importance of this year for all the Armed Forces, Members would like to mark the occasion with a bigger Service than previously and the possibility of military hardware being on display!
- **Remembrance Day:** This is now an established event in the Town Council's year, but 2018 is a highly significant one and Members would very much like the event to reflect this whilst retaining the very successful format used in previous years.

It was acknowledged that Members of the Town Council are very supportive of these events and will assist the new Town Clerk in making a success of them. It was then **RESOLVED** that the Town Clerk produces a poster for the children's Carnforth in Bloom competition and that vouchers be awarded to the value of **£50 (1st prize); £25 (2nd prize) and £10 (3rd prize)** with the vouchers being 'spent' at local businesses, subject to outlets being sourced.

18010 **Carnforth Express:** Members considered the current arrangements for the management and production of the Carnforth Express and the controls in place to raise and monitor payment of advertisements placed in it. After some discussion it was **RESOLVED** that Councillor Smith, the Civic Hall Manager and the Town Clerk meet to formally review arrangements and make recommendations for further consideration by the Town Development Committee.

18011 **Town Development Committee Review:** Members considered the advantages and disadvantages of this committee being responsible for considering significant (size to be determined), commercial and strategically important planning applications and making recommendations to the Town Council on its response.



Town Development Committee

It was suggested that the Town Development Committee could also consider other planning applications as requested by Members and any planning policies and strategies that may have a direct on the Carnforth Town Council area.

After some discussion, it was generally felt that the advantages of this proposal outweighed the disadvantages and it was **RESOLVED** that the Town Clerk produces revised terms of reference for the Town Development Committee for consideration and subsequent recommendation to the Town Council.

The meeting closed at 6:10pm

A handwritten signature in black ink, which appears to read "Robert Bailey". The signature is written in a cursive style with a long horizontal line extending from the end.

Town Clerk

14 April 2018

28 Wilson Grove,

Heysham, Morecambe

LA3 2PQ

Tel: 07756 080030

Email: clerk@carnforthtowncouncil.org



Carnforth Town Council

**Minutes of the Finance & Governance Committee meeting
held at the Council Offices, Market Street, Carnforth on
Wednesday 11th April 2018**

This meeting was not quorate

Make a plan

MAKE A DIFFERENCE

A little something about Carnforth

Carnforth is the third largest settlement in the Lancaster district, identified as a Market Town and considered to be the northern hub of the district, providing key services to the rural communities in the north of the district. Carnforth also has strong public transport links that may be further enhanced through the delivery of the Lancaster District Transport and Highways Masterplan. As a result Carnforth is considered to be a highly sustainable location for future development growth, which can build on its strong transport links.

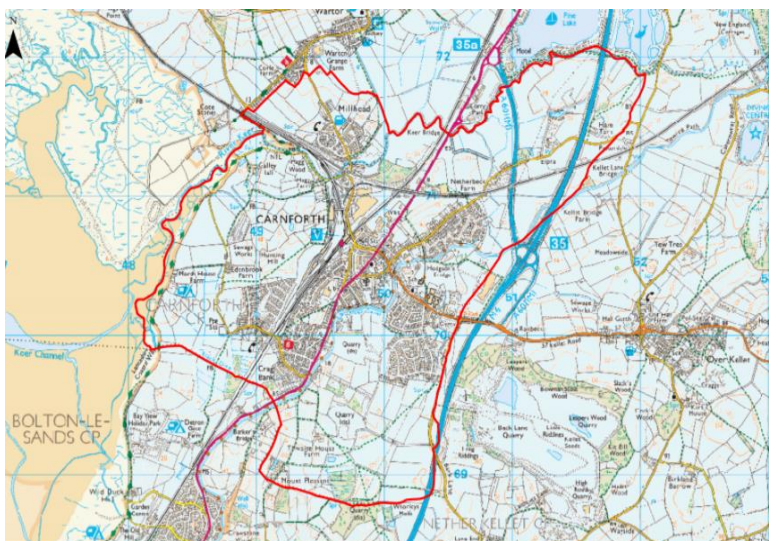


Carnforth Town Centre is the hub for rural communities in the north of the district providing a range of retailing and leisure facilities both for the town and outline communities. Carnforth has a strong provision for convenience retailing, in particular, with five foodstores trading in the town.

Given its transport heritage and close proximity to the Arnsdale and Silverdale Area of Outstanding Natural Beauty (AONB), in continuing to develop its role as a visitor destination with the creation of visitor accommodation in suitable, sustainable locations being supported by Lancaster City Council.

Carnforth has an area of strategic growth that will assist in securing its role as a key service centre and ensuring that existing services are maintained.

Our Vision



This map sets out the area that has been designated at the neighbourhood area for Carnforth following consultation.

We recognise that to pursue the great opportunities ahead of us, we will need to work closely with partners in our communities, public bodies, businesses, voluntary organisations and our residents.

Make a plan MAKE A DIFFERENCE

We know that in order to thrive and continue improving in a demanding environment, we will need to be innovative and creative and support developments that deliver excellent, accessible services and address the needs of the Town.

We are committed to working alongside Lancaster City Council and playing our part in delivering the long-term aspirations set out in the Lancaster District Local Plan 2011 – 2031 (currently in the final development stage before submission to the Planning Inspectorate).

That said, we want to enable local people and communities to influence how development will occur locally and to fulfil the potential of neighbourhood planning to:



- ❖ Give communities a bigger say over the type, location, size, pace and design of development coming forward (including infrastructure, housing and commercial development);
- ❖ Tackle long term trends of challenges affecting communities;
- ❖ Foster progressive relationships between communities, developers, Carnforth Town Council and Lancaster City Council;
- ❖ Provide neighbourhoods with more influence on delivery and implementation.

Our Values and Objectives

With those aspirations in **Our Vision** in mind we have come up with a range of matters that we **Value** most and the **Objectives** that we are ambitious to achieve through neighbourhood planning.



Our Values:

- ✓ We value the heritage of the town, including the Railway and iron industries;
- ✓ We value the natural environment and the small town appeal;
- ✓ We value our local distinctiveness whilst embracing diversity and innovation going forward;
- ✓ We value and will actively encourage community involvement;
- ✓ We value healthy lifestyles and well-being;
- ✓ We value and support new business growth;
- ✓ We value a safe and secure environment;
- ✓ We value a well-maintained infrastructure;
- ✓ We value improvements to the Town's environment;
- ✓ We value spending tax payers money responsibly and with transparency.



Our Objectives: Our neighbourhood plan will aim to achieve the following objectives:

- ✓ That any development is designed to a high standard, is compatible with the Town's areas of Conservation and, is sympathetic to the surrounding areas and landscapes;
- ✓ That housing needs of the Town are met by providing homes of the right type, size and tenure;
- ✓ That priority is given to new development on previously developed land;
- ✓ That there are local suitable initiatives to encourage tourism and enterprise;
- ✓ That developments are compatible with the natural environment, preserving wildlife habitats and green spaces, where possible;
- ✓ That parking is improved to promote easy access to all Town Centre facilities;
- ✓ That opportunities for young people are created, and young people are encouraged and empowered;
- ✓ That air, water and land quality is enhanced

Justification for Objectives

Carnforth has seen very low levels of development growth over recent decades with very little new housing being delivered in the town. In order to achieve development growth that maintains and improves the service provision within the town it will be important that the Local and Neighbourhood Plan seeks to provide opportunities for expansion within the Town.

In allocating sites for development purposes there needs to be recognition of the potential to meet housing needs with the expectation that proposals coming forward give due consideration to the entire area of Carnforth and take account of issues facing the Town and ways to address them for the future.

We want developments to provide good opportunities for walking and cycling links and integration with the existing highways networks into Carnforth town centre. We will expect future proposals to demonstrate how such connectivity will be delivered.

It is important that special attention is given to the air quality within Carnforth and that the standards set out in the National Air Quality Strategy and locally within the Air Quality Management Area (AQMA) designated to Carnforth due to the effect on air quality caused by emissions from adjacent high-volume traffic corridors.



Shaping
a better future



Shaping
better development



Shaping
a better economy



Shaping
the urban future



Shaping
a greener future



Shaping
a sustainable future



Shaping
the rural future

Lancaster District Local Plan

2011-2031

Statement of Community
Involvement (SCI)

Draft April 2018



Version Control

Version	By	Date	Comment
0.0	Lancaster City Council	June 2006	Document produced to meet new planning legislation
1.0	Planning & Housing Policy Manager	October 2013	Due to changing circumstances within the planning system, both nationally and locally, it has been decided that a review of the Statement of Community Involvement is necessary.
2.0	Planning & Housing Policy Manager	November 2016	Refresh in order to keep the SCI up to date.
3.0	Planning & Housing Policy Manager	September 2017	Refresh in order to keep the SCI up to date.
4.0	Planning & Housing Policy Manager	Draft April 2018	Updates to Development Management process.

How we review this document

The Planning and Housing Policy Manager will facilitate review as and when required to ensure that its currency is maintained. This will involve:

1. Approval from Senior Service Management
2. 4 week Consultation on SCI
3. Approval from the Portfolio Holder (Individual Cabinet Member decision to be made by the Leader)
4. Publication (on Council's Website). Delegated to Chief Officer (Regeneration and Planning)

This document, and all other documents which form the emerging Lancaster District Local Plan are, or can be made available in large copy print, audio cassette, Braille or languages other than English. All requests for copies of Local Plan documents in different formats should be made in the first instance to:

The Planning and Housing Policy Team,
Lancaster City Council,
Regeneration and Planning Services,
Lancaster Town Hall,
Dalton Square,
Lancaster,
LA1 1QR.

Tel: 01524 582383

Email: planningpolicy@lancaster.gov.uk

The Council will meet the cost of any reasonable request for providing Local Plan documents in different formats.

This edition of the Statement of Community Involvement for the Local Plan for Lancaster District has been published by Lancaster City Council.

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1.0 What is a Statement of Community Involvement and how is it prepared?

- 1.1 This **Statement of Community Involvement (SCI)** sets out how and when we will engage with the community and other key stakeholders and when we prepare and revise Local Plan documents. It also explains how the community will be consulted on planning applications. This SCI provides a summary of how the Council will provide pre-planning application advice. Detailed pre-application advice, in terms of the principles, process, service and the cost, will be given in a separate Council document, found on the Council website, <http://www.lancaster.gov.uk/planning>. The Council's pre-application advice is subject to its own approval process. Keeping detailed pre-application advice separate from this SCI, allows the advice to be more readily updated.
- 1.2 This SCI updates and supersedes the existing SCI which was adopted in 2006 and amended in 2013. We will review and update the SCI as necessary to reflect any future changes.
- 1.3 The Statement of Community Involvement is divided in to the following key sections:
 - Section 1** - Introduction to Community Involvement
 - Section 2** - Council's Approach to Community Engagement
 - Section 3** - Community Engagement and Planning
 - Section 4** - Community Involvement in the Local Plan process
 - Section 5** - Community Involvement in the Development Management process
 - Section 6** - Community Involvement in the Preparation of Other Documents
 - Section 7** - Managing and Resourcing Community Engagement
 - Section 8** - Monitoring and Review
- 1.4 The actions which are set out within this document represent a minimum requirement in relation to community involvement in the planning process. Depending on the scale and impact of what is being consulted upon the Council may undertake further consultation work which goes above and beyond the requirements of the SCI to ensure that comprehensive consultation has taken place.
- 1.5 The initial Statement of Community Involvement was a formal document which was subject to both public consultation and independent examination. However, changes to the planning system have reduced the formality of this document and makes its preparation quicker and more flexible. We will continue to seek views on the way we consult. We will continue to consult for 4 weeks on future revisions.
- 1.6 When considered appropriate, the Council will seek to review again and if necessary revise the document in the future to reflect current Council priorities, resourcing issues and emerging guidance at a national level.

2.0 Council's approach to Community Engagement

- 2.1 Since the first SCI was adopted there have been significant changes in the way communities and the Council interact. Access to the internet has increased and there has been a shift towards online services and correspondence by email and social media.
- 2.2 Despite these changes, there are still a significant number of people that are unable to use electronic forms of communication and access to information, or prefer not to do so. As such, we will continue to ensure that consultation materials are available in a variety of formats and that there are varied ways of taking part in consultations to encourage the widest possible accessibility. This includes paper, electronic and large print and other formats on request.

3.0 Community Engagement and Planning

- 3.1 Community engagement in relation to planning is guided by national regulations and legislation including the Town and Country Planning (Local Planning) (England) Regulations 2012, which include basic requirements about who Councils should consult and how and when in the planning process they should do it.
- 3.2 The Government requires us to consult "specific consultation bodies" and other interest groups which cover the whole range of voluntary, community, special interest, amenity and business interests, referred to as "general consultation bodies". Lists of both these groups as they apply to Lancaster City Council can be found at [Appendix 1](#).
- 3.3 We seek to provide everyone who wishes to be involved in planning decisions and the development of their community with the opportunity to do so. This SCI sets out the ways in which we will do this.
- 3.4 The following documents can be used in support of this SCI (all found on the Council website¹):
 - Lancaster City Council Consultation Strategy
 - Lancaster City Council Staff Consultation Guide
 - Lancaster District Community Engagement Guidance

National Planning Policy Framework (NPPF)

- 3.5 The Government's planning policies are set out in a document called the National Planning Policy Framework (NPPF) which was published in March 2012. The NPPF stresses the importance of a plan-led system and re-iterates the role of early and meaningful engagement and collaboration with local people, organisations and businesses to produce a Local Plan that reflects the vision and aspirations, and best meets the needs of local communities.

¹ www.lancaster.gov.uk/sci

Localism and the Duty to Co-operate

- 3.6 The Council is required by the Localism Act 2011 to effectively and constructively engage with relevant partners on strategic cross boundary matters on an ongoing basis – the Duty to Co-operate. This includes neighbouring local authorities and other statutory bodies. Consideration should be given to joint working and the preparation of shared evidence base work.
- 3.7 The Council is committed to continuing to work in conjunction with relevant partners throughout the plan making process on strategic cross-boundary issues.

4.0 Community Involvement in the Local Plan process

- 4.1 The Local Plan is currently made up of Development Plan Documents (DPDs), such as the Core Strategy, Development Management, Morecambe Area Action Plan and Supplementary Planning Documents (SPDs), such as Development Briefs. The current plan requires updating and the Council has been reviewing the evidence base and developing new Local Plan documents. The Local Plan document consists of six documents:
- **Strategic Policies & Land Allocations DPD** Accompanied by a policies map that shows sites that will be developed or protected from development
 - **Bailrigg Garden Village Area Action Plan DPD** Accompanied by a policies map that shows sites that will be developed or protected from development
 - **Development Management DPD** Provides the policies which are used to consider planning applications (adopted December 2014)
 - **Morecambe Area Action Plan DPD** Describes actions to support regeneration in the central area of Morecambe (adopted December 2014)
 - **Arnsdale and Silverdale AONB DPD** Allocates land for development and provides additional policies that are relevant to this particular area of high landscape value.
 - **Gypsy and Traveller Accommodation DPD** Policies that consider in detail how to meet the needs for Gypsies and Travellers sites.
 - **Minerals and Waste Local Plan** (prepared by Lancashire County Council)
- 4.2 There are also other documents that support the delivery of the Local Plan, such as the Community Infrastructure Levy (CIL) and the Infrastructure Delivery Plan (IDP).
- 4.3 Our Local Development Scheme (LDS)² (which can be viewed on the website) sets out details of all the Local Plan documents (including supporting documents) that we are or will be progressing. The preparation of each of these documents will provide important opportunities for communities to get involved in shaping the places in which they live.
- 4.4 The process of producing each DPD and SPD involves several stages; including two key opportunities for community involvement:

² www.lancaster.gov.uk/sci

- **Determining the scope** of the document and assembly of evidence base;
 - **Informal consultation** with stakeholders on the key content and issues (this is no longer a formal requirement but is considered to be good practice);
 - **Consideration of consultation responses** and drawing up of draft document;
 - Publication of document for **formal public participation**;
 - **Consideration of consultation responses** and drawing up of final Document;
 - **Submission of document** to the Secretary of State (*if the document is a DPD*);
 - **Independent Examination** in Public (*if the document is a DPD*);
 - **Receipt of Inspector's report** (*if the document is a DPD*);
 - **Consideration of Inspector's recommendations** (*if the document is a DPD*);
 - **Adoption** by the Council; and,
 - Ongoing **monitoring and review**.
- 4.5 For documents we produce that are not DPDs or SPDs, there are different requirements for consultation. The CIL is subject to its own regulations (The Community Infrastructure Levy Regulations 2010, as amended), which include requirements for two stages of public and stakeholder consultation. The IDP is consulted on alongside the CIL.
- 4.6 A **Sustainability Appraisal Report** must accompany each of the DPDs and these will be consulted upon at the same time as the main DPD consultations.
- 4.7 More information about the Local Plan documents, supporting documents and what stage the Council is at in producing them, can be found on the Council's website or at our offices.

Methods of Community Involvement

- 4.8 Based on our existing experience and practice, analysis of the Lancaster District community and the response to earlier consultations on Local Plan documents, there are a range of methods and approaches that we will use to facilitate community engagement in the Local Plan process.
- 4.9 As a minimum the Council will seek to undertake the following methods of consultation.
- All written documentation, policies map and relevant supporting information will be made available on the Council's website, public access to these documents is available via the PC in the reception areas in both Lancaster and Morecambe Town Halls, in addition to libraries in the Lancaster District;
 - Hard copies of documents can be made available upon request, subject to a nominal charge and will be provided as soon as reasonably practicable;
 - All parties identified in **Appendix 1** will be notified by email (unless a letter is specifically requested);

- Consultation on Development Plan Documents will be advertised within the Lancaster Guardian (subject to publishing decision). Press Notices will also be supplied at formal stages of plan preparation.
- 4.10 A database containing contact details of the groups and organisations identified in **Appendix 1** and individuals/members of the public who expressed a wish to be included was created in 2010. It has since been continually updated as consultations have taken place. There are currently over 2,247 people and organisations on the Planning Policy Consultation Database (February 2018). In addition, we consult organisations that represent groups such as; the aged, the disabled, and religious and ethnic interests. Schools and colleges are also consulted.
- 4.11 All comments and representations in response to consultations will be published on the Council website. The database is open for any group or individual to register and receive notifications of future Local Plan consultations. Interested parties wishing to be added to the database should sign up to the Planning Policy Consultation List, now on the Council website, www.lancaster.gov.uk/pcc.
- 4.12 In addition to complying with the basic consultation requirements set out in the relevant regulations (**see para. 3.1**), the consultation methods the Council will use or will consider using, for each consultation, are set out below.

Methods	Main consideration
Documents made available for inspection	This is a minimum requirement as set out in the Regulations. Relevant documents will be made available for inspection during consultation period at the Council's offices in the Lancaster and Morecambe Town Hall and libraries in the Lancaster District (during normal office hours). Public access to these documents is available via PCs in the reception areas.
Website	Each consultation stage will feature prominently on the homepage of the Council's consultation ³ and planning policy webpages. This will link directly to information on document production, providing access to the consultation material and advice on how and when comments can be made. Articles providing updates on plan production, which may include consultation and engagement opportunities, may be published in the Council's online news section periodically but it will not be solely relied upon as a means of communication.
Adverts/public notices	Notices will be placed in a local newspaper advertising consultation and engagement opportunities, where appropriate. There is a statutory requirement to publish notices advertising certain planning applications.
Mailing List – Email / Letter	The Council manages a database of individuals and organisations that have expressed an interest in the plan-making process, have previously been actively involved in policy development or are statutory consultees. Those who wish to be involved will be directly notified at each stage

³ www.lancaster.gov.uk/consultation

Methods	Main consideration
	either through email or letter of opportunities to comment. Those who are interested in planning policy development and wish to be notified can be included on the Council's mailing list at any time ⁴
Press release	To be undertaken in accordance with the Council's media team, Media briefings/press releases will be issued to local media. Although items may only be reported if they are considered newsworthy by the newspaper editors, therefore publication is not guaranteed.
Parish and Town Council and Community Group publications	These types of publications are distributed to local residents at least quarterly eg newsletters. The Council will work with relevant organisations to utilise these publications to notify residents of consultation and engagement opportunities, where possible. Consideration will need to be given to the timing of the consultation, and the timing and circulation of any publications outside the Council's control.
Posters	Posters may be sent to relevant Parish and Town Councils and libraries to be displayed on notice boards to raise awareness of any public consultation and engagement opportunities. Posters may also be displayed in other appropriate locations across the District.
Leaflets	Leaflets may be used to gain wider public awareness of a consultation or engagement opportunity, for example leaflets may be distributed at key attractions/destinations such as train stations and local schools.
Social Media	Media such as Twitter and Facebook will be used to highlight public consultations on planning policy documents with direct links to the Council's website and information on how to comment, and any engagement events. Such messages may be retweeted periodically throughout the consultation period ⁵ . However, comments will not be accepted via social media.
Events	Events may include drop-in sessions, public exhibitions and/or targeted workshops. Parish and Town Council meetings will be used where possible. The type of event will be dependent on a number of factors, including the consultation stage, time and resource constraints. Careful consideration will be given to the timing, venue and format of events to ensure accessibility and inclusivity.
Key stakeholder Groups	We will liaise with key stakeholder groups at key stages in the plan making process, to discuss issues and keep them informed of progress eg face to face meetings.
Questionnaires / surveys	Questionnaires / surveys may be used to focus comments and to help ensure that feedback relates to issues that are within the scope of the document being consulted upon.
Newsletters	The Council sends 'Your District Matters' magazine is delivered to all households once a year. In addition, a Local Plan newsletter is produced as appropriate. We will use these to

⁴ www.lancaster.gov.uk/ppc

⁵ twitter@lancastercc

Methods	Main consideration
	update the community on progress in preparing the Local Plan and opportunities to get involved.
Meetings with Communities / organisations	We will arrange meetings with local communities where proposals may have a significant local effect. We will respond positively to requests for other meetings, where time and resources allow. The media, posters and leaflets may be used to advertise public meetings.

Figure 1 – consultation methods

4.13 Formal consultation periods during the Local Plan process provide an opportunity for anyone to submit representations to the Council in writing, by email, or by using the Council's online response facility⁶. These formal public consultations take place:

- during **plan preparation** when the Council will consult publicly on the emerging plan for a 6 week period;
- on the **publication** of the Local Plan document and supporting documents, when anyone can make formal representations to the Council during a formal 6 week public consultation. The Council send these representations to the Planning Inspectorate when submitting the Local Plan document and supporting evidence for independent examination; and,
- at **independent examination**, those who submitted representations have the right to be heard by the planning inspector.

Feedback – What will happen to the Representations Received?

- 4.14 The representations that are received through any consultation will be made public on the Council's website to allow for other interested parties to view them. The information published will include the name of the responder and details of the response made.
- 4.15 Anyone who makes a formal representation at the Publication Stage of plan preparation and requests to be kept informed will receive written notification of the progress of the document to adoption.
- 4.16 Following every major consultation stage, including 'Issues and Options', 'Draft Preferred Options' and 'Publication' the Council will prepare a consultation report which sets out the representations that people have made, the Council's response to them (an officer response), its justification for that response and any proposed changes to the document as a result of the comments received.
- 4.17 Prior to its publication this consultation report will be approved by Council Members via the Council's Planning Policy Cabinet Liaison Group (PPCLG). Following the report's endorsement it will be made available on the Council's website.

⁶ www.lancaster.gov.uk/ppc

Access to Background Documents and Evidence Base

- 4.18 The documents prepared as part of the emerging Lancaster District Local Plan are prepared on the basis of a sound and up-to-date evidence base. All relevant evidence base studies, assessments or strategies will be made available on the Council website and hard copies of these documents can be made available upon request subject to a nominal charge.

Access to Officers

- 4.19 The Planning and Housing Policy Team maintains a strong commitment toward community involvement and will endeavor to ensure that professional advice is available at all times during normal office hours at the Council Offices at Morecambe Town Hall. Further information and advice can also be sought via telephone on 01524 582383, via email at planningpolicy@lancaster.gov.uk or via post to the Planning and Housing Policy Team, Lancaster City Council, PO Box 4, Lancaster Town Hall, Dalton Square, Lancaster, LA1 1QR.

The Local Plan Process (Development Plan Document Preparation)

- 4.20 The preparation of Development Plan Documents (DPD) represents the most resource intensive strand of Local Plan preparation, particularly in relation to community involvement. Whilst there remains only one formal stage of consultation required for DPD preparation, best practice suggests that a number of informal stages are beneficial and aid the preparation of a sustainable Local Plan. These stages of consultation include:
- Consultation on Issues and Options (*informal*);
 - Consultation on a Draft Preferred Option (*informal*);
 - Consultation on a Publication Version and Submission to the Secretary of State (*formal*);
 - Independent Examination by a Planning Inspector appointed by the Secretary of State (*formal*);
 - Following the Independent Examination the Inspector will prepare an Inspectors Report which will include a number of recommendations and modifications. It will be for the Council to decide on whether to accept these recommendations and modifications

Community Involvement at the Issues and Options Stage

- 4.21 The issues and options stage of a Development Plan Document (DPD) is intended to be wide ranging and informal, there is no requirement on the Council to undertake such a stage. It will invite discussion on the objectives of the relevant DPD and the options available for achieving those objectives. The Council will not put forward any specific proposals at this stage.
- 4.22 Representations at this stage should be informal comments on the issues, suggestions and options raised and could include alternative options which have not been suggested by the Council. You will be able to comment on the 'Issues and Options' online, email or via letter.

- 4.23 If you are requesting the allocation of a specific site for development then it is highly desirable that you engage with the Council at this early stage so that community involvement is maximised and appraisal work can be undertaken on the proposed site through the plan preparation process. Development proposals can be more robustly assessed if the site and its proposed use are clearly defined.

Community Involvement at the Draft Preferred Options Stage

- 4.24 At the Draft Preferred Options stage the Council will draw on the information and analysis of the Issues and Options consultation and the sustainability appraisal to prepare a draft preferred option setting out the Council's preferred approach to delivering the objectives defined at the Issues and Options Stage. Whilst this remains an informal stage of consultation and plan preparation this is likely to be the first stage that the Council will publish specific proposals on how to achieve these objectives.
- 4.25 Representations on Draft Preferred Options should take the form of a formal objection or supporting representation to a policy or allocation. Again this stage will provide an opportunity for representations which suggest alternative options for delivery of the DPD objectives. You will be able to comment on the 'Draft Preferred Option' either online or via email or by letter.
- 4.26 If you are requesting the allocation of a site for development you will be expected to clearly define the site, the uses proposed for the site, describe any community involvement already undertaken and why you think that the proposed site is a more sustainable option than those put forward by the Council.
- 4.27 As with the 'Issues and Options' stage, the Council will consider all representations that are made on the 'Draft Preferred Options' document and prepare a consultation report.

Community Involvement at the Publication Stage

- 4.28 The 'Publication' stage represents the only formal stage of plan preparation and must be undertaken in accordance with the regulations set out in both the Planning and Compulsory Purchase Act 2004 and the Town and Country Planning (Local Planning) Regulations 2012. This stage represents the publication of the final version of the Development Plan Document (DPD) and a version which the Council feels does not need further amendment prior to its submission to the Secretary of State for independent examination.
- 4.29 Representations to the 'Publication' Stage have to specifically relate to one (or both) of two issues, legal compliance (i.e. has it been prepared in accordance with the regulations) and / or soundness (i.e. has it been prepared in accordance with national planning policy). Any representations which are received that do not address these two issues cannot be considered as valid and will not be counted as formal representations.
- 4.30 The Council will seek as far as possible to assist individuals making representations to a 'Publication' document to ensure that their responses do relate to legal compliance and/or soundness. The formal consultation period will take place for a six week period, representations received after this date

will not be accepted. Further assistance will be provided by the Planning and Housing Policy Team at that stage of plan preparation.

- 4.31 All valid representations received will be collected by the Council and prepared for 'Submission' to the Secretary of State. At this stage the Council will still prepare a consultation report but this will include only a summary of the representations received. The Council may, if considered appropriate, prepare a list of proposed modifications which may seek to resolve any objections which have arisen at the 'Publication' stage.

Community Involvement at the Submission Stage

- 4.32 The Development Plan Document, along with all supporting documentation and the representations received at the 'Publication' stage will be collected together and submitted to the Secretary of State to commence the process of independent examination.
- 4.33 Upon Submission, the Council will seek to notify all those registered on the Planning Policy Consultation Database that the Document and all accompanying documentation including representations has been submitted to the Secretary of State. A notice of submission will be placed in local newspapers.

Independent Examination

- 4.34 Following the Submission of the DPD and accompanying documentation a Planning Inspector will be appointed and preparation for an Independent Examination will begin (sometimes this process is also known as Examination in Public (EiP)). The Planning Inspector will decide on how to best proceed with the EiP, identifying issues which should be debated. Generally the EiP includes a series of formal hearing which are chaired by the Planning Inspector.
- 4.35 A Programme Officer will be appointed from outside of the Planning Department and will be responsible for managing all the arrangements of the Examination process, including collating all documents, where appropriate, organising site visits and dealing with all correspondence. The Programme Officer reports to the Planning Inspector and will be the main point of contact for members of the public through the EiP.
- 4.36 The ability to speak at the EiP is limited to those individuals who have submitted representations at the 'Publication' stage and will be at the discretion of the Planning Inspector. Any representations which were submitted in previous rounds of consultation (such as the 'Issues and Options' stage and 'Draft Preferred Options' stage) will not be normally considered.

Formal Adoption of Development Plan Documents

- 4.37 Following the conclusion of the EiP the Inspector will prepare and publish a report which will set out a series of recommendations and proposed modifications to the DPD. The Inspectors Report and its recommendations are binding on the Council (i.e. the Council must accept these changes should it take forward the DPD to adoption).

- 4.38 Should the Council seek to adopt the DPD, the modifications suggested by the Inspector must be undertaken and then a formal decision must be made by Council Members to adopt the DPD for planning purposes.
- 4.39 Following a Member decision to adopt, the Council must notify all consultees registered on the Planning Policy Consultation Database of their intention to adopt the document for planning purposes. A notice of adoption will be placed in all relevant newspaper press and will include information on the statutory rights of appeal.

5.0 Involvement in the Development Management Process (Planning Application)

- 5.1 We have long-established and successful methods of dealing with and consulting on planning applications and these methods, and the overall approach, will continue to form the basis for future consultations.

General Planning Advice / Permitted Development Enquiries

- 5.2 Some minor development does not need planning permission; this is called '**Permitted Development**'. Some key information on whether planning permission is required or not can be found on the Council's website at www.lancaster.gov.uk/planning and the Planning Portal, www.planningportal.co.uk/
- 5.3 Determining if planning permission is needed can be a complicated process. Even if you feel that planning permission is not required you may want to consider applying for a Proposed Lawful Development Certificate, for a fee. Even if you do not need planning permission it is always a good idea to discuss your proposals with your neighbours prior to commencing works.

Pre-application Discussions

- 5.4 If you are making a planning application, you should discuss your proposals with the Development Management team before submitting the application. Pre-application advice is an opportunity to obtain an initial informal view regarding your proposal. It is important to note that whilst pre-application advice is considered to be key starting point in the application process it cannot guarantee a planning approval. We encourage applicants to consult with the community, statutory consultees and other interested parties before applying for planning permission so that well-founded concerns can be addressed in advance. If you are applying for planning permission, it is your responsibility as an applicant to determine whether underground or overhead utility services will affect your proposal
- 5.5 The Council offers advice for any proposed non-domestic development. Unfortunately you cannot apply for pre-application planning advice for domestic householder developments (i.e. an extension to a house or a domestic structure within the curtilage of a dwelling). However, the Council does provide pre-application advice for home improvement proposals by way of standard guidance. For further information on both non-domestic and

domestic pre-application advice please refer to the Council's website
<http://www.lancaster.gov.uk/planning/planning-advice/will-i-get-permission>

Application Consultation

- 5.6 When the Council receives an application, the Council will use their discretion in terms of the level of notification required which is dependent on the scale, location and impact of the proposal. However, it will comply with the national statutory requirements. For example, where required by the Statute the Council will place a site notice in a visible location in close proximity to the proposal site and/or a press notice in the local newspaper.
- 5.7 We require application plans to be clear, easily understandable and show all relevant details. We encourage developers of major schemes to consult with the local community before they apply for planning permission. When we consider planning applications, the Council will consult with neighbours, (neighbour notification **via letter** is at the Council's discretion), parish councils and specialist consultees. All comments (unless defamatory) are placed on public record. All decisions are explained in terms of relevant planning policies and matters raised by consultees either in a committee or delegated report.
- 5.8 The Council will notify consultees by email giving them 21 days in which to comment on the application (or in the case of Natural England 28 days to comment on a planning application which potentially affects a SSSI). On the expiry of the consultation period the Council has the powers to determine most applications under delegated authority.
- 5.9 Sometimes people change their plans. Where significant changes to plans are proposed, **that result in a development that would be materially greater (in scale, height or general impact) than what was originally applied for**, it will be expected that a new application will be required which would be re-consulted upon. Where changes are proposed that would alter the impact of the scheme on neighbouring properties the Council will **only** re-consult with the materially affected properties. Minor amendments which result in no significant difference in impact, **or an improvement in impact**, will **usually** not be subject to **further** consultation. These considerations will apply both to amended plans submitted before a decision is made and to amendments to a scheme after it has been approved.
- 5.10 Full details (current advice and scope of the pre-application service, advice and costs), can be found on the Council's website using this link:
<http://www.lancaster.gov.uk/planning>

Publishing Planning Applications

- 5.11 A weekly list of all applications is sent to a number of external bodies such as United Utilities and Environment Agency, and Ward Councillors. Where it is a necessary legislative requirement we will advertise relevant applications in the local press.
- 5.12 Individual notification consultation letters are sent to neighbours (even if in another district), who can be identified from a plan and have a contiguous boundary with the development site. A site notice is put up for each

application where it is a statutory requirement and applications are also available to view on our website. Neighbouring councils are consulted where appropriate.

- 5.13 Where appropriate we seek the views of other organisations, such as local amenity societies. We consult the relevant parish/town council(s) and any other relevant statutory bodies, (i.e. Historic England, Natural England, The Canal and River Trust and the Environment Agency). All consultees have 21 days in which to respond to a standard application (or in the case of Natural England 28 days to comment on a planning application which potentially affects a SSSI).
- 5.14 Where applications would affect the character or setting of a listed building, or the character of a conservation area, or directly affect a Public Right of Way or its setting, notices are published in the local paper.
- 5.15 The Council's Conservation Officer is consulted on applications in or adjacent to conservation areas, and/or applications affecting listed buildings and other heritage assets. Notices will be placed on site and in the press for all listed building consent applications.
- 5.16 In the case of applications for major infrastructure, consultation is to be undertaken by the developer. Our role in these cases is to provide advice and an assessment of the appropriateness and effectiveness of the consultation, which will be reported to the Planning Inspectorate (PINS).
- 5.17 'Community Involvement in Planning Applications' sets out the Council's approach to consulting the community on planning applications – please refer to Figure 2 below:

Methods	All planning applications	Applications which might affect the character and appearance of a listed building and Conservation area.	Applications which directly affect a Public Right of Way or its setting	Major developments *7	Applications accompanied by an Environmental Statement or proposals that departure from the provisions of the development plan.
Consultation letter to all properties that adjoin the application site and to those in the immediate area that might reasonably be judged to be affected by the development (e.g. properties on the other side of the street) – this is at the Council's discretion.	✓				
Weekly list of planning applications	✓				
Website	✓				
Site Notice		✓	✓	✓	✓
Advert in local press		✓	✓	✓	✓
Consultation with organisations as required by Statute	✓	✓	✓	✓	✓

Figures 2 - Community Involvement in Planning Applications'

⁷ * 10 dwellings or more; outline sites of 0.5 hectares or larger where the number of dwellings is not known; new building(s) with a floorspace of 1000sq.m or greater; or development carried out on a site having an area of 1 hectare or more.

- 5.18 Our Statutory Register of planning applications can be viewed online at <http://www.lancaster.gov.uk/planning/view-applications-and-decisions>. The Register includes forms, plans, drawings and reports accompanying the application and decision notices. Different documents are viewable at different stages of the application following guidance agreed by the Information Commissioners Office. Comments concerning planning applications are subject to certain principles in the 'Data Protection Act'. If planning applications are submitted to the Council and the submission includes confidential information (e.g. financial information or personal medical information), then that will be kept confidential. Paragraphs 21 and 22 below, give guidance on how to comment on a planning application(s).
- 5.19 Planning applications and associated documents can be viewed online.

How to comment on Planning Applications

- 5.20 Comments may be made by anyone, regardless of whether they were consulted individually. We welcome any comments, whether in support of an application or objecting to it, although we can only take account of comments that relate to "planning considerations". These include matters such as traffic and highway safety issues, and impact on the character of an area, but not loss of property value, private disputes between neighbours and matters covered by leases or covenants. For further information please refer to Figure 3 below or <http://www.lancaster.gov.uk/planning/comment-on-planning-applications-chapters?chapter=2>
- 5.21 Comments must include: the planning reference number, name and address and the date. Only 'material planning considerations' will be considered in responses.
- 5.22 We encourage all comments to be made within 21 days and submitted online using our Public Access facility <https://planning.lancaster.gov.uk/online-applications/>. Comments received electronically, via email will be acknowledged automatically. Postal comments will not be acknowledged. Only one instance will be put before the case officer and considered, and emails and comments submitted online carry equal weight.

Matter generally considered to be PLANNING GROUNDS		Matters NOT generally considered to be PLANNING GROUNDS	
Local Plan Policies, Development Plan Policies and guidance within other local planning documents.	✓	Loss of financial value of a property as a result of development	X
Government Policy within the National Planning Policy Framework.	✓	Commercial competition and increased competition of individual businesses	X
The planning history of the site – existing uses and previous decisions.	✓	Matters covered by other legislation, such as the Building Regulations.	X

Matter generally considered to be PLANNING GROUNDS		Matters NOT generally considered to be PLANNING GROUNDS	
The design / appearance of the proposed development and its impact on the character of the area.	✓	The race, gender, ethnicity, religion, sexual orientation and socio-economic status of the applicant.	X
The number of buildings and how they are arranged on the site.	✓	The occupiers of the development (except where it is meeting a specified e.g. sheltered housing).	X
The impact of development on highways, public rights of way, including parking, access and highway safety.	✓	Private property rights (e.g. boundary or access disputes, restrictive covenants).	X
Overlooking and loss of privacy or loss of daylight / sunlight as a result of development.	✓	Whether an application is for retrospective permission.	X
The protection of the countryside, its character and appearance.	✓	Your views of the applicant's morals, motives or past record.	X
The protection of Listed Buildings, conservation areas, nature conservation sites and archaeological remains	✓	Possible future development – the Council has to consider the application placed before it, not what might be applied for in the future.	X
Control of Pollution and Noise	✓	Loss of views over other people's land.	X
The effect of development on the overall viability or viability of a town centre.	✓	How long you or the applicant have lived in the area.	X

Figure 3: Planning Grounds for Making a Representations

Letting people know the Outcome

- 5.23 It is not possible to respond individually to comments made on a planning application. The decision notice is available for public view on our website. The decision notice will set out any conditions imposed on a consent, or if the application has been refused the reasons why.
- 5.24 Only the applicant can appeal against the decision, but if an appeal is made the consultees and/or neighbours that were notified at the application stage will be notified again and have the opportunity of making further representations, though to the Government's Planning Inspector dealing with the appeal. Other parties can apply to have the decision judicially reviewed though you should seek urgent independent legal advice in this regard because there are time limits to making such applications.
- 5.25 Appeal decisions can also be inspected on our website.

Planning and Highways Regulatory Committee and Public Speaking

- 5.26 Most applications are determined by planning officers under delegated powers. Some applications are determined by the Planning and Highways

Regulatory Committee (outlined in the Scheme of Delegation within the Council's Constitution). The Committee's agendas are published five clear working days in advance and can be read on our website. Planning Committee meetings are held in public and there is also a right to speak. Further details can be found at <http://www.lancaster.gov.uk/the-council-and-democracy/speak-to-the-planning-committee>.

Community Involvement from Applicants

- 5.27 Applicants for schemes with significant off-site impacts are positively encouraged to engage with the local community, key stakeholders and utility providers before making applications. Whilst it is not compulsory for an applicant or developer to liaise or involve community in the evolution of their application proposals, (with the exception of applications for wind turbine development involving more than 2 turbines or where the hub height of any turbine exceeds 15 metres) this may assist in avoiding delays through the formal planning application process and add quality to the application proposals.
- 5.28 Part 2 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 ("the Order"), requires developers / applicants to undertake compulsory pre-application consultation with the local community for any development involving applications for wind turbine development involving more than 2 turbines or where the hub height of any turbine exceeds 15 metres. The Order requires a planning application to be accompanied with particulars of how the applicant complied with this requirement, any responses to the consultation that were received by the applicant and the account taken of those responses. The Order does not, however, set out any statutory guidance on how such consultation should be undertaken. Community engagement may continue following the submission of a planning application.
- 5.29 The measures needed will depend on the proposal (see **Figure 4**) and could include public meetings, exhibitions, leaflets and 'Planning for Real' exercises. **Figure 1** lists the different consultation methods and techniques and appropriate measures for different types of development. Measures undertaken, representations received and changes made should be accurately reported by the applicant. Regardless of pre-application consultation the Council will still carry out the formal consultation exercise upon submission of a planning application.

Type of application	Recommended Pre-Application Community Involvement
Householder development	Discuss your proposals with any affected neighbours
Development outside Lancaster	Discuss your proposals with the relevant Parish Council or Town Council
Development giving rise to local controversy	Discussions with residents groups, public meetings, leaflets and use of local media
Regeneration Projects	Discussion with residents groups, 'Planning for Real' exercises, local media.

Type of application	Recommended Pre-Application Community Involvement
City and Town Centre Development	Consult Chamber of Commerce, Chamber of Trade, Amenity Societies, Exhibitions, Models
Development with Significant Impacts	Local and Regional Media, any local residents groups, exhibitions, public meetings, leaflets, models, community websites, statutory consultees.

Figure 4 – Different types of community engagement

Supplementary Information to Accompany Planning Applications

- 5.30 Major developments may also require specialist reports on issues such as retail impact, traffic, contamination, landscape, archaeology and environmental impact. Applications which are submitted without the appropriate range of supporting information will be regarded as invalid. Further information on the required information can be found within the Council's validation guide which is available on the Council's website at <http://www.lancaster.gov.uk/planning/submit-a-planning-application>.
- 5.31 For effective community involvement applications must be easily understandable. Applications must be accompanied by accurate metric plans (to scale), normally site plans, layout plans, floor plans, elevations and sectional drawings.
- 5.32 Plans should show how proposed buildings relate to each other and adjoining buildings in terms of height and floor levels. Applications should clearly show any buildings, trees and landscape features to be removed or otherwise affected.
- 5.33 Development with major off-site impacts and proposals in sensitive areas may sometimes benefit from more sophisticated measures such as models and detailed landscape or townscape analysis.

The Enforcement of Planning Controls and Planning Complaints

- 5.34 If you are concerned about unauthorised development or think that a breach in planning control has occurred, you may write to, telephone or email the Council's planning enforcement team. Complaints are investigated in accordance with the Council's Enforcement Charter and complainants kept informed of progress of the case and whether action has been taken. Where no breach has occurred or where it has been decided that enforcement proceedings cannot be justified, we will explain to the complainant why this is the case. Please refer to the Council's website for further information <http://www.lancaster.gov.uk/planning/planning-enforcement>

6.0 Involvement in the Preparation of Other Planning Documents

Supplementary Planning Documents (SPD)

- 6.1 Supplementary Planning Documents (SPDs) relate to specific sites or specific planning issues. Unlike Development Plan Documents, they are not subject to

Independent Examination and do not have Development Plan status. However, SPDs are given due consideration within the decision-making process and must relate to a specific Development Plan policy contained within a DPD. The Council will seek to prepare SPDs where it considers it to be necessary and appropriate and where it compliments the overall Development Plan process.

- 6.2 There is a three-stage process for the preparation of Supplementary Planning Documents, this includes:
- Evidence Gathering
 - The Preparation and Consultation of a Draft Supplementary Planning Document
 - The Adoption of the SPD by Lancaster City Council
- 6.3 The key principles for community involvement which are applied to the preparation of Development Plan Documents equally applies to the preparation of Supplementary Planning Documents.
- 6.4 The approach to community involvement will remain to engage as many people who are interested in the issue / area as possible although it should be recognised that there is little value in engaging groups whose interests may lie outside both the geographical scope and the subject scope of the document consultation. Any community involvement on SPDs should be relevant, proportionate and efficient.
- 6.5 Normally there will be no requirement for community engagement in relation to the collection of any evidence; however this requirement will be dependent on the issues involved in the SPD. The Council will, where it is beneficial and appropriate to do so, undertake consultation as part of the evidence gather process itself or on the outcomes of the evidence gathering.
- 6.6 The Council will seek to prepare and publish a draft SPD which will draw on any earlier evidence collected. Consultation arrangements for Supplementary Planning Documents will be broadly similar for Development Plan Documents. The consultation measures to be used will, as a minimum, include the following:
- Supplementary Planning Documents and any other relevant accompanying information will be made available for inspection at Lancaster and Morecambe Town Halls (during normal office hours);
 - Additional copies will be placed for information at any relevant public libraries;
 - A consultation period of at least six weeks;
 - All written documentation, mapping (if appropriate) and relevant supporting information will be made available on the Council's website; and
 - All parties identified in [Appendix 1](#) will be notified by email (unless a letter is specifically requested).
- 6.7 The Council may carry out more extensive consultation measures if it is felt necessary and where resources permit, this could include public exhibitions, and focus groups. This may include targeted consultation with any affected residents and other interested parties or organisations. This targeted

consultation will be at the discretion of the Council and will be dependent on the scale and potential impact of the SPD.

- 6.8 The Council will seek to engage with local press for both Lancaster and Morecambe to ensure that the consultation process is highlighted in local newspapers, however this will be in part reliant on the local press.
- 6.9 As with the preparation of a DPD, following the consultation process the Council will seek to collate all representations received and prepare a consultation report which sets out a summary of the representation received, an officer response and a recommendation over whether a change is required to the SPD. Following the preparation of the consultation report this will be presented to Council Members at Planning Policy Cabinet Liaison Group (PPCLG) recommending that it be endorsed and then published.
- 6.10 Upon publication of the consultation report, the document will be placed on the Council website. Members of the Planning Policy Consultation Database will be notified of the report's publication.
- 6.11 Following consultation on the draft Supplementary Planning Document the Council will decide on whether there is a need to revise the SPD and undertake further consultation or whether to formally adopt the SPD for planning purposes.
- 6.12 Should the SPD be considered ready for adoption the Council will seek relevant Member approval within the Council before the SPD is formally adopted. Upon formal adoption the Council will notify all consultees registered on the Planning Policy Consultation Database that adoption has taken place and the SPD can be formally used for planning purposes.

Development Briefs

- 6.13 Where large sites have been identified for development within the Land Allocations DPD which, due to their size, scale and impact, are considered to be strategic in nature the Council will consider the preparation of a development brief for the site.
- 6.14 Development Briefs will provide guidance and a framework for the development of a specific areas or site and may include the creation of a Masterplan which will guide future development. As with other SPDs, a development brief will not be subject to independent examination nor will it have Development Plan status. However, Development Briefs will be given due consideration within the decision-making process and must relate to a specific land allocation within the Land Allocations DPD. The Council will seek to prepare Development Briefs only where it considers it to be necessary and appropriate and where it compliments the overall Development Plan process.
- 6.15 Community Involvement in the preparation of Development Briefs will reflect the same requirements as those expected for other SPDs and the stages of preparation will also be similar.
- 6.16 The specific geographical nature of Development Briefs will require targeted consultation with individuals and organisations which may have a specific interest in that area. Therefore whilst all consultees on the Planning Policy Consultation Database will be notified of the preparation of a Development

Brief more specific, targeted, consultation may be required however such targeted consultation will be at the discretion of the Council.

- 6.17 The Council will seek to publish a draft Development Brief for consultation purposes and will undertake the same measures of community involvement as for Supplementary Planning Documents.
- 6.18 Following consultation on the draft Development Brief the Council will decide on whether there is a need to revise and undertake further consultation or whether to formally adopt the Development Brief for planning purposes.
- 6.19 Should the Development Brief be considered ready for adoption the Council will seek relevant Member approval within the Council before the Development Brief is formally adopted. Upon formal adoption the Council will notify all consultees registered on the Planning Policy Consultation Database will be notified that adoption has taken place and the Development Brief can be formally used for planning purposes.

Neighbourhood Planning and Development Orders

- 6.20 Unlike other Local Plan documents, Neighbourhood Plans (and Neighbourhood Development Orders) are prepared by communities themselves through parish and town councils (in areas that are parished) or Neighbourhood Forums (in areas which are not parished) with the support of the local planning authority.
- 6.21 Neighbourhood plans can establish positive policies to guide development in a neighbourhood, including the allocation of sites for development. A neighbourhood plan can only be approved if the majority of voters in the neighbourhood give vote in favour of the plan at referendum. Neighbourhood plans must support the strategic policies contained within in the Local Plan produced by the Council and in conformity with national planning policy.
- 6.22 Neighbourhood Development Orders can grant planning permission for specified developments in a neighbourhood area. Once established there would be no need for anyone to apply to the council for planning permission if it is for the type of development covered by the order. A Neighbourhood Development Order must still be in line with national planning policy, with the strategic vision for the wider area set by the Council, and any other legal requirements.
- 6.23 The preparation of neighbourhood plans is to facilitate new development above and beyond that defined in the Local Plan and the creation of new community infrastructure, it cannot be used to block or veto development.
- 6.24 The Council will not be the lead organisation in the preparation of Neighbourhood Plans, the preparation of these plans must be led by community organisations such as parish or town councils or neighbourhood forums. These organisations should be reflective of the whole community and should seek to represent all sections of the community.
- 6.25 Whilst the Council will not lead on the preparation of these plans, the Council do have a statutory duty to provide support and advice to groups who are interested in neighbourhood planning. If a decision is taken to prepare or

modify a neighbourhood plan then the Council will seek to assist in the following duties:

- The management of statutory consultation periods relating to the designation of a Neighbourhood Plan area;
- The management of a Referendum relating to the approval of a Neighbourhood Plan;
- Approving requests and publicising decisions;
- Supporting (where resources permit) the preparation of a neighbourhood plan;
- Assisting with the preparation of sustainability appraisal;
- Consulting on the submitted plan;
- Organising the Independent Examination;
- Participating in the Independent Examination; and
- Incorporating the Neighbourhood Plan into the wider Local Plan process.

- 6.26 The Neighbourhood Development Order process includes defining a neighbourhood, preparing an order, an independent check, community referendum and legal force. The Council has not received any support requests to date, although will be keen to develop a protocol for this based on learning and experience.
- 6.27 Whilst the Council have a statutory duty to assist local groups in the preparation or modification of neighbourhood plans and development orders, the level of assistance will be highly dependent on the level of resources which are available to the Council at the time of the request. Therefore levels of Council assistance may vary.
- 6.28 More information about this process and about neighbourhood planning in the Lancaster district can be found on the Council's website.
- 6.29 Lancaster City Council has set out what communities can expect from us in terms of supporting the neighbourhood planning process in a Neighbourhood Protocol which can also be found on the Council website.

Council-led Regeneration Initiatives

- 6.30 The Council pursues a number of regeneration initiatives which fall outside the statutory planning process; this may also include the preparation of Master Plans and other Area Strategies. Although such documents may not have the status of development plan documents, the Council considers that these should still be subject to the community involvement.
- 6.31 Where a major regeneration scheme is being carried out by a development partner, it is the expectation that the developer partner will take the lead on community involvement. The extent of such measure will depend on the nature and scale of the development proposal but appropriate measures may include public meetings, exhibitions and leafleting exercises.
- 6.32 Whilst the Council will not always necessarily lead in relation to community involvement it will assist in ensuring that relevant and interested parties are made aware of any proposed initiative. The Council will ensure that all consultees registered on the Planning Policy Consultation Database are

notified of any consultation exercises. The Council will also seek to report the responses to such consultation through the preparation of a consultation report, this report will include a summary of the representation received.

- 6.33 Upon publication of the consultation report, the document will be placed on the Council website. . Members of the Planning Policy Consultation Database will be notified of the report's publication.

Conservation

- 6.34 The Council currently consults with the local civic societies and preservation groups to undertake asset surveys of conservation areas, undertake heritage at risk audits and compile a list of locally important heritage assets in their areas.

7.0 Managing and Resourcing Community Engagement

- 7.1 This Statement of Community Involvement (SCI) is based on a realistic and robust assessment of the likely resource availability in forthcoming years. Lancaster City Council cannot afford to resource large-scale community and stakeholder consultation. It has therefore sought within this document to identify community involvement which is achievable, continuous and effective whilst being realistic and deliverable.
- 7.2 It is essential that sufficient resources are made available to implement the consultation measures which are set out in this SCI. The City Council will be responsible for making appropriate resources available and it is envisaged at this stage that the proposed consultation measures can be met from resources within the Council itself. External facilitators will not be required to deliver the measures set out within this SCI but, if the future resource position changes this position will be reviewed.
- 7.3 The Planning and Housing Policy Management will be responsible for the delivery of the emerging Lancaster District Local Plan. The development plan documents which will comprise the Local Plan will be prepared by officers within the Planning and Housing Policy Team and officers within the wider Regeneration and Planning Service. Key decisions on plan preparation will be taken by Council Members at Cabinet and/or Full Council which will be informed by a Planning Policy Cabinet Liaison Group (PPCLG) of elected Members. Minor decisions will be taken by the Portfolio Holder for Planning advised by PPCLG. The adoption of documents will require a resolution by Full Council. Community Involvement on planning applications will be delivered by the Council's Development Manager (Planning Applications).

8.0 Monitoring and Review

- 8.1 This Statement of Community Involvement has been prepared to cover the **plan period of 2011 – 2031**. It is considered to be a realistic, robust and sound time period for such a document to cover. However, over this period of time it is likely that planning advice and practice is likely to change and that consultation techniques are developed and refined further. There may also be changes in the resource position in future years.
- 8.2 The measures proposed in this Statement of Community Involvement are, where stated, to be the minimum measures to be undertaken by the Council. There are a number of measures which offer significant benefits but which the Council cannot commit to implementation, such measures include:
- Employing external facilitators;
 - Combining consultation exercises within other wider initiatives outside of the Council;
 - The use of computer modelling to present options, choices and consequences; and
 - The greater use of events which provide greater interaction for participants.
- 8.3 It is possible that through community involvement, either by developers of major schemes, or through regeneration initiative, could offer the opportunity to trial some of these advanced measures and give an indication of how

useful they are in a local context. The Council will seek to monitor best practice and seek feedback from users. If monitoring reveals major omissions or problems with the Statement of Community Involvement which requires review, arrangements will be made to either review the SCI as a whole or in part.

9.0 Appendix 1: Key Consultation List (Local Plan Preparation)

Specific Consultation Bodies

- 9.1 The Town and Country Planning (Local Planning) (England) Regulations 2012 define the following bodies as ‘specific consultation bodies’:
- The Coal Authority
 - The Environment Agency
 - Historic England (Historic Buildings and Monuments Commission for England)
 - Marine Management Organisation
 - Natural England
 - Network Rail Infrastructure Limited
 - Highways England.
 - A relevant authority any part of who’s area is in or adjoins the local planning authority
 - Relevant telecommunications companies
 - Primary Care Trust or successor body
 - Relevant electricity and gas companies
 - Home England
 - United Utilities (Water and sewerage)

General Consultation Bodies

- 9.2 The Government has defined General Consultation Bodies as voluntary bodies some or all of whose activities benefit any part of the authority’s area and other bodies who represent, in the authority’s area, the interests of different racial, ethnic or national groups; different religious groups; disabled persons; and, business interests.
- 9.3 Our own consultation database includes groups, organisations and companies from the following categories:-
- Community representation: Councillors, parish councils, schools and college
 - General public and local communities
 - Statutory bodies
 - Agencies and organisations
 - Government bodies
 - Developers, land owners and agents
 - Hard to reach groups
 - Voluntary sector
- 9.4 The bodies listed below may change over time due to re-organisation, new organisations appearing and old one ceasing existence. The list below can never be exhaustive and the Council will consult additional bodies where they make themselves known.
- 9.5 There will be a principle of inclusion and the presumption will be that any organisation which wishes to be involved can be involved. Similarly, organisations which no longer wish to be involved may be deleted from the

Planning Policy Consultation Database by simply notifying us. Where an organisation changes address or contact point, the onus will be on that organisation to notify the Council of that change. If mail is returned and no notification of change of address has been received, that organisation will be removed from the database and no longer consulted.

- 9.6 Contact details for MPs, members of Lancaster City Council and Parish Council Clerks with the District can be found on the Lancaster City Council website at www.lancaster.gov.uk. As per the Data Protection Act the personal contact details of individuals on the consultation database will not be passed to any other organisation or department within Council. Equally the Council will not publish the personal contact details of members of the database other than their names.

Consultation Bodies	
Specific Bodies	
The Coal Authority	
The Environment Agency	
Historic England (Historic Buildings and Monuments Commission for England)	
Marine Management Organisation	
Natural England	
Office of Rail Regulation	
Highways England	
Adjoining Local Planning Authorities	Barrow Council Craven District Council Lancashire County Council Lake District National Park Authority Ribble Valley Borough Council South Lakeland District Council Wyre Borough Council Yorkshire Dales National Park Authority
Area of Outstanding Beauty	Arnsdale and Silverdale AONB Forest of Bowland AONB
County Council	Cumbria County Council (+ libraries in the Lancaster District) Lancashire County Council
Parish Council (s)	
Local policing body	Lancashire Constabulary
Relevant telecommunications companies	
Primary Care Trust or successor body	Clinical Commissioning Group
Relevant electricity and gas companies	National Grid (Electricity) National Grid (Gas)
Home England	
Relevant water and sewerage companies	United Utilities
Other Relevant Lancashire Councils	Lancaster City Councillors

Consultation Bodies	
General Bodies	
Canal & River Trust	Lancaster University
Campaign to Protect Rural England	National Trust
Church Commissioners for England	Network Rail
Civil Aviation Authority	North West Ambulance Service
Cumbria Wildlife Trust	Northern Rail
EDF Energy	Office for Nuclear Regulation
Electricity North West	Peel Ports
English Heritage	RSPB
Greater Manchester Minerals and Waste Unit	Sport England
Health & Safety Executive	Stagecoach
Heysham Nuclear Power Station	The Duchy of Lancaster
House Builders Federation	The Forestry Commission
Inland Waterways Association	One Voice 4 Travellers (Gypsy & Travellers)
Job Centre Plus	The Planning Inspectorate (only at publication stage via email)
Lancashire Fire and Rescue Service	The Theatres Trust
Lancashire Wildlife Trust	The Woodland Trust
Lancaster and Morecambe College	First Transpennine Express
Lancaster Canal Trust	University of Cumbria
Lancaster Chamber of Commerce	Virgin Trains
Lancaster Civic Society	

- General public
- All councillors
- Agent / Developers
- Local businesses

The above list is not exhaustive and is amended or added to as required.

Ambitions:

Our Council Plan 2018-2022

Foreword

Our Council Plan sets out our priorities and vision for the Lancaster district to thrive as a vibrant regional centre in the north west of England.

Lancaster City Council is committed to making the most of our district's many attributes as a great place to live, work and visit.

We recognise that in order to pursue the great opportunities ahead of us, we will need to work closely with partners in our communities, other public institutions, businesses and voluntary organisations.

Our Council Plan sets out our four Ambitions for 2018-22:

- A Thriving and Prosperous Economy
- Clean and Safe Neighbourhoods
- Healthy and Happy Communities
- A Smart and Forward-Thinking Council

We have also identified four Principles which describe the approach we will aim to take in all our work. These are:

- Community Leadership
- Shaping the Place
- A Business-Like Approach
- Valuing Distinctiveness

The Plan summarises our direction of travel in contributing to our Ambitions by setting out:

- The available information which has influenced our thinking;
- How our work currently contributes to our Ambitions;
- Areas of work we will be focusing on during the period covered by this Plan;
- How others can work with us in successfully delivering our priorities; and
- Outcomes we will be measuring our success against.

We know that in order to thrive and continue improving in a demanding environment, we will need to be innovative and creative in designing the way we deliver excellent, accessible services and address the district's needs.

We are committed to celebrating our joint successes and learning from any mistakes. To ensure that our Plan continues to reflect the needs of the district, we will be reviewing the Plan each year.

Achievements

In the last few years we have achieved a lot, and this Council Plan will build on those successes:

Heritage City status

Investment and growth in Salt Ayre Leisure Centre

Local Plan

Supported a number of award-winning arts and culture events

Investment in our buildings e.g. The Storey, Museums

Successfully bid to deliver Bailrigg Garden Village

Funding for a Coastal Communities Team

Won the Home Adaptations Service of the Year award

Attained Green Flag status in Williamson Park and Happy Mount Park

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Our Principles

Community Leadership

The Council plays a key role in not only delivering services, but working with others to understand the needs of residents, businesses and other partners and acting as a leader and enabler for positive change.

We believe that Community Leadership means

- Being accessible and transparent;
- Being there on the ground when we are needed;
- Listening to our residents and partners; and
- Making socially, environmentally and fiscally responsible decisions

Shaping the Place

We want to champion the development of the district as an excellent destination for businesses and for visitors, as well as improving the lives of those who live and work here. This means always considering the biggest possible picture and recognising how our work can contribute to making the district a great place.

A Business-Like Approach

We are ambitious to see the district fulfil its potential, but recognise that we need to provide our services in an affordable way. We aim to make the best use of our resources in all we do, and deliver services that are great value, regardless of whether they generate an income for the Council.

We will also use our resources to

- Invest in regeneration activities that have a long-term positive impact on the district
- Invest in generating income for the Council, which can then be used to fund our services
- Invest in initiatives that save money without having a detrimental impact
- Develop appropriate commercial opportunities

Valuing Distinctiveness

We recognise that our district is unique in containing distinctive City, Coast and Countryside locations. We will deliver our services to each of our neighbourhoods in a way that is flexible and appropriate to local needs. We will also use our resources across different locations in a fair way which benefits the whole district.

Our Ambitions

1: A Thriving and Prosperous Economy

Our Priorities | We want to...

- Create strong conditions for growth so that businesses thrive and jobs are created
- With our partners, deliver major regeneration and infrastructure projects
- Support development of new skills and improved prospects for our residents
- Ensure that growth is good for all, and increased wealth benefits our local communities
- Work with partners to drive growth and achieve major investment across the Lancaster and South Cumbria Economic Region

2: Clean and Safe Neighbourhoods

Our Priorities | We want to...

- Deliver, work in partnership and influence to make our district's neighbourhoods, parks and open space clean, well-maintained and safe
- Work towards parks and public spaces becoming financially self-sustaining
- Use innovation, technology and partnership with others to help improve the efficiency of services, improve customer satisfaction and reduce our impact on the environment

3: Healthy and Happy Communities

Our Priorities | We want to...

- Work with others to address health inequality, food and fuel poverty, mental health, loneliness
- Enhance community cohesion
- Improve access to arts and leisure, meaningful work, public open space, quality housing
- Protect and improve health focussing on early intervention and involving our communities in service design and delivery

4: A Smart and Forward-Thinking Council

Our Priorities | We want to...

- Make best use of digital and other technology to provide quality services
- Be financially self-sufficient, making best use of staff, resources and assets
- Design our organisation to respond to needs
- Invest in our staff to ensure we have the internal expertise to deliver our plans

Snapshot of our Services in 2016-17

- £252,400 funding for voluntary and community services
- Improved 2077 homes, including 61 private tenant and 2016 owner-occupied properties
- 342 homes benefitted from our warm homes initiative
- Rehoused 345 applicants into our council houses
- Prevented 586 households becoming homeless
- Rehoused 549 people into permanent accommodation from the housing register
- Over 7,000,000 bins and boxes of household waste collected in a year
- 100% Gas Safety Inspections completed on our 3165 homes
- Recycled 19,387 tons of household waste: 39% of all waste collected
- Delivered a waste and recycling service to nearly 63,000 properties
- Administered over 1400 planning applications
- Answered over 2500 phone calls per week from our customers
- Over 17,000 claims for Housing Benefit and Council Tax Support
- 100% of high risk food inspections completed
- 960 food inspections and visits completed
- 38 high risk health and safety inspections completed (100%)
- Enabled 168 new affordable homes
- Named and numbered 759 properties
- Worked with over 30 voluntary organisations to support 663 areas of public open space
- Dealt with 2521 pest treatment and pest-proofing service requests
- Welcomed 382,220 visitors to Salt Ayre Leisure Centre
- Attracted an audience of over 80,000 to the Council's 2 major festivals
- Secured £196,900 funding for the arts
- Received over 100,000 enquiries at our Visitor Information Centres

Ambition 1: A Thriving and Prosperous Economy

Our Priorities | We want to...

- Create strong conditions for growth so that businesses thrive and jobs are created
- With our partners, deliver major regeneration and infrastructure projects
- Support development of new skills and improved prospects for our residents
- Ensure that growth is good for all, and increased wealth benefits our local communities
- Work with partners to drive growth and achieve major investment across the Lancaster and South Cumbria Economic Region

What we know

Some of the key issues facing our local communities:

- Our centres of Lancaster and Morecambe need new shopping and leisure facilities
- Lancaster's share of Great Britain's Gross Value Added (GVA: a measure of goods and services produced in area) is 0.17%. This ranks Lancaster as the second most productive district in Lancashire;
- Unemployment is at 4.7% which is slightly above the national average (4.6%);
- Lower rate of employment in the manufacturing sector both regionally and nationally;
- High number of jobs in the education sector, benefiting from two universities
- The average pre-tax personal income is £22,300, £5,100 below the national average;
- The number of people with NVQ2 Qualifications and above is below the national average;
- 77% of residents who are employed work within the district
- High numbers of graduates leave the district for employment

Our Services

- | | |
|--------------------------------|--|
| • Planning | • Engineering |
| • Building Control | • Economic Development and Growth |
| • Tourist Information | • Public Realm maintenance |
| • Regeneration | • Visitor and Public attractions |
| • Marketing and Communications | • Areas of Outstanding Natural Beauty (AONB) |
| • Conservation | • Property |
| • Tourism Development | • Museums |
| • Arts and Culture support | |
| • Festivals and Events | |

What we will do

Deliver

- ✓ Transform our centres and encourage more investment and jobs through major regeneration projects, including the Canal Quarter

- ✓ Facilitate and deliver employment growth at Heysham Gateway
- ✓ Work with partners to deliver an innovative Bailrigg Garden Village settlement as a great place for people to live and work
- ✓ Attract investment and regenerate Morecambe by completing the Morecambe Area Action Plan
- ✓ Encourage local business growth and start-ups by facilitating access to business support services
- ✓ Increase investment and jobs by supporting the development of key employment sectors, including energy and environment, digital, health innovation, and tourism)
- ✓ Support development of new trade and investment opportunities for our businesses
- ✓ Position the district and the Lancaster and South Cumbria Economic Region as an outstanding place to do business and invest, as well as live, work and visit
- ✓ Encourage local procurement and increase spend in the local area through a local wealth-building scheme
- ✓ Secure local benefits from economic growth by developing new ways of connecting businesses and communities
- ✓ Develop and promote our exceptional arts and cultural offer at the national and international level, as a distinctive part of our offer to residents and visitors
- ✓ Provide employment opportunities through apprenticeships, work experience, volunteering and mentoring programmes
- ✓ Protect the district from the effects of flooding by continuing to deliver sea and river defences and resilience schemes

Develop

- ✓ Undertake a programme of public realm improvements to town centres, streets and car parks
- ✓ Work with others to consider new ways to develop skills and improve prospects for local people
- ✓ Engage with the local business community to understand needs and provide support and networking opportunities

Encourage

- ✓ Find innovative ways to boost tourism and spending in partnership with the Business Improvement Districts (BIDs), Chamber of Commerce and other partners
- ✓ Support the delivery of an improved retail experience
- ✓ Attract growth funding and create new jobs through working with the Lancashire Local Enterprise Partnership (LEP)
- ✓ Enable the delivery of quality infrastructure in partnership with developers and other partners
- ✓ Retain resources and skills locally by working with local businesses and contractors

How others can help

- ✓ Spending locally and helping to retain wealth in the local area
- ✓ Investing in our economy and employing local people
- ✓ Actively supporting Morecambe and Lancaster Business Improvement Districts;

- ✓ Being ambassadors and champions for the district, locally, regionally, nationally and overseas;
- ✓ Continuing to support our thriving arts culture and tourism offer;
- ✓ Providing mutual support, networking and learning;
- ✓ Businesses can invest in employees' skills and development to attract investment

What success will look like by 2022

- Increased regional share of GVA;
- More local jobs and people in employment;
- More new businesses and investment in our district;
- Increased level of public sector spend retained in the district
- Improved level of skills in the district
- More successful businesses;
- Improved retail offer;
- More visitors and greater spend;
- Regenerated Lancaster city and Morecambe town centre;
- Increased perception of the district as a place to visit

Ambition 2: Clean and Safe Neighbourhoods

Our Priorities | We want to...

- Deliver, work in partnership and influence to make our district's neighbourhoods, parks and open space clean, well-maintained and safe
- Work towards parks and public spaces becoming financially self-sustaining
- Use innovation, technology and partnership with others to help improve the efficiency of services, improve customer satisfaction and reduce our impact on the environment

What we know

This is a snapshot of some of the key issues facing our local communities:

- Anti-Social Behaviour remains a key safety issue to tackle in the district
- The Lancaster District remains a top performer for the low amount of household waste produced; in common with the rest of Lancashire there has been a reduction in the amount of household waste recycled: down from 45% in 2015-16 to 39% in 2016-17
- Fly tipping remains a problem, with on average over 1900 incidents dealt with per year
- Residents and businesses value public CCTV as a tool to provide reassurance on public safety, deter crime and improve our chances of successful enforcement and prosecution
- Visitor numbers continue to increase to our Green Flag-awarded Happy Mount Park and Williamson Park
- The continued input of 'Friends of' groups and others means our parks and open spaces are maintained to a much higher standard, and have better facilities, than the Council could provide on its own

Our Services

We deliver a range of services which we adapt and review to meet local needs and opportunities and to take account of our funding situation. Current services we deliver that help to create clean and safe neighbourhoods include:

- | | |
|---|---|
| • Street Cleansing | • Building Cleaning |
| • Graffiti Removal | • Public toilets |
| • Grounds Maintenance | • CCTV |
| • Arboriculture | • Civil Contingencies |
| • Parks, Play Areas and Open Spaces | • Community Safety |
| • Street Naming | • Safeguarding |
| • Amenity Lighting | • Anti-Social Behaviour Team |
| • Waste Collection and Recycling | • Dog Warden Service |
| • Bulky Household Waste Collections | • Council Housing Repairs and Maintenance |
| • Trade Waste Collection | • Off-Street Car Parking |
| • Environmental Enforcement (Litter / Waste / Abandoned Vehicles) | • Markets |

What we will do

Deliver

- ✓ Become nationally recognised as a district that values the importance of all its open space
- ✓ Ensure we provide the services the district needs by fundamentally challenging the way we do our work
- ✓ Encourage and support our staff to be ambitious for the district and recognise the important part every individual has to play
- ✓ Tackle key issues like Anti-Social Behaviour, fly-tipping, littering through addressing root causes, working in partnership and using technology
- ✓ Improve the effectiveness and efficiency of our services, and improve customer satisfaction, by making innovative use of technology: for example, building on the current CCTV project with Vodafone to deliver services like litter bin emptying, car parking and trade waste collection more efficiently
- ✓ Develop and invest in our most-visited parks, Williamson Park and Happy Mount Park, to become recognised regional and national visitor attractions
- ✓ Ensure all our open space is clean, attractive and serving a useful purpose by gaining an understanding of the different needs of our communities and working with them
- ✓ Create a positive image for the district by improving and maintaining the cleanliness of our streets, focusing on litter, fly tipping and graffiti
- ✓ Ensure our employees are on the ground when and where they are needed, working with communities to identify and resolve issues
- ✓ Contribute to the reduction of waste by providing high levels of service, setting an example as a Council and working with Lancashire County Council and other partners to promote this

Encourage

- ✓ Safeguard vulnerable groups at risk of being victims of crime by working with others and sharing information
- ✓ Use our position to influence others, such as Lancashire County Council, Universities, Environment Agency and others to achieve our aims
- ✓ Improve community resilience by supporting community groups and parish councils with emergency planning
- ✓ Play our part in reducing crime and anti-social behaviour through innovative ways of working in partnership with the police and others
- ✓ Reduce the fear of crime by promoting community safety initiatives and providing safe, welcoming places

How others can help

- ✓ Residents and businesses can reduce waste
- ✓ Keep our local environment clean and tidy through work with Parish / Town Councils, 'Friends of' Groups, volunteer clean-ups etc
- ✓ Look out for the safety of neighbours, especially the elderly and vulnerable residents;
- ✓ Be responsible for personal safety and property

- ✓ Accept that we all have a part to play in improving the appearance and safety of the district

What success will look like by 2022

- Williamson Park and Happy Mount Park will be financially self-sustaining
- Subsidy of our public realm work is decreased but the overall offer is increased through investment, innovative working, use of technology and generation of income
- Williamson Park recognised as a national visitor attraction for leisure, conferences and weddings
- Increased visitor numbers to our major parks
- Parks and open spaces will continue to be recognised nationally via Green Flag, In Bloom and other awards
- Increased amount of time contributed by volunteers in our parks and open spaces
- National recognition for our approach to managing the public realm
- Recognition from the public and partners as the key influencer of how the public realm is managed
- Reduced amount of waste collected from each household
- Improved efficiency and service delivery in waste collection and recycling through use of technology
- Exemplar approach to repairs and maintenance of Council houses and the surrounding area
- Increased use of green energy across our buildings and fleet, including electric vehicles
- Vulnerable residents will be supported and protected when they most need it

Ambition 3: Healthy and Happy Communities

Our Priorities | We want to...

- Work with others to address health inequality, food and fuel poverty, mental health, loneliness
- Enhance community cohesion
- Improve access to arts and leisure, meaningful work, public open space, quality housing
- Protect and improve health focussing on early intervention and involving our communities in service design and delivery.

What we know

This is a snapshot of some of the key issues facing our local communities:

- Our population is estimated to increase by 4.41% to 147,505, by 2024;
- Consultants have recommended that the Local Plan should deliver more than 600 new homes every year to meet the needs of a growing population and expanding economy which has the potential for thousands of new jobs
- 3,300 households in the district are in need of housing now but are unable to afford housing on the open market by buying or renting
- Addressing just the existing and newly arising need for affordable housing would require more than 370 new affordable homes to build each year over the next five years
- In 2016/17 a record number of new homes were built in Lancaster District: 628 homes in a single year. 73% of these were built on brownfield land, with 168 new affordable homes managed by Housing Associations
- Many more students are now living on campus and in off-campus accommodation, in the last year alone planning permission was granted for more than 1,500 new student bedrooms
- 19% of our residents are over 65, 8% are over 75, and 2% are over 85, with the number of residents aged over 75 set to increase by 42% by 2024;
- Carbon Dioxide emissions in the district are below the national average in terms of tonnes per person, but emissions from transport are particularly high;
- The number of people admitted to hospital for alcohol consumption is higher than the national average;
- 16.6% of adults consider themselves as obese, whilst 41.7% consider themselves as overweight;
- 23% of the residents say they did not partake in any physical activity;
- Around 11% of households are socially isolated;
- 18% of residents over the age of 60 live below the poverty line;
- Over 10,978 households seek housing advice every year and around 1,800 households are registered with social housing register;
- On average, residents rated their happiness at 7.48 out of 10, making them happier than the England average of 7.37

Our Services

- Food Safety and Inspections
- Health and Safety Inspections
- Workplace Safety
- Community Protection
- Pest Control
- Licensing
- Housing Standards
- Homelessness Prevention
- Housing Options
- Home Improvements and Adaptations
- Choice based lettings
- Cemeteries
- Parks, play areas and open spaces
- Salt Ayre Leisure Centre
- Leisure Services
- Festivals and Events
- Public health and wellbeing
- Pollution Control
- Control of infected diseases
- Port Health
- Business Support and Advice
- Council Housing

What we will do

Deliver

- ✓ Create and support more and better quality leisure and cultural opportunities
- ✓ Support disabled and older people in staying healthy and active
- ✓ Continue programme of Disabled Facilities Grants to help people remain at home
- ✓ Prevent homelessness by providing help and advice
- ✓ Adopt a preventative early intervention approach to Public Protection services
- ✓ Support communities and help businesses to grow through balanced regulatory services whilst taking robust action against those who put our citizens or the environment at risk
- ✓ Provide affordable housing by working with developers and social landlords to secure investment
- ✓ Help reduce fuel poverty through a warm homes service
- ✓ Provide opportunities for people to increase participation in physical activity through provision of facilities and programmes
- ✓ Promote benefits of activities that improve mental and social health and wellbeing
- ✓ Encourage residents to enjoy the outdoors through excellent maintenance and development of our parks and open spaces
- ✓ Allocate the sites needed to deliver thousands of new homes and create opportunities for thousands of new jobs by submitting a new Local Plan to the government
- ✓ Progress the proposal in the Local Plan for the Bailrigg Garden Village by preparing an area action plan
- ✓ Work with Lancashire County Council and Highways England on proposals for new transport infrastructure, including new roads, a rapid bus route and improved cycling and walking routes
- ✓ Continue the delivery of more new affordable homes by continuing to work positively with active local Housing Associations

Develop

- ✓ Address known community issues such as hate crime by actively engaging with our communities

- ✓ Pursue opportunities to transfer some open spaces to local organisations who can look after them for the enjoyment of all
- ✓ Support early action initiatives by developing further relationships
- ✓ Develop mechanisms to meet local housing needs, particularly 1-bedroom properties and housing for our growing older population, by supporting social housing new build programmes

Encourage

- ✓ Attract new investment to bring people together, build on shared values and improve relationships with our communities no matter what their age, gender, race or religion
- ✓ Actively involve young people to design facilities, activities and services which meet their needs
- ✓ Promote healthy and active lifestyles for all by creating opportunities for residents to participate in physical activity
- ✓ Play our part in addressing the district's health needs in collaboration with other health and social care organisations
- ✓ Improve air quality by reducing vehicle emissions in the district

How others can help

- ✓ Pursue a healthy lifestyle and take responsibility for personal and family health;
- ✓ Volunteer to help good causes and vulnerable people;
- ✓ Create healthy workspaces and improve people's wellbeing;
- ✓ Look out for the physical and mental wellbeing of neighbours, especially elderly and vulnerable residents;
- ✓ Work with developers and social landlords to encourage investment in affordable housing;
- ✓ Coordinated approach to health and social care and investment in preventative physical, mental and social health activities;
- ✓ Consider using alternate means of transport to help reduce vehicle emissions

What success will look like by 2022

- More homes to buy and rent including more affordable homes;
- Better quality housing;
- An increased supply of housing to meet the needs of our growing older population
- Increased variety of housing options for those in need;
- More people will be active and healthy;
- More people will be involved in volunteering and community activity;
- Fewer people and families will be homeless;
- More people will be living independently at home;
- More people will be satisfied with the district as a place to live and visit;
- Improved housing conditions in the West End of Morecambe
- Reduced vehicle emissions

Ambition 4: A Smart and Forward-Thinking Council

Our Priorities | We want to...

- Make best use of digital and other technology to provide quality services
- Be financially self-sufficient, making best use of staff, resources and assets
- Design our organisation to respond to needs
- Invest in our staff to ensure we have the internal expertise to deliver our plans

What we know

- By 2020/21 our revenue is forecast to decrease by £2.3million

What we will do

Deliver

- ✓ Serve residents, businesses and visitors by working in a way that reflects Our Principles
- ✓ Maintain our financial stability by developing innovative approaches to using our resources and generating income, including the establishment of trading companies
- ✓ Provide the best possible customer experience and outcomes by adopting digital and other technology
- ✓ Continually review our approach and performance to ensure that we are delivering high-quality, value-for-money services
- ✓ Invest in our staff to build a highly skilled workforce that is resilient and effective in identifying and meeting local needs
- ✓ Take every opportunity to improve by learning from our own experiences and others' best practice
- ✓ Be open, transparent and accountable about how we are performing
- ✓ Enable our staff to focus on what matters most by developing innovative ways of working and reducing bureaucracy
- ✓ Benefit communities and enhance our service delivery through smart use of our buildings and assets
- ✓ Focus our resource on prevention, early intervention and protecting the most vulnerable
- ✓ Design our services around current and future needs by using a wide range of information sources to inform our decisions
- ✓ Continue to invest in initiatives that will deliver long-term benefit and save money for both the Council and across our communities
- ✓ Procure goods and services in a way that benefits local communities
- ✓ Continue to build on the financial, social and health benefits created by the transformation of Salt Ayre Leisure Centre, creating further efficiencies for the Council

How others can help

- ✓ Accept that we cannot solve all local issues alone;
- ✓ Work with us to deliver initiatives in partnership or independently;
- ✓ Understand that our resources are reducing and that we need to adapt our service delivery;

- ✓ Use web and phone apps to contact and do business with us

What success will look like by 2022

- More customers are satisfied with our services;
- We will be financially self-sufficient and money will be spent effectively and efficiently;
- We will have clear corporate values and be committed to openness and transparency;
- More people will interact with us through our website and other digital channels at a time that suits them;
- We will be more innovative in how we deliver services and make a difference locally;
- Our workforce will be highly engaged and satisfied with the council as an employer of choice
- We will have transferred Salt Ayre Leisure Centre to a Local Authority Trading Company (LATC)

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