

# Carnforth Neighbourhood Plan Meeting

## Lancaster City Council – Carnforth Town Council

11:00am 21<sup>st</sup> January 2019

Morecambe Town Hall

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### Attendees:

- **Fiona Clark:** Planning Officer (Policy) – Lancaster City Council
- **Jennifer Milligan:** Consultation Officer – Lancaster City Council
- **Bob Bailey:** Town Clerk – Carnforth Town Council
- **Jon Goodall:** Associate Director - Troy Planning + Design
- **Nikolas Koschany:** Graduate Planner - Troy Planning + Design

### Items:

#### 1. Introductions

- Troy Planning and Design has extensive experience in planning matters across England including over 25 neighbourhood plans and looks forward to bringing the same rigour and dedication to the Carnforth Neighbourhood Plan. Jon Goodall is the Associate Director of the firm, and Nikolas Koschany is a Graduate Planner.
- Fiona Clark is a Planning Officer at Lancaster City Council (working within the Policy section and heavily involved with the emerging Local Plan but also having an extensive background in development management).
- Bob Bailey is the Town Clerk for Carnforth Town Council.
- Jennifer Milligan is the Consultation Officer for Lancaster City Council. Jennifer will soon be on Maternity leave. In her absence, Gillian Dobson will be filling her role.

#### 2. Key contacts and Communication with Lancaster Council

- Fiona Clark will be the support officer and main point of contact.
  - Fiona can be reached by email at [fjclark@lancaster.gov.uk](mailto:fjclark@lancaster.gov.uk).
  - Copy emails into [planningpolicy@lancaster.gov.uk](mailto:planningpolicy@lancaster.gov.uk) if Fiona is not available.
- To discuss any consultation or engagement plans, please contact Gillian Dobson (Consultation Officer).
  - Gillian can be reached by email at [gdobson@lancaster.gov.uk](mailto:gdobson@lancaster.gov.uk).
  - Gillian will also be able to provide key contact details for key statutory consultees for the Regulation 14 ('Pre-Submission') consultation.

#### 3. Lancaster Local Plan

- Lancaster's current Local Plan consists of the [Core Strategy 2008](#), and the [Development Management DPD, 2014](#).
- A new Local Plan is scheduled for adoption during 2019. Hearing dates have been provisionally scheduled for the weeks commencing 01/Apr, 08/Apr, and

22/Apr. Confirmation of these dates will be expected around 19/Feb.

- Troy Planning + Design will pay careful attention to the emerging Local Plan evidence and policies (as well as monitoring progress of the LP Examination) while performing its baseline assessment and drafting provisional policy for Carnforth's Neighbourhood Development Plan.

#### 4. Neighbourhood Plan – Work to Date

- Carnforth Town Council has engaged with local groups and the Chamber of Commerce and has found broad support for the emerging Local Plan and draft Vision and Aims for the Neighbourhood Plan.
- Existing consultation supports this idea of putting Carnforth on the map as a 'third' key settlement in Lancaster City Council's area with a strong employment role and recognising a contribution towards strategic housing needs. Within Carnforth (as well as for the Local Plan as a whole) achieving a suitable balance between jobs and housing is a priority and it was agreed this might also be an area for discussion as part of the LP Examination.

#### 5. Neighbourhood Plan Timetable

- Troy Planning + Design aims to have the Submission version of the NDP to Lancaster City Council by March 2020.
- If the group decides to undertake a Local Housing Needs Assessment this could affect timescales for the NDP. Troy Planning + Design will review and advise on this point as part of its baseline analysis.
- It was noted that Lancaster City Council's Committee Cycles, reporting requirements, and pre-election ('*purdah*') periods will need to be considered in any alteration of timelines.

#### 6. Technical Evidence Base

- Lancaster City Council's evidence base can be found online at: <http://www.lancaster.gov.uk/planning/planning-policy/evidence-monitoring-and-information>
- This includes the following potential source (non-exhaustive list):
  - Employment (including monitoring reports)
  - Environment (SFRA, Green Belt Review, Open Space Study, Conservation Area Appraisal)
  - Housing (SHMA, housing monitoring reports).
- Additional information on infrastructure delivery plans, transport assessments, open space and landscape assessments, SFRA, and aggregated SHELAA 2018, published following submission of the Local Plan, is available online and subject to public consultation until **February 15 2019** at the following link: <http://www.lancaster.gov.uk/planning/planning-policy/local-plan-consultation-on-additional-evidence-and-information>
- It was noted that specific attention might be paid to the update Infrastructure Delivery Plan, Transport Assessment and findings on the slightly lower anticipated contribution towards affordable housing needs as a result of the most recent viability evidence.
- Strategic Housing and Employment Land Availability Assessment (SHELAA)

submission forms or data cannot be provided due to GDPR restrictions. However, land owners will need to be engaged in the development of plan, and such engagement could include gathering of information otherwise obtained through the SHELAA.

- Troy Planning + Design will review the updates to the Local Plan evidence base, and also seek to review the existing monitoring baseline in terms of delivery of housing and employment to understand recent growth.

## 7. Information Exchange and Mapping

- Lancaster City Council is preparing a constraints map for Carnforth and its adjacent parishes using ArcGIS. Once this has been completed, it will be sent to relevant parties at Troy Planning + Design.
- Troy Planning + Design will need to provide email addresses of anyone not in the meeting who wishes to access the constraints map.
- SA/SEA Screening will be carried out by Lancaster City Council. The presence of protected biodiversity assets to the north of the Neighbourhood Area plus the range of designated heritage assets means the potential for significant effects as a result of the NDP proposals cannot be ruled out

## 8. Lancaster Support to Neighbourhood Forum

- Any direct support will likely be provided on an ad-hoc basis and limited to advice and guidance on matters such as obtaining Local Housing Needs surveys.
- Full Information and Support that Lancaster City Council will provide is attached in the protocol in *Appendix 1*.
- Lancaster City Council highly recommends that the Town Council creates a consultation/engagement plan, to include what, who, when, how, and where consultation will take place, using a wide variety of engagement methods. Bob Bailey confirmed this work is already underway in terms of gathering contacts for organisations and businesses to undertake further focused consultation.
- There is broad support from Lancaster City Council for where the NDP can add detail to the upcoming Local Plan, including: heritage; open space designations; shopfronts; Sustainable Drainage guidance.
- It was agreed that specific evidence on Local Housing Needs would be especially beneficial if the group wished to secure additional allocations (beyond those identified in the Local Plan) to address unmet needs for local housing priorities (i.e. different age groups or types of affordable housing need) and to a lesser extent provide support to deliver any opportunities for Rural Exception Sites not specifically allocated by the Neighbourhood Plan. It was agreed that TPD would review Lancaster City Council's support for 'Community-Led' Housing Schemes as part of the baseline analysis.
- Troy Planning + Design will review whether a Design Code is warranted as part of the NDP, taking account of the contents of the emerging Local Plan and potential for 'Statements of Common Ground' between the promoters of South Carnforth and Lancaster City Council as part of the Local Plan Examination. The Town Council and TPD will need to ensure early engagement with the promoters of the strategic allocations if a Design Code is to be prepared.

## 9. Future Meetings

- Future meetings will be arranged at Lancaster City Council offices when significant benchmarks are passed, and as otherwise needed, although it is anticipated that the majority of communication will be electronic (email/phone).

## 10. AOB

- N/A

## 11. Action Items

Action	Responsibility	Due/Comments
Create Constraints Map and forward to Troy Planning + Design	Lancaster City Council	Complete
Provide email addresses to Lancaster City Council of those at Troy Planning + Design who require access to Carnforth Constraints Mapping	Troy Planning + Design	Actioned – In Dialogue with LCC
Sign Protocol for Lancaster City Council	Troy Planning + Design and Carnforth Town Council.	Actioned – In Dialogue with LCC
Create Project Plan	Troy Planning + Design	Email from Thomas O’Kane sent 1 <sup>st</sup> February 2019 relating to progress of Baseline Assessment. We are proposing to undertake a full review of project timetable on 15 <sup>th</sup> March 2019 – as per Inception Meeting minutes sent 26 <sup>th</sup> January 2019.
Build up contacts for consultation, including local agencies and businesses.	Carnforth Town Council	8 <sup>th</sup> February 2019.
Town Council to advise Troy Planning + Design on whether they would like to seek Technical Support	Carnforth Town Council	22 <sup>nd</sup> February 2019.
Provide Preliminary Thoughts on Consultation and Engagement Plan.	Carnforth Town Council	22 <sup>nd</sup> February 2019 (Town Council take lead on this task to enable Troy Planning + Design to focus on baseline assessment. Troy Planning + Design to review with Town Council if date is not achievable).