



Agenda

Planning Committee

Date:	Wednesday, 18 January 2023 at 6:30 pm
Venue:	Town Hall, St Annes, FY8 1LW
Committee members:	<p>Councillor Trevor Fiddler (Chairman)</p> <p>Councillor Richard Redcliffe (Vice-Chairman)</p> <p>Councillors Tim Armit, Gavin Harrison, Kiran Mulholland, Jayne Nixon, Linda Nulty, Liz Oades, David O'Rourke, Heather Speak, Ray Thomas, Stan Trudgill.</p>

	PROCEDURAL ITEMS:	PAGE
1	Declarations of Interest: Declarations of interest, and the responsibility for declaring the same, are matters for elected members. Members are able to obtain advice, in writing, in advance of meetings. This should only be sought via the Council's Monitoring Officer. However, it should be noted that no advice on interests sought less than one working day prior to any meeting will be provided.	1
2	Confirmation of Minutes: To confirm the minutes, as previously circulated, of the meeting held on Wednesday, 9th November 2022 as a correct record.	1
3	Substitute Members: Details of any substitute members notified in accordance with council procedure rule 24.	1
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4	Draft Flooding, Water Management and Sustainable Drainage Systems (SuDS) Supplementary Planning Document	3-134
5	Draft Provision of Parking on New Developments Supplementary Planning Document	135-224
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7	Fully Funded Revenue Budget Increase - Education Contribution Relating to Section 106 Agreement for Development Land Moss Farm, Cropper Road, Westby	229-231
8	Budget Setting - Fees and Charges 2023/24	232-244

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<http://fylde.cmis.uk.com/fylde/DocumentsandInformation/PublicDocumentsandInformation.aspx>

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DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
HEAD OF PLANNING	PLANNING COMMITTEE	18 JANUARY 2023	4
DRAFT FLOODING, WATER MANAGEMENT AND SUSTAINABLE DRAINAGE SYSTEMS (SuDS) SUPPLEMENTARY PLANNING DOCUMENT			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY

The Draft Flooding, Water Management and Sustainable Urban Drainage Systems (SuDS) Supplementary Planning Document (SPD) (Appendix 1) is presented for Members' agreement, prior to further work and Sustainability Appraisal (SA).

The SPD gives the Council support in its implementation of relevant policies in the Local Plan by ensuring water management and drainage is considered at the very start of the development and planning process, by providing advice on how to manage and mitigate flood risk, and by providing detailed guidance on the implementation and maintenance of SuDS with the inclusion of a requirement to provide a SuDS pro-forma where appropriate. It also includes guidance on measures to maintain and improve water quality.

The results of the previous round of public consultation and how these have been incorporated are set out in the Summary of Representations, which is also provided for members (Appendix 2).

Officers will continue to work on the draft SPD and an SA will be carried out. The draft SPD will then be issued for consultation. Members will have a further opportunity to consider the SPD in the light of any comments received as a result of the consultation exercise and sustainability appraisal prior to final adoption.

RECOMMENDATIONS

1. That the results of the consultation into the Draft Flooding, Water Management and Sustainable Urban Drainage Systems (SuDS) Supplementary Planning Document as set out in the Summary of Representations (Appendix 2) be noted.
2. That the Draft Flooding, Water Management and Sustainable Urban Drainage Systems (SuDS) Supplementary Planning Document (Appendix 1) be approved for further work and Sustainability Appraisal prior to being issued for public consultation.

SUMMARY OF PREVIOUS DECISIONS

8 June 2021 Planning Committee approved the Flooding, Water Management and SuDS Scoping document for public consultation.

14 October 2020 Planning Committee approved the LDS 2020 which states that the Council will commence work on a variety of different Supplementary Planning Documents. This includes the Flooding, Water Management and SuDS SPD.

CORPORATE PRIORITIES

Economy – To create a vibrant and healthy economy	
Environment – To deliver services customers expect	✓
Efficiency – By spending money in the most efficient way	✓
Tourism – To create a great place to live and visit	✓

REPORT

1. Supplementary Planning Documents (SPDs) provide greater clarity as to the requirements of Local Plan policies for specific situations or types of development. SPDs may not make policy, but rather provide guidance on the application of the policies contained in the adopted Fylde Local Plan to 2032 (incorporating Partial Review).
2. The Flooding, Water Management and SuDS SPD is to be one of a selection of SPDs produced to support the policies of the recently adopted Local Plan. The Flooding, Water Management and SuDS SPD is considered necessary for a number of reasons which include:
 - To reduce pollution and improve water quality.
 - To ensure that new development does not increase the risk of flooding either on a site or cumulatively elsewhere.
 - To ensure that development incorporates appropriate water management techniques which will improve the existing hydrological conditions and maximise the opportunities and benefits to enhance water quality and quantity, biodiversity and amenity.
 - To ensure long term management and maintenance of surface water assets.
 - To ensure comprehensive engagement with the Lead Local Flood Authority, the Environment Agency, other Local Planning Authorities and other interested bodies including the local community.

Previous Consultation

3. The first stage of producing an SPD is to consult on what the SPD should contain, termed a “scoping” consultation. This was undertaken between 9th June 2022 and 7th July 2022, with 24 responses, 4 of which were no comment, being received. The Statement of Consultation in Appendix 2 to this report illustrates the results of that consultation, and how the issues and comments raised have been addressed in the development of this SPD.
4. The principle of bringing forward the SPD had broad support in the consultation. Certain proposed alterations in light of the consultation responses have been made, for example, greater detail surrounding the exception and sequential tests and a more detailed section on SuDS. The importance of early engagement with the Lead Local Flood Authority, Local Planning Authority and United Utilities was recognised. Other initiatives in the document, particularly the requirements for ongoing maintenance of SuDS were widely supported.

5. The Council response column in the Statement of Consultation includes reference to how the SPD has been amended in response to comments made.

The Draft SPD

6. The Draft Flooding, Water Management and SuDS SPD provides an introduction and a vision, identifies issues and draft objectives and contains a review of legislation and policy. Relevant policy includes the adopted Local Plan, in particular Policies CL1 and CL2, the Neighbourhood Plans, the National Planning Policy Framework and several local and national water management guidance and design documents
7. The Draft SPD contains sections on:
- the flooding context of Fylde. This provides an insight into the topological and hydrological conditions in the Borough. A comprehensive understanding of this situation is key to resolving current, and mitigating against future, issues.
 - detailed guidance on exception tests, sequential tests, and site-specific flood risk assessments (FRA's). Guidance is also provided for householder applications in Flood Zones 2 and 3.
 - the importance of pre-application advice, with appropriate signposting to relevant information and guidance.
 - flood risk and mitigation measures.
 - detail on preventing pollution and enhancing water quality using appropriate mitigation measures.
 - clear guidance regarding the design and adoption of Sustainable Drainage Systems (SuDS). This will provide a greater degree of clarity over what the Council expect for the design of SuDS within development proposals, and how the Council expect them to be managed once development is complete.
8. It is proposed that the consultation on the draft SPD will run for 4 weeks from 26th January 2023 to 23rd February 2023.

Next Steps

9. Following the consultation, the responses will feed into the final draft of the SPD. A Sustainability Appraisal of the SPD will be carried out and the final version of the Flooding, Water Management and SuDS SPD will be presented to members for consideration prior to final adoption.

IMPLICATIONS	
Finance	Contributions realised through Section 106 agreements will provide funds for flood risk management and coastal defences and sustainable drainage measures, subject to viability.
Legal	The SPD (Scoping) will undergo consultation in accordance with Regulation 12 (a) of The Town and Country Planning (Local Planning) (England) Regulations 2012
Community Safety	The implementation of water management measures and SuDS within future development will reduce future flood risk within new developments, and reduce the risk of new development exacerbating surface water flood risk
Human Rights and Equalities	The provision of an efficient and healthy water supply.
Sustainability and Environmental Impact	The Flooding, Water Management and SuDS SPD will help to reduce flooding and improve water quality and efficiency, thus promoting sustainable forms of development.
Health & Safety and Risk Management	The Flooding, Water Management and SuDS SPD will help to manage flood risk, particularly from surface water and help to improve and maintain water quality.

LEAD AUTHOR	CONTACT DETAILS	DATE
Julie Glaister	Julie.glaister@fylde.gov.uk	5 th January 2023

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Flooding, Water Management and Sustainable Urban Drainage Systems (SuDS) Supplementary Planning Document (Scoping)	June 2022	https://new.fylde.gov.uk/supplementary-planning-guidance/

Attached documents:

Appendix 1: Draft Fylde Flooding, Surface Water Management and Sustainable Drainage Systems (SuDS) Supplementary Planning Document

Appendix 2: Summary of Representations Received on the Fylde Flooding, Surface Water Management and Sustainable Drainage Systems (SuDS) Supplementary Planning Document: Scoping Consultation



**Draft Flooding, Water Management
and Sustainable Urban Drainage
Systems (SuDS)
Supplementary
Planning
Document
For Consultation
XX to XX 2023**

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Appendix A Policy CL1: Flood Alleviation, Water Quality and Water Efficiency and CL2 Surface Water Run Off and Sustainable Drainage.
Appendix B Table 2 Flood Risk Vulnerability and Flood Zone Compatibility
Appendix C Combined Resistance and Resilience Measures
Appendix D Fylde Council SuDs Proforma
Appendix E Riparian Owner
Appendix F Property Flood Resilience (PFR) Measures

Consultation Information

The Council has prepared this Draft Supplementary Planning Document (SPD) on Flooding, Water Management and Sustainable Urban Drainage Systems (SuDS) following input from stakeholders at the earlier scoping consultation.

Councils are required to consult on a Draft SPD before adoption. This consultation (under Regulation 12b and 13 of the Town and Country Planning (Local Planning) (England) Regulations 2012) therefore invites representations on the Draft Flooding, Water Management and Sustainable Urban Drainage Systems (SuDS) SPD. The Council will consider the representations and whether any changes should be made in the version of the SPD to be adopted.

The Draft SPD is accompanied by the Statement of Consultation (as required by Regulation 12 of the Town and Country Planning (Local Planning) (England) Regulations 2012) which sets out the results of the earlier consultation of June and July 2022 on the scope, and how the comments made have informed the preparation of the Draft SPD. The Statement of Consultation also includes the Strategic Environmental Assessment (SEA) Screening Report, and the responses by the three statutory consultees. The screening report concludes that SEA is not needed on the SPD. The statutory consultees concur with this conclusion.

This consultation runs from XX to XX 2023.

How to Respond

Responses should comment on the specific content of the SPD, preferably making reference to paragraph numbers and including recommendations as to how the document should be altered. The Council's preference is for responses to be sent by email to PlanningPolicy@fylde.gov.uk Alternatively they may be sent by post to Planning Policy, Fylde Council, Town Hall, St Annes Road West, Lytham St Annes, Lancashire FY8 1LW.

Vision

To develop a long term and sustainable approach to water management across the Borough. This will address the flooding and water quality risks associated with a changing climate and ensure resilience to flooding and coastal change now and into the future.

All development in Fylde will manage surface water runoff using Sustainable Drainage Systems (SuDS) as close to the water source as possible. SuDS will be fully integrated into development sites and the built environment ensuring good quality design and effective water management. SuDS will be designed not only for water drainage, but to provide multiple additional benefits such as enhancing biodiversity, improving public amenity, increasing recreational opportunities and thus having a positive effect on the health and wellbeing of the residents of Fylde.

1. Introduction

- 1.1 Flood risk and water management are key issues that need to be addressed in Fylde for both existing and future developments. Given the coastal, low-lying geographical location of Fylde, it is at high risk of experiencing future flood events from all sources. Flooding has consequences for both the population and property, for the economy, tourism, environment and biodiversity and for social, health and well-being. Increasingly extreme weather events and other climatic changes, especially rainfall intensity and sea level rise, are likely to increase the risk of fluvial, tidal and surface water flooding in Fylde and the challenge of managing it effectively.
- 1.2 The integration of surface water and flood risk management measures will influence the design of all development proposals. They will help to alleviate surface water, reduce flooding levels as well as being as resilient as possible to the impact of flooding. Planning policy is also clear that sustainable drainage is important and should be provided in all major, new developments, unless there is clear evidence that this would be inappropriate, and that it should be given priority in new developments in flood risk areas (gov.uk, 2021).
- 1.3 Supplementary Planning Documents (SPDs) provide further detail and guidance in relation to policies and proposals within the Development Plan, in this case the Fylde Local Plan to 2032 (incorporating Partial Review) (the Local Plan) which was adopted by the Council on 6th December 2021.
- 1.4 Policies in the Fylde Local Plan to 2032 (incorporating Partial Review) seek to ensure that new development takes every opportunity to reduce the overall level of flood risk and to ensure sustainable drainage systems make the best possible contribution to their environment as a result of their ability to provide multifunctional benefits, including improvements to amenity, biodiversity, pollution control and opportunities for recreation.
- 1.5 The main objective of this document is therefore to provide practical guidance and advice for developers, planners, designers and consultants on what is expected of them as they bring sites forward across Fylde in relation to surface water management and the implementation of Sustainable Drainage Systems (SuDS).
- 1.6 This Draft SPD has been informed by the earlier consultation on the SPD Scoping Report. The Council previously consulted on the Flooding, Water Management and Sustainable Urban Drainage Systems (SuDS) SPD (Scoping) between 9th June 2022 and 7th July 2022. The SPD Scoping Report included questions about the proposed content and options for dealing with particular issues. The Council is required to prepare a summary (under Regulation 12 of the Town and Country Planning (Local Planning) (England) Regulations 2012) of the main issues raised and how those issues have been addressed in the Draft SPD. The Statement of Consultation that accompanies this Draft SPD provides a summary of the representations received and for each representation provides a comment from the Council explaining how the issue has been addressed in the Draft SPD.

- 1.7 Additional issues raised through the Consultation on this Draft SPD will be reviewed by the Council and considered for inclusion within the document. Whether or not additional issues are included will reflect consideration of the evidence in relation to those issues and whether they can be addressed by the Flooding, Water Management and Sustainable Urban Drainage Systems (SuDS) SPD.
- 1.8 The scope of this SPD is limited to the legislative remit of Fylde Council as the Local Planning Authority.

2. Local Context

2.1 Flood risk in Fylde occurs from a variety of sources. These include:

- Coastal
- Surface water run-off
- Pluvial and Fluvial Flooding
- Other watercourses
- Groundwater flooding (high water table)
- The sewerage network (sewers, rising mains etc)

2.2 Fylde is a low-lying coastal area at the lower end of the two river catchments, the Ribble & the Wyre. Surface water flooding happens when rain from heavy storms overwhelms local drainage capacity. It is a significant risk affecting more than 3 million properties in England. Like all flooding it causes significant disruption to people's lives and livelihoods, damaging homes and businesses, causing stress and anxiety and closing roads, railways, schools and hospitals. It can also cause environmental impacts.

2.3 Surface water flooding is a growing challenge with climate change bringing more frequent heavy storms, new developments increasing the need for drainage, and our ageing sewerage infrastructure which is costly to maintain and upgrade. The risks are greatest in large urban areas. Managing surface water risks means making sure that water drains effectively from existing homes and gardens, roads, fields, businesses and public spaces. New development risks reducing the capacity of the land to provide natural drainage and has the potential to increase surface water run-off. So, it is important to ensure that new properties have effective ways of managing run-off which also requires that drainage systems old and new are well maintained so that they perform to their intended capacity and that drainage networks of sewers, ditches and underground culverts function effectively.

2.4 Surface water management needs coordinated action by all those with responsibilities for managing land, rivers and drainage systems, including national and local government, water companies, landowners and businesses.

2.5 Map 1 shows that Fylde has significant areas in Flood Zone 2 (medium risk of flooding) and Flood Zone 3 (high risk of flooding).

2.6 The main areas with a relatively high risk of flooding (Zone 3) are:

- On the coastline in the south of the Borough.
- The river Wyre and its tributaries in the north of the Borough.
- Lytham and area of farmland to the north of that town.
- The area east of Freckleton.

Map 1: Flood Zones 2 and 3 in Fylde Borough



3. Issues and Objectives

3.1 Issues

- Flooding issues caused downstream of the proposed development.
- Climate change will exacerbate flood risks from all sources.
- Surface water assets (e.g., SuDs/balancing ponds) are installed by developers, with no guarantee of long-term management and maintenance.
- Pollution issues resulting from leaching.
- Fylde already relies on pumping stations at times of high tides, sea level rise will exacerbate the situation.
- Farmland being affected by standing water at certain times of the year, preventing crops from being planted.
- Combined surface water/sewage system means at times of high rainfall the volume of water needing treatment increases and there are permitted spillages into the sea, this can impact on bathing water quality.
- Cutting off access to watercourses for maintenance by riparian owners.
- Badly maintained downstream watercourses, coupled with poorly constructed outfall details to watercourses, leading to scour and surcharging.
- Effects development has on existing neighbouring property – e.g. the influence of imported material and raising ground levels, the cumulative effect of runoff to neighbours requires perimeter flood mitigation measures.
- There is a significant risk of flooding from reservoirs, sewers and surface water now and in the future.
- Influence of development on existing ground water – large areas of the Fylde are at risk of groundwater flooding – groundwater monitoring required (ideal min. data for Nov to May)
Figure 1 shows 1km squares of groundwater flood risk, colour coded as, light green <25%; light blue >25% but <50%; darker blue >50% but <75%; purple >75% groundwater flood risk, reports from farmers, trial holes, British Geological Society borehole records etc suggest groundwater levels are rising.
- Wetlands are a significant resource which should be retained and managed. They are a means of source control, help improve water quality and increase biodiversity. Many areas in Fylde have bands of peat between bands of clay or sand already susceptible to groundwater flooding. Developers rely on using imported fill and raising of ground levels. This compresses the peat, squeezing out trapped water and carbon. According to Natural England the peat oxidizes, local groundwater levels can rise and carbon is released. These wetland areas need to be protected in order to reduce/minimize these effects which will impact on climate change. Developers should demonstrate that their schemes avoid climate change impacts. Where these cannot be avoided developers will have to demonstrate adequate mitigation.

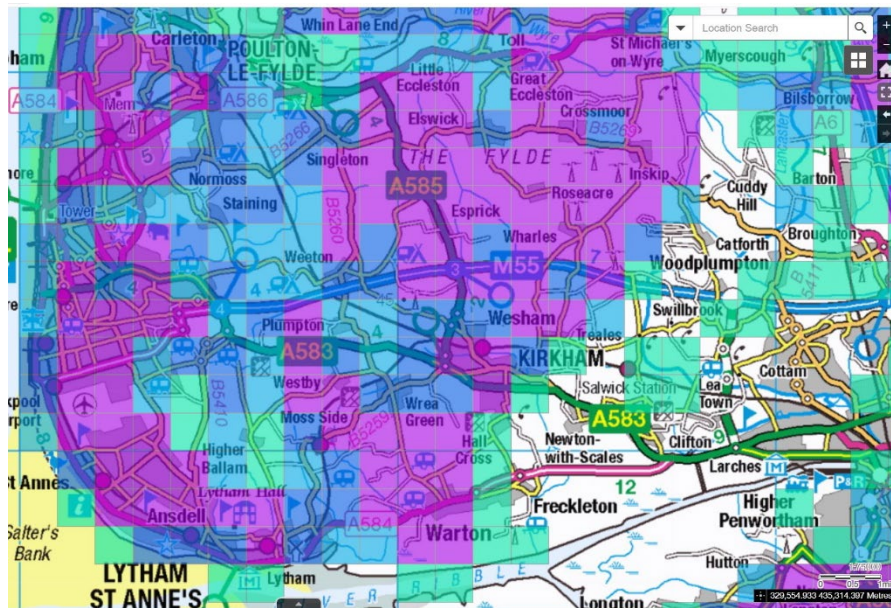


Figure 1: Groundwater Flood Risk (Mapzone, 2022)

Objectives

- To steer new development to areas with the lowest probability of flooding.
- Encourage the use of water efficient and recycling devices within new developments.
- To provide safe and accessible drainage discharge points.
- To ensure that new development is resilient to flooding over its lifetime and does not increase the risk of flooding either on a site or cumulatively elsewhere.
- To ensure watercourses are accessible for maintenance.
- To ensure that development incorporates appropriate water management techniques which improves the existing hydrological conditions and maximises the opportunities and benefits to enhance water quality and quantity, biodiversity and amenity.
- The addition of SuDS including permeable paving, planted roofs, filter drains, swales, basins and ponds wherever appropriate.
- To ensure the provision of long-term maintenance of SuDS and surface water assets, in order to sustainably mitigate the risk of flooding.
- To promote the use of porous materials to reduce surface water run-off in new developments and applications for changes of use.
- To achieve biodiversity net gain through the appropriate implementation of SuDS.
- To incorporate the use of green infrastructure wherever possible to reduce flooding.
- To maximise the potential of existing SuDS in the Borough and promote their implementation in new developments.
- To mitigate any risks posed to buried archaeological remains, particularly through the installation of SuDS.
- To retain and enhance salt marshes and wetlands in order to maximise their water management potential.
- To increase tree cover which will benefit amenity, contribute to run off management, water quality and biodiversity.*
- To mitigate and adapt to the effects of climate change.
- To ensure comprehensive engagement with the Lead Local Flood Authority, the Environment Agency, other Local Planning Authorities, water companies and other interested bodies including the local community.

*The North West of England is low on woodland cover, with Lytham St Anne's being at 7% (Doick, K. J 2017), well below the national average of 13% for the UK and 10% in England (Atkinson S & Townsend M 2011). A countrywide initiative increasing tree canopy cover is being pushed forward by the Government's 25 year plan. Backed by the Committee on Climate Change, it commits the UK to net zero greenhouse gas emissions by 2050 and implements Agenda 21 for tackling sustainability, improving health and increasing green infrastructure. The government has set a target for canopy cover in coastal regions of 12%, giving the Council a target of a 5% increase to be achieved by 2050.

4. Legislative and Policy Review

European Legislation

EU Water Framework Directive 2000

- 4.1 The Directive commits member states to protect, enhance and restore water bodies to ‘good’ status for all ground and surface waters (rivers, lakes, transitional and coastal waters) in the EU. Local planning authorities must, in exercising their functions, have regard to the river basin management plans on the Environment Agency website that implement the Water Framework Directive.

The EU Floods Directive 2007

- 4.2 This Directive requires member states to assess if all water courses and coast lines are at risk from flooding, to map the flood extent and assets and humans at risk in these areas and to take adequate and coordinated measures to reduce this flood risk. It also reinforces the rights of the public to access this information and to have a say in the planning process.

National Legislation

The National Planning Policy Framework (NPPF)

- 4.3 The NPPF was published in July 2021 and sets out the Government’s planning policies for England and how these are expected to be applied.
- 4.4 Paragraphs 20-23 are concerned with strategic policies. Paragraph 20 contains criterion b. This states that strategic policies should set out an overall strategy for the pattern, scale and design of places, and make sufficient provision for: infrastructure for transport, telecommunications, security, waste management, water supply, wastewater, flood risk and coastal change management, and the provision of minerals and energy (including heat).
- 4.5 Chapter 14 is entitled “Meeting the challenge of climate change, flooding and coastal change”. In summary, Plans should take a proactive approach to mitigating and adapting to climate change, taking into account the long-term implications for flood risk, coastal change, water supply, biodiversity and landscapes, and the risk of overheating from rising temperatures. Planning policies should also support appropriate measures to ensure the future resilience of communities and infrastructure to climate change impacts, such as providing space for physical protection measures, or making provision for the possible future relocation of vulnerable development and infrastructure.
- 4.6 It highlights that inappropriate development in areas at risk of flooding should be avoided by directing development away from areas at highest risk. Development should be made safe for its lifetime without increasing flood risk elsewhere. Strategic policies should be informed by a strategic flood risk assessment and should manage flood risk from all sources. All plans should apply a sequential, risk-based approach to the location of development – taking into account

all sources of flood risk and the current and future impacts of climate change – so as to avoid, where possible, flood risk to people and property.

- 4.7 Chapter 14 also contains a section on Coastal Change which highlights the importance of taking into account the UK Marine Policy Statement and Marine Plans. Any area likely to be affected by physical changes to the coast should be identified as a Coastal Change Management Area. Fylde has designated Coastal Change Management Areas and so paragraphs 170-173 are relevant.

Planning Practice Guidance (PPG)

- 4.8 The PPG advises how to take account of and address the risks associated with flooding and coastal change in the planning process. Based on the content of the NPPF, it sets out the main steps to be followed to ensure that if there are better sites in terms of lower flood risk, or a proposed development cannot be made safe, it should not be permitted. The link to the Flood Risk and Coastal Change PPG guidance can be found here: [Flood risk and coastal change - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/flood-risk-and-coastal-change)
- 4.9 The PPG also advises on how planning can ensure water quality and the delivery of adequate water and wastewater infrastructure. It contains advice on what the plan making may need to consider in regard to water infrastructure, water quality and waste water. It acknowledges that there are cross boundary issues and liaison between strategic policy-making authorities, the Environment Agency, catchment partnerships and water and sewerage companies from the outset will help to identify water supply and quality issues and the need for new water and wastewater infrastructure, to fully account for proposed growth and other relevant issues such as flood risk. The link to the Water Supply, Wastewater and Water Quality PPG guidance can be found here: [Water supply, wastewater and water quality - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/water-supply-wastewater-and-water-quality)

The Fylde Local Plan to 2032 (Incorporating Partial Review)

- 4.10 The Fylde Local Plan to 2032 (Incorporating Partial Review), adopted December 2021, together with the Joint Lancashire Minerals and Waste Core Strategy DPD 2009 and the Joint Lancashire Minerals and Waste Local Plan Site Allocations and Development Management Policies DPD form the statutory Development Plan for Fylde.

Local Plan Objectives

- 4.11 Strategic Objective 2: To maintain, improve and enhance the environment by:
The following sub objectives are relevant:
- Protecting, restoring and enhancing the quality, character and distinctiveness of the biodiversity, landscape and countryside of Fylde
 - Expanding biodiversity resources, including improving habitat connectivity, particularly away from the coastal edge.
 - Improving access to the natural environment.

- Minimising the risk of surface water flooding, coastal and pluvial flooding and groundwater flooding, to existing and new development and to agricultural land, and improving bathing water quality.
- Protecting best and most versatile agricultural land.
- Supporting the delivery of actions identified in the Coastal Strategy.
- Ensuring that infrastructure is available to enable new development, whilst protecting and enhancing the natural and built environment.
- Working with the Marine Management Organisation to ensure clean, healthy, safe, productive and biologically diverse seas

Fylde Local Plan to 2032 (incorporating Partial Review) Relevant Policies

- 4.12 Strategic Policy M1 Masterplanning the Strategic Locations for Development in particular criteria o, p, u and w which outline requirements for the retention and integration of important features including water bodies, development in Flood Zones 2 and 3 and wastewater infrastructure upgrades.
- 4.13 Strategic Policy GD7 Achieving Good Design in Development in particular criterion t, u and z which outlines requirements for mitigating the effects of and adapting to climate change, and inappropriate development in Flood Zones 2 and 3.
- 4.14 Strategic Policy HW1 Health and Wellbeing criteria e, f and g, outline encouraging provision of allotments and garden plots to produce locally grown, healthy food, improving healthy lifestyles and reducing health inequalities and promoting initiatives to facilitate healthier lifestyles where they can be delivered through the planning system.
- 4.15 Strategic Policy INF1 Service Accessibility and Infrastructure - criteria c proposes to mitigate any environmental impacts of new development, whilst criteria e and g concern improvements to existing and provision of new infrastructure whilst ensuring a coordinated and holistic approach to infrastructure delivery.
- 4.16 Non-strategic Policy INF2 Developer Contributions – Subject to viability, development will normally be expected to contribute towards the mitigation of its impact on the environment. This includes criterion c which covers flood risk management and coastal defences (including strategic flood defence measures and local flood risk management measures) and sustainable drainage measures (both on site and borough wide, including the retrofitting of sustainable drainage systems – SuDS). Criterion h covers climate change and energy initiatives.
- 4.17 Strategic Policy CL1 Flood Alleviation, Water Quality and Water Efficiency (see Appendix A for full version)– the entire policy is highly relevant and focusses on the fact all new development is required to minimise flood risk impacts on the environment, retain water quality and water efficiency, and mitigate against the likely effects of climate change on present and future generations. Criterion b supports the retrofitting of SuDS (Sustainable Urban Drainage Systems), in locations that generate surface water runoff. Critically, criterion d ensures that new development is directed away from areas at high risk of flooding and incorporates appropriate mitigation against flooding in areas of lower risk. Developer contributions will be required for the provision and maintenance of SuDS where they are not provided as part of

the development. They will also be required for the repair or replacement of the sea defences, coastal protection measures and the maintenance of the sand dunes system.

- 4.18 Strategic Policy CL2 Surface Water Run-Off and Sustainable Drainage (see Appendix A for full version) contains a number of criteria specifying the incorporation of a number of sequential attenuation measures. The policy also references the SuDS hierarchy in priority order as well as the importance of utilising SuDS wherever practical. Proposals may also be required to provide a feasibility assessment for the use of SuDS including consideration of the potential design of any scheme and ongoing maintenance arrangements.
- 4.19 Strategic Policy ENV1 Landscape criterion d requires suitable landscape planting of native species, appropriate to its context to be incorporated within or, where appropriate, close to new development. Measures should be put in place for the management of such landscaping. Specific consideration should be given to how landscaping schemes will minimise the rate of surface water run-off. Details of the ongoing maintenance of all landscaping areas will be presented for approval by the Council.
- 4.20 In the Coastal Change Management Areas development will only be permitted where it meets all of the criteria. Criterion 3 states that development must not adversely affect the nature conservation assets of the coastline, predominantly the Ribble and Alt Estuaries SPA/Ramsar. Project Specific Habitats Regulations Assessments (HRAs) will be required for any tourism and coastal defence developments near to the Ribble and Alt Estuaries SPA/Ramsar. The HRAs will need to demonstrate that there will be no significant effect upon the European Sites before the tourism and coastal developments can be granted consent. Where development does occur in these areas, developer contributions will be sought for the conservation, management and enhancement of important wildlife habitats and the creation of new habitats.
- 4.21 Strategic Policy ENV3 Protecting Existing Open Space (part of the Green Infrastructure Network), protects existing areas of public open space which are identified on the Policies Map from inappropriate development. This includes sports and playing pitches, parks, other areas of public open space, open spaces that make a positive contribution to the historic environment, allotments and Fylde's Public Rights of Way. Criteria d states that these existing areas of open space will be protected unless it can be demonstrated that any proposal will not have adverse effects contrary to the landscape, biodiversity and water management requirements of the Local Plan and the requirements set out in the other criterion in this policy are met.

Neighbouring Local Plans

- 4.22 The Wyre Local Plan 2011-2031 (adopted 28th Feb 2019) and the Blackpool Local Plan Part 1 Core Strategy (adopted 20th Jan 2016) and Part 2 (under examination), are important considerations in this SPD. Flooding is not contained within Borough boundaries, and therefore any development allocations in neighbouring areas could have an impact on the situation in Fylde, and vice versa.

Neighbourhood Plans

Bryning with Warton Neighbourhood Development Plan

- 4.23 To minimise the risk of flooding, reduce pollution to watercourses and to minimise surface run-off, Policy BWNE3 supports the provision of SuDS and the sustainable design of buildings. It specifies that areas of hard standing such as driveways and parking areas should be minimised, and porous materials used where possible.

Saint Anne's on the Sea Neighbourhood Development Plan

- 4.24 The Saint Anne's on the Sea Neighbourhood Plan highlights the following sustainability issues:
- Adapting to climate change
 - Reducing surface water flooding
- 4.25 The policies include Policy SU1 Incorporate sustainable urban drainage into new development, which requires that new developments must incorporate SuDS to the maximum standards stipulated in DEFRA's Non-Statutory Technical Standards for SuDS unless agreed otherwise with Fylde Council. It suggests that sustainable urban drainage may include features such as ponds, swales, and permeable paving. Schedule 3 of the Act has not been fully implemented, however in England DEFRA have issued the **Non-statutory Technical Standards for SuDs** to assist the strengthened planning system, Wales has adopted schedule 3. Scotland and Northern Ireland have separate legislation through the Flood Risk Management Act 2009 and Northern Ireland through The Water Environment (Floods Directive) Regulations (Northern Ireland) 2009 respectively.

Strategic Flood Risk Assessment (SFRA) (2011)

- 4.26 The SFRA was prepared by Wyre Borough Council on behalf of Fylde Council. The aim of the document is to influence the spatial planning process in the context of sustainable developments and to provide sufficient and robust evidence to allow the Sequential Test to be applied in the site allocation process. The SFRA also identifies the level of detail required for site-specific Flood Risk Assessments in particular locations, and enables the Council to determine the acceptability of flood risk in relation to emergency planning capability.

The Flood and Water Management Act 2010

- 4.27 This relates to the management of the risk concerning flooding and coastal erosion. The Act claims to reduce the flood risk associated with extreme weather, intensified by climate change. It established Lead Local Flood Authorities (LLFAs).

A Review of Flood Risk and Surface Water Management in Fylde Borough

- 4.28 This report was approved by the Environment, Health and Housing Committee and provides the findings from several meetings of a working group established at Fylde Council in 2020/21 to look at the impacts of flooding and how matters could be improved.
- 4.29 The review covers the history and legislation of drainage, the roles of the Risk Management Authorities (RMAs) along with the different statutory and enabling roles the Council plays. The working group identified several issues of concern which led to a proposal of 30 recommendations directed to the Council, other RMAs and partnership groups for change. Central to this is Fylde Council taking on a greater role to act as community leader on flooding and surface water management in Fylde, including adoption of natural flood management techniques

North West Inshore and North West Offshore Marine Plan

- 4.30 Policies in the North West Marine Plan encourage enhancement and provide protection for vulnerable habitats and species, maintenance of natural defences against climate change and flooding, and will improve the well-being of coastal communities and support a strong marine economy. Policy NW -CC-2 of the North West Marine Plan states that: “proposals in the north west marine plan areas should demonstrate for the lifetime of the project that they are resilient to the impacts of climate change and coastal change”. The aim of this policy recognises that the effects of climate change are wide-ranging and can include coastal flooding.

Fylde Council Coastal Strategy 2015-2032

- 4.31 The Fylde Council Coastal Strategy recognises that the Fylde Coastline is at risk from coastal erosion and flooding. There are 10 objectives with two being related to water management. These are:

- to safeguard the coast from flooding, coastal erosion, and the effects of climate change, and:
- to improve the quality of our bathing water and beaches.

4.32 Theme 2 is Coastal Protection. The key actions are:

- Prepare a study, analysing all the options to replace the land sea defences.
- Prepare a bid for funding through the Environment Agency medium term plans to replace the land sea defences.
- Develop a funding strategy for the sea defences.
- Secure funding to replace the land sea defences at Church Scar and Fairhaven Lake Sea Wall.
- Engage with key stakeholders, organisations and the community

4.33 Theme 3 is Water Quality. The key actions are:

- Implement the new Bathing Water Directive.
- Support the implementation of the Fylde Peninsula Water Management Group 10 point Action Plan.
- Develop and implement the Beach Management Plan for the Fylde coastline.

Local Flood Risk Management Strategy for Lancashire 2021 - 2027

4.34 This Strategy sets out how the Lead Local Flood Authority (LLFA) intend to work with partners, businesses and communities to manage the risk of flooding in Lancashire until 2027. It is of relevance to everyone who lives and works in Lancashire, as well as all organisations that have a responsibility for flooding in the area.

4.35 The strategy shows 6 key themes:

- Delivering effective flood risk management locally
- Understanding Local Risks and Challenges
- Supporting sustainable flood resilient development
- Improving engagement
- Maximising investment opportunities to better protect businesses and communities
- Contributing towards a climate resilient Lancashire

4.36 41 key objectives for delivery by 2027 are presented.

Shoreline Management Plan

4.37 The aim of Shoreline Management Plan (SMP) is to identify policies to manage risks. The SMP policy for most of the Fylde coast is to “hold the line”; this means strengthening, maintaining or rebuilding the existing defences to maintain the existing shoreline. The SMP is a large-scale assessment of the coastal processes and aims to reduce risks to people and the developed,

historic and natural environments. The SMP also aims to identify the most sustainable approaches to managing the coastline in the short, medium and long term.

- 4.38 The implementation of the SMP “hold the line” policy is developed within Strategy Appraisal Reports (StARs). The StARs also identify key areas of the coastline that require substantial work. Following the development of the StARs, project specific Project Appraisal Reports (PARs) explore and analyse the economic, sustainability and environmental issues, to determine the most appropriate course of action to implement the SMP policy.

CIRIA C753 The Sustainable Urban Drainage Systems (SuDS) Manual

- 4.39 The CIRIA SuDS Manual provides best practice guidance on the construction of SuDS to ensure effective delivery. The guidance covers the planning, design, construction and maintenance of SuDS to assist their successful implementation within new and existing developments. It looks at how to maximise amenity and biodiversity benefits and deliver the key objectives of managing flood risk and water quality. A principal element of the manual is to ensure that SuDS can be designed confidently, in a way that can maximise the opportunities and benefits that can be secured from surface water management. It highlights that through engagement and collaboration, SuDS can be integrated into the design of urban areas, to create high quality places for future generations.

Sustainable Drainage Systems: non-statutory technical standards

- 4.40 The Sustainable Drainage Systems: non- statutory technical standards sets out the non-statutory technical standards for sustainable drainage systems. They should be used in conjunction with the National Planning Policy Framework and Planning Practice Guidance. The link to the document is as follows: [Sustainable drainage systems: non-statutory technical standards - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/612222/Sustainable_drainage_systems_-_non-statutory_technical_standards.pdf)

ADEPT: Flood Risk Emergency Plans for New Development

- 4.41 ADEPT aims to inform decisions about whether development proposed in areas of flood risk will be safe in relation to emergency plans (EPs) and access and escape routes. The guide encourages the production of more detailed local guidance to:
- make the most efficient use of emergency planning resources
 - minimise the need to consult
 - drive up the quality and consistency of proposals
 - minimise delays
- 4.42 Where such local guidance is absent, this guide can form the basis for assessing proposals. It includes guidance on:
- Roles and responsibilities
 - Planning policy context
 - The role of emergency plans
 - The content and structure of emergency plans

- Reviewing and agreeing emergency plans
- Flow diagram
- Emergency plan checklist

Ribble: Catchment Flood Management Plan and Wyre: Catchment Flood Management Plan

- 4.43 The Catchment Flood Management Plans provide an understanding of the scale and extent of present and future flooding and set policies for managing flood risk within the catchments. The respective areas are divided into sub areas that have similar characteristics, sources of flooding and levels of risk and an assessment of the most sustainable approaches to managing flood risk in these areas is presented.

United Utilities Water Resources Management Plan

- 4.44 The Water Resources Management Plan is a United Utilities document which aims to achieve a long term, best value and sustainable plan for water supplies in the Northwest. It explains the water supply system and provides a water supply baseline position. A number of options to address water supply resilience risks are discussed. The Water Resources Management Plan can be found here: [Water Resources Management Plan \(unitedutilities.com\)](https://www.unitedutilities.com/water-resources-management-plan)

Lead Local Flood Authority – Surface Water Planning Advice

- 4.45 Lancashire County Council the Lead Local Flood Authority have produced Pre Application Advice for Surface Water and Sustainable Drainage Systems [Lead local flood authority planning advice service for surface water and sustainable drainage - Lancashire County Council](https://www.lancashire.gov.uk/planning-advice-service-for-surface-water-and-sustainable-drainage/)
- 4.46 Applicants for planning permission can seek advice from the Lead Local Flood Authority regarding their major development proposals for surface water and sustainable drainage systems. The benefits to accessing up-to-date advice regarding surface water and sustainable drainage systems include: Relevant, accurate up-to-date advice regarding surface water and sustainable drainage systems, feedback on indicative proposals, reduced likelihood of surface water and or sustainable drainage issues that could potentially affect the planning application.

5 Flood Risk and Location of Development

- 5.1 Flood risk is a combination of the probability and the potential consequences of flooding from all sources – including rivers and the sea, directly from rainfall on the ground surface and rising groundwater, overwhelmed sewers and drainage systems and from reservoirs, canals and lakes and other artificial sources. (PPG Paragraph: 002 Reference ID -002-20140306).
- 5.2 It is necessary to identify how vulnerable a proposed development is using the classification in [Annex 3: Flood Risk Vulnerability Classification of the NPPF](#). This classification shows that the more vulnerable the development type is, the more important it is to locate it in areas with the lowest possible flood risk.
- 5.3 The Environment Agency has identified different Flood Zones which covers areas that are at different level of flood risk:
- Flood Zone 1 (low probability)
 - Flood Zone 2 (medium probability)
 - Flood Zone 3a (high probability)
 - Flood Zone 3b (functional floodplain)¹
- 5.4 Paragraph 159 of the NPPF states that *“inappropriate development in areas at risk of flooding should be avoided by directing development away from areas at highest risk (whether existing or future). Where development is necessary in such areas, the development should be made safe for its lifetime without increasing flood risk elsewhere.”* To achieve this, it sets out a number of requirements for Local Planning Authorities, including:
- preparation of Strategic Flood Risk Assessments to inform local planning decisions and provide a starting point for site-specific Flood Risk Assessments;
 - application of a Sequential Test to planning applications which are for larger and more vulnerable types of development in higher risk areas to ensure that such development is located in areas at lowest flood risk now and in the future, from any source, as far as possible; and
 - application of an Exception Test for certain planning applications where development is proposed in a higher flood risk area (e.g. where alternative sites are not available in a lower flood risk area), in order to demonstrate that the development is justified and can be made safe.

Sequential Test

- 5.5 Development should not be approved if there are reasonably available sites in areas with a lower probability of flooding. The aim of the sequential test is to keep development out of medium and high-risk flood areas (Flood Zones 2 and 3) and other areas affected by other sources of flooding where possible (PPG). It is used to ensure that areas at little or no risk of

¹ Please note that Flood Zone 3 is split into 3a and 3b, where the Local Planning Authority has designated 3b for planning purposes through the Strategic Flood Risk Assessment. Flood Zone 3b is therefore not defined on the [Flood map for planning - GOV.UK \(flood-map-for-planning.service.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/346242/flood-map-for-planning.pdf).

floodings are developed in preference to areas of higher risk and applies to all forms of flood risk. This national guidance is reinforced locally through Policy CL1 of the Local Plan.

- 5.6 Where there are no reasonably available sites in Flood Zone 1, the Council will take into account the flood risk vulnerability of land uses and consider reasonably available sites in Flood Zone 2, applying the Exceptions Test if required. Only where there are no reasonably available sites in Flood Zones 1 or 2 should the suitability of sites in Flood Zone 3 be considered, taking into account the flood risk vulnerability of land uses and applying the Exception Test if required.

- 5.7 The PPG states that:

“This general approach is designed to ensure that areas at little or no risk of flooding from any source are developed in preference to areas at higher risk. The aim should be to keep development out of medium and high flood risk areas (Flood Zones 2 and 3) and other areas affected by other sources of flooding where possible. Application of the sequential approach in the plan-making process, in particular application of the Sequential Test, will help ensure that development can be safely and sustainably delivered and developers do not waste their time promoting proposals which are inappropriate on flood risk grounds.

According to the information available, other forms of flooding should be treated consistently with river flooding in mapping probability and assessing vulnerability to apply the sequential approach across all flood zones.” Paragraph: 018 Reference ID: 7-018-20140306

<https://check-long-term-flood-risk.service.gov.uk/map?easting=333538.07&northing=430010.97&map=RiversOrSea>

- 5.8 A sequential test must be undertaken as part of the planning process if any of the following apply:

- The development is in Flood Zone 2 or 3;
- A sequential test has not already been completed for development of the same type on the proposed site. The sequential test has been carried out for the allocations in the Fylde Local Plan to 2032 (incorporating Partial Review).
- There are other sources of flood risk that affect the site; or,
- More recent information indicates that there may be a flooding issue.

- 5.9 A sequential test does not need to be carried out if there has been one carried out as part of the Local Plan process, provided flood risk and development circumstances have not changed, or if either of the following apply:

- The proposed development is a minor development, or
- The proposed development involves a change of use (eg from commercial to residential) unless your development is a caravan, camping chalet, mobile home or park home site (NPPF).

- 5.10 The risk of flooding from sewers will need to be considered for all development sites. Applicants should consult with the sewerage undertaker to confirm the nature and extent of

any flood risk from public sewers. Applicants should also refer to the reservoir flood risk map available [here](#).

- 5.11 With respect to sewer flood risk, this should include consulting with the wastewater undertaker to understand:
- a) if there are any sewerage surcharge levels at the point of connection that could influence site design;
 - b) whether there is an incident of sewer flooding at, or in the vicinity of, the proposed development site; and
 - c) if sewer modelling data indicates that existing sewers that pass through or near to the site present a modelled risk of sewer flooding to the proposed development site.
- 5.12 This consultation will inform the Local Planning Authority of whether there is a need to apply the sequential approach to new development proposals. In all cases, applicants will need to demonstrate that the proposed development would be safe and not lead to increased flood risk elsewhere e.g. through careful masterplanning of a site. Applicants should not assume that changes in levels or any proposed diversion of the public sewerage system will be acceptable as such proposals could increase flood risk.

Applying the Sequential Test

- 5.13 If a sequential test is required, the applicant is expected to assemble the evidence to allow the council to consider whether the development passes the test.
- 5.14 There is no prescribed format for the sequential test, but the information should sufficiently answer the question:

Are there, or are there not, any reasonably available sites in areas with a lower probability of flooding that would be appropriate to accommodate the type of development or land use proposed?

- 5.15 The developer therefore should include:
- the name, location, size, assumed development capacity, overview of the development proposal, high level overview of flood risk (flood zones - present day and with climate change), any other pertinent information, such as the reason for choosing the particular site.
 - Parameters - This should include a map or a clear description of the area of search, together with the reasons for choosing that area. It should clearly explain and justify any limiting parameters applied to the site search, such as size/capacity; particular locational requirements etc. Applicants will need to agree with Fylde Council an appropriate area of search and a list of reasonably appropriate sites against which to test the proposed application site.

- Review of alternative sites - Applicants should provide a clear schedule of alternative sites considered, with map(s) where this is needed to clearly identify sites. For each site, this review should identify the level of flood risk of the alternative site and whether it is a reasonably available alternative.

5.16 If there are no alternative reasonably available sites at a lower flood risk than the proposed site, the conclusion may be drawn that the site and proposed development have passed the Sequential Test.

Area of Search

5.17 National guidance does not define the area of search that should be applied. Instead, it suggests that the area will be defined by local circumstances and the type of development proposed. The start point should clearly be the parts of the Borough with lower flood risk and then amended if there are sustainable reasons for doing so.

5.18 In most cases a search for sites of lower flood risk will incorporate the whole Borough with any variation to be justified in their sequential report and agreed by the Council at pre-application stage.

5.19 A reduced area of search may be acceptable depending on the local circumstances and whether it can be demonstrated that there is a local need e.g. for affordable housing in that area. The area of search can be influenced by the particular policy objectives, the scale of the development, or the purpose of the development itself (a particular area it intends to serve for example).

5.20 The following table is suggested as a starting point for appropriate search areas for different types and locations of development:

Suggested Sequential Test Area Search for Fylde		
Type of Development	Area of Search	Reason
Residential schemes	Borough wide	All residential development contributes towards the housing need in the Borough
Commercial development	Borough wide	Most commercial development contributes to economic development in the Borough
Town Centre Development	Within the same town centre boundary as the proposal site	The flood risk sequential test should not undermine other Sequential Test requirements for town centres.
Development which has a specifically defined catchment area e.g. new schools; services or businesses specifically	Defined catchment area (evidence required as part of Sequential Test)	Locating the scheme outside of the required catchment area would prevent the

intended to serve a particular area etc		development from fulfilling its function.
Development with location specific operational requirements e.g. development that requires a coastal location such as marine businesses; extensions to existing businesses	Sites across the borough that meet the particular operational requirement (evidence required as part of Sequential Test)	Locating the development on an alternative site would prevent the development from fulfilling its function.

Reasonably available alternative sites

5.21 For applicants and the Council to be able to consider whether or not there are any appropriate alternative sites appropriate for a proposed development, comparator sites need to be identified and assessed. A rational approach to the availability of alternatives will be taken.

5.22 A site would be considered a reasonable alternative if the following criteria are met:

- The site is within the agreed area of search
- The site is of an appropriate size for the proposed development
- The site can accommodate the functional requirements of a proposed development
- The site can be viably developed
- The site is available for development
- The site is not safeguarded or allocated in the Local Plan or any Neighbourhood Plans for another use, or has planning permission for another use.

5.23 As part of the pre-application process, a comparator site range should be agreed with the Council. For residential schemes this could be based on the number of dwellings proposed or the site area. The Council will normally apply a +/- 10% buffer to create a range within which comparator sites can be identified. For example, if number of dwellings proposed is used as the basis for determining comparability, a residential scheme of 30 dwellings would generate a comparator site number of 27-33 dwellings. The same principle will apply to site area.

5.24 The method used will depend on the circumstances of the site and the proposal. For higher density developments, for instance flats, the number of dwellings proposed should be normally used. For lower density developments, for instance large, detached houses, the site area should normally be used. For residential development, in some cases, the Council may wish to apply both number of dwellings proposed and site size parameters.

Exception Test

5.25 Development should be directed to Flood Zone 1. If it is not possible for the development to be located in zones with a lower probability of flooding, the exception test can be applied if appropriate. The Exception Test is a tool used to ensure that, where a Sequential Test is passed, the development provides wider benefits which outweigh the flood risk and the development

is designed to be safe. It should only be applied as set out in PPG Flood Risk Table 2 (Appendix B).

- 5.26 The Exception Test will be required where a proposal passes a Sequential Test or where the flood risk of an allocated site has increased since it was allocated, and the site is:
- Located in Flood Zone 2 and is considered highly vulnerable²;
 - Located in Flood Zone 3a and is considered either a more vulnerable use or essential infrastructure; or
 - Located in Flood Zone 3b and is considered essential infrastructure.
- 5.27 To pass the exception test it should be demonstrated that:
- a) The development would provide wider sustainability benefits to the community that outweigh the flood risk; and*
 - b) The development will be safe for its lifetime taking account of the vulnerability of its users, without increasing flood risk elsewhere, and, where possible, reduce flood risk overall (NPPF, 21)*
- 5.28 The exception test applies to both planning applications and the allocation of land through the development plan process. It is required that both elements of the test should be satisfied.
- 5.29 The applicant is responsible for providing the evidence for the Exception test and the Council will consider this evidence to determine whether the development will be safe, will provide wider sustainability benefits that outweigh the flood risk and ultimately whether the Exception test has been passed.
- 5.30 It is recommended that applicants start with part b of paragraph 5.27 of this SPD. If it cannot be proven that the development will be safe for its lifetime it will not be possible to pass part a).
- 5.31 To demonstrate that a development can pass part b, a site specific Flood Risk Assessment will be required.
- 5.32 Assistance with both the Sequential and Exception Tests can be found here: [Flood risk assessment: the sequential test for applicants - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/flood-risk-assessment-the-sequential-test-for-applicants)

Site-Specific Flood Risk Assessments

- 5.33 A Site-specific Flood Risk Assessment (FRA) is carried out by, or on behalf of the applicant to assess flood risk to and from a proposed development site. It must demonstrate that the development remains safe throughout its lifetime (for example raised above a certain flood level) whilst accounting for climate change and proving that flood risk elsewhere will not increase.

² The Flood Risk vulnerability categories are set out in the PPG: [Flood risk and coastal change - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/flood-risk-and-coastal-change)

5.34 Footnote 55 of the NPPF also requires the production of a site specific Flood Risk Assessment (FRA) to be submitted with all applications that meet any of the following criteria:

- Are in Flood Zones 2 and 3
- Flood Zone 1 if the development site is 1 hectare or more
- Land that has been identified by the Environment Agency as having critical drainage problems
- On land identified in the SFRA as being at future risk of flooding; or
- On land that may be subject to other sources of flooding, where it's development would introduce a more vulnerable use.

5.35 A Site Specific Flood Risk Assessment checklist can be found [here](#). The latest guidance on how to apply the correct climate change allowances for flood risk assessments can be found [here](#).

Pre- Purchase and Pre-Application Advice

5.36 Prior to the purchase of a site it is in the developers/applicants interest to ensure that a point of outfall for drainage can be secured. The acquisition of a right to discharge and the right to lay and maintain any associated drainage pipes should be a key consideration in the acquisition of a site/completion of an agreement to promote a site for development.

5.37 Whilst the Council have a pre-application service to assist potential applicants on general planning matters they are unable to offer direct advice on surface water drainage arrangements. Instead, potential applicants are advised to liaise directly with Lancashire County Council as Lead Local Flood Authority. They will offer pre-application advice on surface water drainage management, SuDS and drainage strategies for developments within the Borough for a fee.

5.38 Pre-application advice can help developers and applicants understand the flood risk and water management issues relating to their proposal in advance of a planning application being submitted. It can indicate whether a drainage proposal would be acceptable, reduce time spent by advisers on developing a drainage strategy, help to ensure that the drainage submission is complete and identify whether specialist input is required.

5.39 Pre application advice may help to address fundamental issues, including:

- Whether an FRA needs to be submitted;
- Confirmation of whether a Sequential/Exception test needs to be applied;
- Whether a development has or may have water management and flooding implications;
- Whether there are known water supply or quality issues;
- Advice on the most appropriate form of sustainable drainage measures for the site;
- Any known contamination issues; and
- Clarification on climate change allowances.

- 5.40 Further information on the County Council's pre-application advice can be found at: [Lead local flood authority planning advice service for surface water and sustainable drainage - Lancashire County Council](#)
- 5.41 Developers are also encouraged to request pre-application advice from the Environment Agency. They will provide a free high level preliminary opinion (information on the site-specific environmental issues raised by the proposal which will help developers understand any initial concerns) and chargeable detailed planning advice (e.g. reviewing FRAs and plans prior to submission to the Local Planning Authority).
- 5.42 The pre-planning application enquiry form can be found here: [Pre-planning application enquiry form \(preliminary opinion\) - GOV.UK \(www.gov.uk\)](#) and the charged environmental advice service request form can be found here: [Charged environmental advice service request form - GOV.UK \(www.gov.uk\)](#).
- 5.43 Planning application submission material should include both a sustainable surface water drainage strategy and a foul water drainage strategy. The submission of both of these documents are key to assessing the risk of sewer flooding to a proposed development. These matters should be covered in a composite document relating to drainage.

Householder Development

- 5.44 For the purpose of this SPD Householder developments are those involving built development that is undertaken within the curtilage of a dwellinghouse.
- 5.45 A simple drainage statement should accompany a householder planning application for all applications involving increases in floor area that are located in areas designated as Flood Zone 2 or 3. The necessary Environment Agency mapping can be viewed here: [Flood map for planning - GOV.UK \(flood-map-for-planning.service.gov.uk\)](#).
- 5.46 The drainage statement should identify how the surface water drainage arrangements are to be dealt with, including any attenuation and the outfall which may be through connecting to a water course or a piped sewer. If it is highlighted that there may be capacity issues in the area the statement needs to consider simple measures to reduce the quantity and flow rate of water discharged.
- 5.47 Advice on flood resilience measures (raised sockets for example) can be found here <https://www.floodguidance.co.uk/flood-guidance/flood-resilience-measures/>.
- 5.48 Advice for flood risk and minor extensions can be found here: [Preparing a flood risk assessment: standing advice - GOV.UK \(www.gov.uk\)](#). See also <https://thefloodhub.co.uk/planning-development/> and <https://nationalfloodforum.org.uk/>

6 Managing and Mitigating Flood Risk

- 6.1 This section will cover ways of controlling or managing flood risk through site design to ensure that all developments are safe and do not contribute to local flooding, or flooding further down the watercourse. Firstly, the information in this section is intended for use after it has been demonstrated that the location is appropriate for this type of development. Policy GD7 and Policy CL1 of the Local Plan require investigation of the suitability of sites through sequential and then exception tests.
- 6.2 Prevention and resilience measures can be designed at both a site level and property level to stop water entering a property. These measures will be expected to be taken into account in new development where appropriate. They can include:

Finished Floor and Ground Levels

- 6.3 It is critical that the applicant consults with the United Utilities to understand if there are any sewerage surcharge levels at the point of connection that could influence site design both in terms of ground levels and finished floor levels. Where the ground level of a site is below the ground level at the point where the drainage connects to the public sewer, care must be taken to ensure that the proposed development is not at an increased risk of sewer surcharge. It is good practice for the finished floor levels and manhole cover levels (including those that serve private drainage runs) to be higher than the manhole cover level at the point of connection to the receiving sewer. Where there is a risk of sewer surcharge, additional careful consideration will need to be given to site levels and whether there is a need to incorporate mitigation measures to manage the risk of sewer flooding.
- 6.4 It is also good practice to ensure that the external levels fall away from the ground floor level of proposed buildings (following any regrade) to allow for safe overland flow routes within the development and minimise any associated flood risk from overland flows.

Site Layout

- 6.5 Natural and existing artificial drainage features including sewers on sites must be identified and mapped so that they can be protected and integrated with the SuDS and wider integrated water management on the site to help reduce the causes and impacts of flooding in line with the National Planning Policy Framework. This can also help meet other environmental targets such as Biodiversity Net Gain.

Natural features include:

- ephemeral or perennial watercourses, including existing ditches;
- overland flow routes;
- floodplains;
- wetlands;
- permeable areas (e.g. sands and gravels);

- zones of high water table;
 - natural depressions;
 - steep slopes; and
 - areas of peat.
- 6.6 Site layouts should be designed around these features to ensure they are protected. Buildings should not be constructed over existing drainage features, including field drains, without specific alternative flow routing capacity being provided. It is important to acknowledge that like watercourses, some public sewers will be at a higher risk of flooding and therefore these locations should also be avoided as locations for development in accordance with national planning policy. Any existing sewer flood risk should be not displaced as a result of development occurring, for example, via a proposed diversion or increase in site levels. A diversion of a public sewer could increase flood risk, either on-site or off site, and therefore applicants should not assume that a diversion will be approved by the wastewater undertaker in preparing their layout.
- 6.7 On sloping sites an assessment of the natural drainage patterns for the site and any existing flow paths and discharge points will be especially important. The assessment will need to determine how these are likely to be modified by the development proposal and identify mitigating measures to protect proposed and existing properties from flood risk. The assessment should demonstrate that existing flow paths are not displaced. Sloping sites can have existing ground water problems due to underground springs. Such issues must be considered when designing a site. There is also a risk that groundwater / overland flow could overload the drainage system that is designed as a result of illegal connections being made as an afterthought by individual residents if their plots are not drained effectively.
- 6.8 The layout of development should ensure that buildings, infrastructure and gardens are not at flood risk from all sources at the time of development and from risks which may arise in the future due to climate change. The site layout should take into account areas of flood risk present on a site and this should influence the choice of where to locate elements of the proposed development including sustainable drainage systems (SuDS) and natural flood management measures. This will guide the placement of different elements of the proposed development. If, following the application of the sequential test, areas of flood risk cannot be avoided then the more vulnerable elements of the development should be placed in areas of lowest flood risk.
- 6.9 The design and layout of a proposed development should take into account the exceedance conditions. Exceedance conditions is when the rate of runoff from whatever source exceeds the inlet capacity of the drain resulting in above ground flood flow. Without good design flood flow will follow default flood pathways which can lead to flooding of properties. Flow paths can be affected by landscaping, the location and levels of buildings and boundary treatments. Identifying and designing in above ground flood routes can help avoid this. Development should not inhibit the function of flood flow routes.
- 6.10 The conveyance capacity of flood pathways should be designed so they can transfer the whole of the exceedance flow. This could be done by simply revising the detail of drop kerbs or

lowering the highway surface. The design should ensure that water is channelled away from infrastructure into SuDS components as outlined in chapter 7.

- 6.11 There are proactive approaches to flood management by which the layout of a site can also aid the surrounding area and accommodate flood water that might contribute to flooding downstream.
- 6.12 Holding back flood flow within the site in a green corridor or the inclusion of good quality green infrastructure (including trees and other vegetation) is one method for this. The inclusion of this within a development masterplan has the potential to increase the profile and profitability of developments. For trees and vegetation to have the greatest impact in relation to alleviating flood waters, they should be planted in the form of stormwater management system that helps to reduce the speed and build-up of excess rainwater, as referenced throughout this document.
- 6.13 However, applicants should be aware that playing fields, existing and proposed, should remain useable throughout the year to promote usage and to positively influence the health and wellbeing of residents. These areas should therefore be positively drained and included in the 'drained area' of any development proposal.
- 6.14 Low lying ground can be designed to maximise benefits by providing flood conveyance and storage as well as recreation, amenity and environmental purposes. Structures such as play equipment and furniture such as public benches that are located in lower lying areas or in areas known for flooding should be resistant in design and firmly attached to the ground.
- 6.15 Land alongside a watercourse is particularly valuable in relation to improving the biodiversity offer and maximising ecological value. Retaining and enhancing ecological networks adjacent to watercourses will help to ensure that the biological and chemical quality of a watercourse is not reduced as a result of development, which is a key requirement of the Water Framework Directive. Based on this, it is recommended that an unobstructed buffer area is incorporated into the layout of the proposed development between watercourses and the built development. This buffer should be free from built development, lighting and formal landscaping.
- 6.16 SuDS or Natural Flood Management should not be sited within the flood plain as they are important in reducing the risk of surface water flooding on site and cannot be utilised if flooded from the river. Additionally, the river will fully use its floodplain and these systems in the floodplain may compromise this ability.

Floor levels in residential and non-residential development

- 6.17 Where it is not possible to avoid flood risk or minimise it through site layout, raising floor levels above the flood level is a possible option to manage flood risk to new developments. Floor levels for habitable rooms should be set above the flood level predicted for the 1:100 flood event (plus an appropriate allowance for climate change). Levels should be higher than

adjacent land, highways and gardens to minimise the likelihood of runoff flowing into properties (See Appendix C).

- 6.18 Ensuring that safe access and escape will always be available to upper floors will be an essential part of design and of the ongoing maintenance and legal agreements for the development. The Defra/EA publication [‘Flood Risks to People’](#) provides further information on what is considered ‘safe.’
- 6.19 An alternative could include the placing of parking or other flood compatible uses at ground level with more vulnerable uses at higher levels. This is only appropriate for areas of low frequency flood risk and must ensure safe access and escape from the development and that the development is habitable for the duration of the flood, i.e. services to the properties will continue to function. When undertaking this approach, no built elements should interrupt flood flow paths or reduce floodplain storage capacity.
- 6.20 Single storey residential development is generally more vulnerable to flood damage as occupants do not have the opportunity to retreat to higher floor levels. For this reason, single storey housing in risk areas must provide safe refuge above the flood level.
- 6.21 In raising ground levels, it is important that consideration is made for surrounding properties and what changes the new land height may have in diverting flood flows, influencing land drainage or preventing safe access for neighbours during a flood event.
- 6.22 Any proposals to modify ground levels will need to demonstrate in the FRA that there is no increase in flood risk to the development itself or to any existing property elsewhere. Where land on site is raised above the level of the flood plain to protect properties, compensatory land must be returned to the floodplain. This is to ensure that new flood risk is not created elsewhere in an unknown or unplanned for location. Land raising would generally only be applicable on smaller development sites or for a small portion of the developable site area.

Sustainable Urban Drainage Systems (SuDS)

- 6.23 SuDS are designed to manage flood risk and have the potential to bring about multiple benefits. Please see chapter 7 for more information.

Culverting

- 6.24 Culverting removes floodplain storage from a watercourse and can increase the risk of flooding upstream when bottlenecks or blockages occur. Culverting works against the natural processes of watercourses and significantly reduce resilience to the effects of drought, floods and pollution.
- 6.25 Other detrimental effects of culverting watercourses can also include:
- increased likelihood of flooding due to their limited capacity and propensity for blockage, both of which can result in obstructions to flow, and loss of floodwater storage;

- exacerbating the nature of flooding by increasing flow velocities and speed of onset;
- greater difficulties in providing for drainage connections;
- increased liabilities and costs due to the need to maintain, repair and replace culverts or to manage upstream and downstream risks;
- increased difficulty in detecting the origins of pollution and in monitoring water quality; and,
- reduced resilience for communities and wildlife to the effects of extreme weather events, climate change and acute pollution.

6.26 The culverting of watercourses should therefore be resisted. Where applicable, previously culverted watercourses should be opened up to create more natural drainage and reduce the likelihood of bottlenecks/blockages that can occur and cause flooding in localised areas.

Flood resilient construction materials

6.27 Where appropriate, new development should be built with flood resilient materials and construction methods. Flood-resistant construction can prevent entry of water or minimise the amount that may enter a building. This should be used in combination with other resilience measures but where appropriate new development should be built with flood resistant materials and construction methods. For example, the use of water resistant fixtures and materials for floors and walls may be appropriate alongside water resistant insulation, the siting of sockets, cables and electric appliances at higher than normal levels. Flood resilient construction may also allow buildings to recover quicker than conventional buildings following a flooding event.

6.28 More information on flood resilient measures can be found by following the link in paragraph 5.47.

Safe access and egress routes

6.29 For residential developments to be classed as ‘safe’, layouts should ensure that properties have safe pedestrian access and egress to and from the development.

6.30 In addition, vehicular access to the site should be achievable, taking into account extreme events. The production of flood plans are also recommended to aid evacuation and rescue during a flood event. Such a plan should satisfy the concerns of the local authority emergency planner and the emergency services. Safe access will also need to be considered for other vulnerable uses.

Green Infrastructure and Natural Flood Management (NFM)

“At a time when we are facing a climate emergency, we must find new ways to invest in recovery of the natural processes that protect and support us, at a scale and pace that can make a difference. Hard engineering alone will not address our future flood risk challenges and must be supplemented by natural solutions”

Mark Lloyd – CEO of the Rivers Trust

- 6.31 The inclusion of high-quality green infrastructure within a proposed development has the potential to maximise a number of benefits. It can provide flood conveyance, storage, as well as recreation, amenity and environmental benefits, which can in turn result in a net gain in biodiversity (see Fylde Biodiversity SPD) and aid health and wellbeing.
- 6.32 Natural Flood Management involves implementing measures that help to protect, restore and emulate the natural functions of catchments, floodplains, rivers and the coast (catchmentbasedapproach.org). It aims to store water in the catchment and slow the rate at which water runs off the landscape into rivers, to help reduce flood risk to communities downstream. NFM is also referred to as ‘working with natural processes’, ‘slow the flow’, ‘sustainable land management’ or ‘upstream management’. Figure 2 provides examples of natural flood management opportunities.

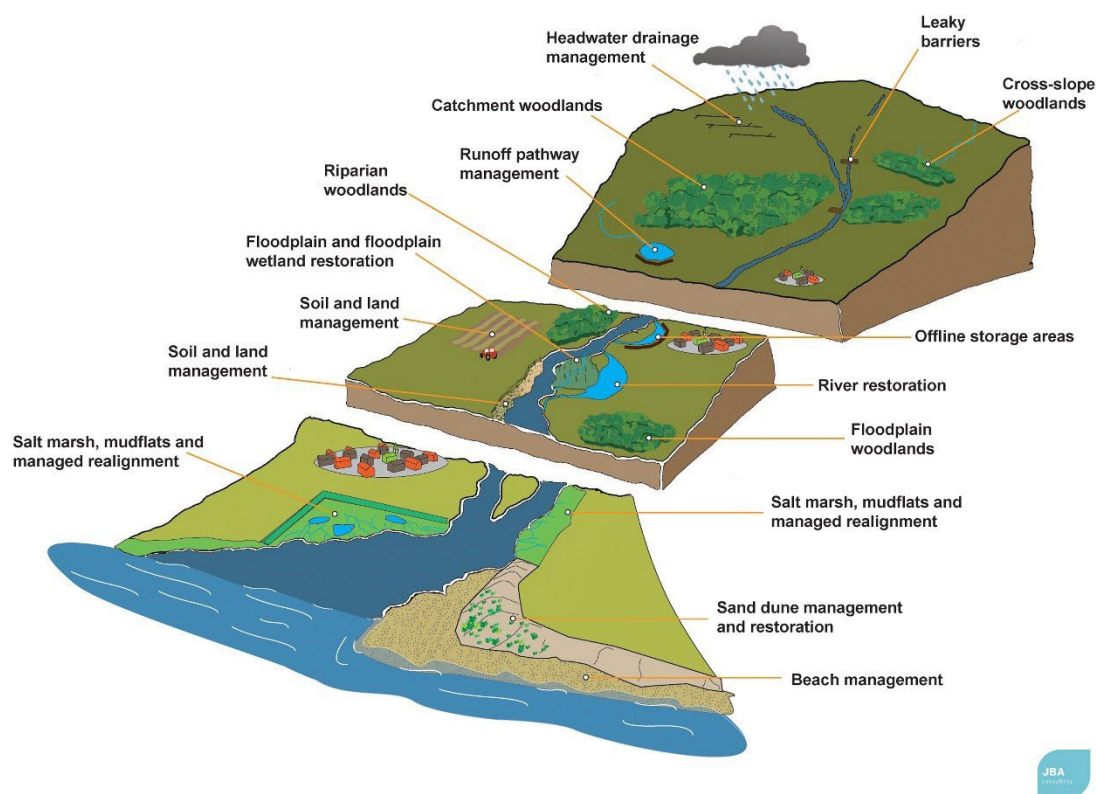


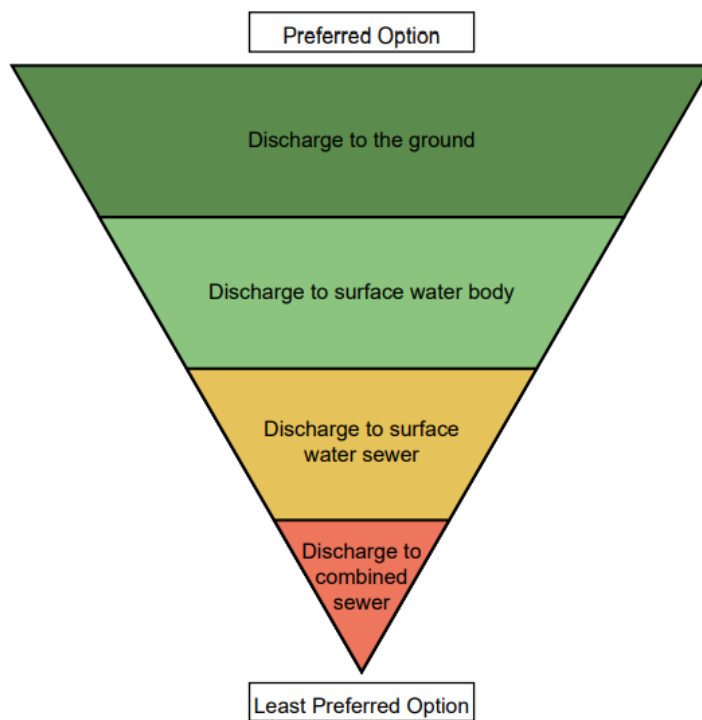
Figure 2: Natural Flood Management Techniques

- 6.33 Natural Flood Management should be integrated into the green and blue infrastructure within the development site at every possible opportunity. Opportunities to retrofit green infrastructure into urban environments will be looked upon favourably.
- 6.34 Further information can be found on the Flood Hub website: <https://thefloodhub.co.uk/nfm>. Further details on Property Flood Resilience Measures is included in Appendix F.

7. Sustainable Drainage Systems (SuDS)

- 7.1 The National Planning Practice Guidance sets out The Hierarchy of Drainage to promote the use of Sustainable Drainage Systems, by aligning modern drainage systems with natural water processes. The aim of the Hierarchy of Drainage is to drain surface water run-off the most sustainable way, as is reasonably practicable.
- 7.2 The increase in infrastructure and the use of traditional drainage networks (pipes and culverts) along with combined systems for surface water and sewage, are resulting in downstream flooding and a deterioration in water quality of controlled waters, due to foul sewer overflow. Therefore, sustainable drainage systems aim to alleviate these problems by storing or re-using surface water at the source. This decreases the flow rates to watercourses and improves water quality.
- 7.3 All surface water runoff should aim to be discharged as high up the following hierarchy as possible:
- Discharge into the ground (infiltration) / re-use on site, or where not reasonably practicable;
 - Discharge to an adequate soakaway or some other form of infiltration system;
 - Discharge to a surface water body, or where not reasonably practicable;
 - Discharge to a surface water sewer, highway drain or another drainage system, or where not reasonably practicable;
 - Discharge to a combined sewer.
- 7.4 Applicants wishing to discharge surface water to public combined sewer will need to submit clear evidence demonstrating why alternatives are not available.
- 7.5 As specified by Strategic Policy CL1 and CL2 of the Local Plan, it will be necessary to attenuate any discharge of surface water through the incorporation of SuDS following the SuDS hierarchy shown in Figure 1 below.

Figure 1: The Discharge Hierarchy



Source: Cheshire East Council

- 7.6 The different elements of the hierarchy may be used in combination and to varying degrees depending on the characteristics of the development site. The hierarchy should be followed in priority order. The aim should be to slow down and store as much water as possible using the elements at the top of the hierarchy. Where the higher elements cannot fully manage the water, the use of components lower down in the hierarchy should be kept to a minimum and only used where necessary to achieve the minimum run-off rates and to reduce flood risk on and off the site. The applicant should provide evidence to justify the use of components lower in the hierarchy.

What are SuDS?

- 7.7 Impervious areas (roads, footpaths and car parks for example) are traditionally connected to sewer systems that transport run off away from urban areas quicker than natural and vegetated areas. This can cause disruption to the natural water cycle as flows downstream can peak much faster and in greater quantities. This can exacerbate flooding and can also increase pollution in waterways.
- 7.8 SuDS are features that are designed and built into the landscape to slow, store, divert, filter and improve the quality of surface water. They are designed to manage the flood and pollution risks resulting from urban runoff by allowing rainfall to be intercepted or absorbed into the ground through vegetation and specially designed landscape features. SuDS also convey any additional flows to the nearest surface waterbody where it is discharged at the same rate and ideally, the same volume as if the site had not been developed. By mimicking natural drainage, they increase the capacity and potential of the land to regulate water, reducing demand on

the underground drainage network. They can also contribute to environment, amenity and social enhancement and can be used to provide biodiversity net gain.

7.9 The list below summarises the considerations which should be made when designing SuDS:

- Plan SuDS at start of development proposal,
- Enhance landscape through SuDS design,
- Ensure access and maintenance is feasible,
- Ensure access points to other utility assets are not compromised,
- Avoid harmful impact on the historic environment and mitigate unavoidable damage³
- Promote and encourage biodiversity,
- Reduce waste produced from SuDS,
- Replicate natural drainage and where possible avoid culverts, pipes / pumps,
- Promote water re-use,
- Maximise benefits and multi-use features,
- Future proof the design of SUDS with respect to climate change and urban creep.

Benefits of SuDS

7.10 In 2015, CIRIA launched the SuDS manual, which stated that the overarching principle of SuDS design should be that surface water run off should be used for maximum benefit. The diagram below (Figure 2) shows the 4 main benefits and how these benefits can be delivered:

³ This is best secured by early consideration of the local historic environment following consultation with Lancashire Historic Environment Record (HER) and by taking relevant expert advice. Lancashire County Council maintains the County HER and its Historic Environment Team can offer guidance on avoiding damage to the County's heritage. For further information please see: <https://historicengland.org.uk/images-books/publications/preservingarchaeological-remains/>

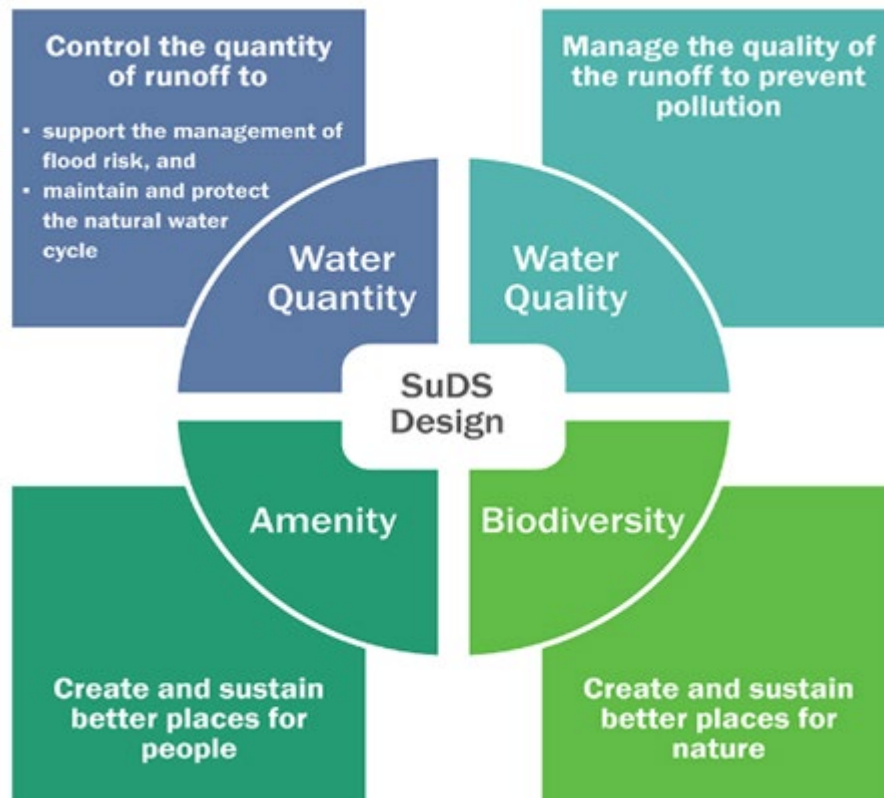






















Figure 2: The Four Pillars of SuDS – CIRIA The SuDS Manual C753

7.11 SuDS have the potential to deliver multiple social, economic and environmental benefits, most of which fit broadly into one of the 4 pillars above. In addition to managing the flows and volume of water and diffusing pollution some SuDS can positively impact on air quality, carbon reduction, recreation, education and other elements of health and wellbeing. Table 1 below provides an overview of potential benefits. There is a potential issue with the provision of SuDS in Fylde. There are two airfields, Blackpool Airport to the west and Warton Aerodrome to the south. The incorporation of open water, both permanent and temporary, and associated reedbeds, wetland ponds and ditches provide a range of habitats for wildlife, potentially increasing the creation of attractant environments for large and flocking bird species hazardous to aviation. Fylde Council will consult Warton Aerodrome (BAE) and Blackpool Airport where new development containing SuDs is proposed close to these facilities.

Table 1: SuDS Benefits

Benefit category	What it covers
 Flood risk management	Impact on people and property
 Water quality management	Surface water quality improvements to aesthetics, health, biodiversity, etc
 Biodiversity and ecology	Sites of ecological value
 Amenity	Attractiveness and desirability of an area
 Air quality	Impact on health from air pollution
 Building temperature	Thermal comfort, it cooling (summer) or insulation (winter).
 Carbon reduction and sequestration	Operational and embodied carbon reduction together with sequestration (planting)
 Crime	Crimes against people or property
 Economic growth	Business, jobs and productivity
 Education	Enhanced educational opportunities
 Enabling development	Water infrastructure capacity (headroom) for housing/other growth
 Flexible infrastructure/ climate change adaptation	Improved ability to make incremental changes and adapt infrastructure (no regrets)
 Groundwater recharge	Improved water availability or quality
 Health and wellbeing	Physical, emotional, mental health benefits from recreation and aesthetics
 Pumping wastewater	Reduced flows of wastewater to treatment works
 Rainwater harvesting	Reduced flows in sewers, pollution or dependence on potable (mains) water
 Recreation	Involvement in specific recreational activities
 Tourism	Attractiveness of tourist sites
 Traffic calming	Reducing the risk of road accidents or increasing street-based recreation opportunities
 Treating wastewater	Reduced volume of wastewater to treat from combined drainage systems

Source: *Susdrain, 2022*

- 7.12 The consideration of these potential benefits and opportunities should form the SuDS proposal and will help to ensure that the outcome is both successful and cost effective.
- 7.13 The best way to achieve benefits is for SuDS to be provided in above ground components. Underground storage cannot provide the 4 pillars and are not easily visible for the purposes of maintenance. However, it is recognised that a combination of above and underground components may be necessary to achieve the required rates. Therefore, above ground SuDS

are preferred, following the drainage hierarchy, with underground SuDS supported when they are provided as part of a wider SuDS scheme.

- 7.14 Applicants will be expected to design sustainable drainage in accordance with the four pillars of sustainable drainage (water quantity, water quality, amenity and biodiversity). Drainage will be required to be considered early in the design process and linked to any strategy for landscaping, biodiversity and the public realm. Any approach to landscaping will be required to be evaluated early in the design process to identify opportunities for landscaping to be integrated with sustainable surface water management.

SuDS Management Train

- 7.15 SuDS for all areas should follow a management train to try to best reinforce the pattern of natural drainage.
- 7.16 The SuDS Management Train is fundamental to designing a successful SuDS scheme and uses a logical sequence of SuDS facilities to allow run-off to pass through several different SuDS before reaching the receiving watercourse or water bodies or having an adverse impact on surrounding land.
- 7.17 The SuDS Management Train follows a hierarchy of techniques:
- Prevention – Prevention seeks to prevent or minimise runoff and pollution through good site design; effectively to stop water entering the drainage system and prevent pollution.
 - Source control – control of run-off at, or very near, its source
 - Site control – management of run-off within the site
 - Regional control – management of run-off in the locality

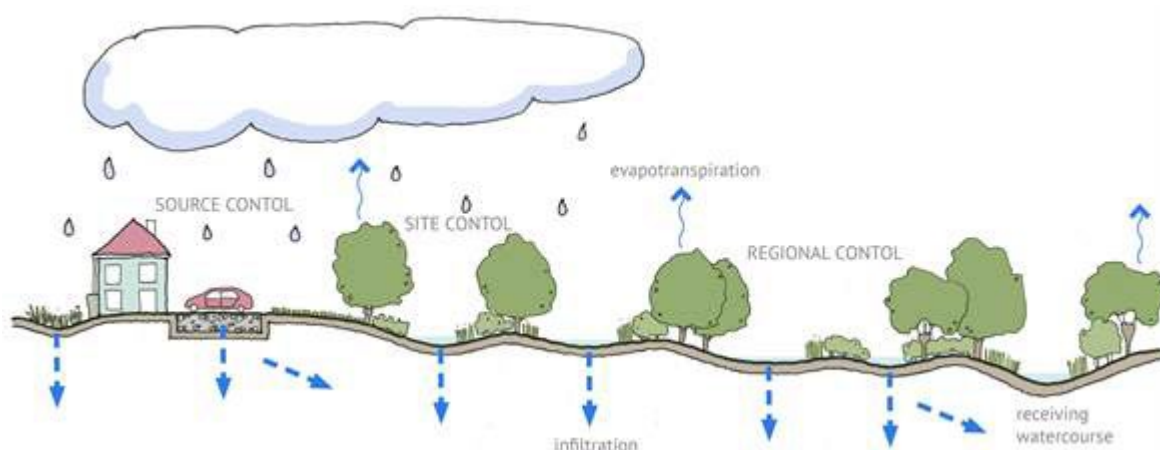


Figure 3: The Management Train (susdrain, 2022)

- 7.18 The requirements for drainage should be considered whilst determining the overall layout of the development because the site's natural features, such as a topography and soil type will dictate some aspects of the drainage system design. Runoff does not need to pass through all stages in the management train but as a general principle, it is better to deal with runoff

locally, returning the water to the natural drainage system as close to the source as possible (Susdrain, 2022).

Design Principles and SuDS techniques

Design Principles

7.19 A clear vision, along with design principles ensures that the SuDS scheme or any components are not secondary to other requirements on the development site. An integrated approach can reduce the amount of land used whilst increasing the multifunctional benefits that SuDS can provide. The design principles should encompass the four pillars in Figure 2 and relate to flood risk management (water quantity), water quality and the provision of biodiversity and amenity. Further information on design can be found at <https://www.susdrain.org/>

7.20 The following design principles should be included:

- Maximising multi-functionality
- Supporting and protecting natural local habitats and species
- Contributing to habitat connectivity and to the delivery of local biodiversity objectives
- Restoring and enhancing local habitats/species and habitat connectivity
- Mitigation of pollution
- Mimicing natural drainage
- Appropriate safety measures
- Accessibility
- Landscape and amenity enhancement
- Future proofing from climate change

Prevention and SuDS Techniques

7.21 When considering the water environment, preventing surface water run-off is the priority when considering the sustainability of any development. Prevention (preventing runoff by reducing impermeable areas) reduces the pressure on water catchments and on the sewerage system which is essential, especially in times of flood and can also reduce pollution in watercourses. Prevention also reduces the need for SuDS components within the development.

7.22 A number of measures can be put into place in order to reduce or prevent surface run off. For these to work, it is essential that the natural drainage of the site is understood so the layout can be integrated effectively.

7.23 Surface runoff prevention measures include:

- Minimise the extent of hard surfacing
- Utilise softer surfacing such as reducing paved driveway space
- Retain the maximum extent of natural soils

- Manage soils to preserve and improve their depth, porosity, permeability and long-term health
 - Retain the maximum scale of existing vegetation on site
 - Increase vegetation where possible and appropriate eg hedges rather than fences, plus trees wherever appropriate
- 7.24 All proposals are required to give priority to the prevention stage to reduce the need to move further down the drainage hierarchy.
- 7.25 The suitability of each SuDS approach will depend on a variety of different factors including the type of scheme, the catchment and the local geology and hydrology. The priority is to reduce the amount of water which needs to be actively drained from a site. It is important that sufficient storage is incorporated within all drainage systems to allow for rain events up to a 1% annual probability (1 in 100) and an allowance for climate change.
- 7.26 Examples of SuDS techniques, following the management train, can be found below:
- 7.27 **Source Control**
- Rainwater harvesting
- 7.28 Rainwater harvesting is an efficient way to use water. It is described as rainwater that is:
- Collected from roofs or other above ground surfaces
 - Collected via a system of above ground pipes and tanks
 - Isolated from inland waters or groundwater
- 7.29 It includes water that is collected from impermeable surfaces via interception. Whilst not used for drinking, water harvested in this way can be used for flushing toilets, supplying washing machines and watering the garden. As a result, rainwater harvesting can be used as a sustainable water supply, reducing the dependence on water from the mains supply and also reducing flood risk. A rainwater harvesting system diagram is depicted in Figure 4.
- 7.30 Rainwater harvesting can take on a variety of forms in different situations. The most basic rainwater harvesting systems include a way to collect the rain (roof of a house), a way to direct the water (like a gutter and downspout) and a place to store the water (a barrel or water butt). Water butts are the most common means of rainwater harvesting, especially within a residential context.
- 7.31 More complex harvesting systems can provide benefits within and outside of buildings. These would provide more potential end uses for the water. More complex systems could include a collection system and layers of filters to keep dirt and debris out of the water supply.

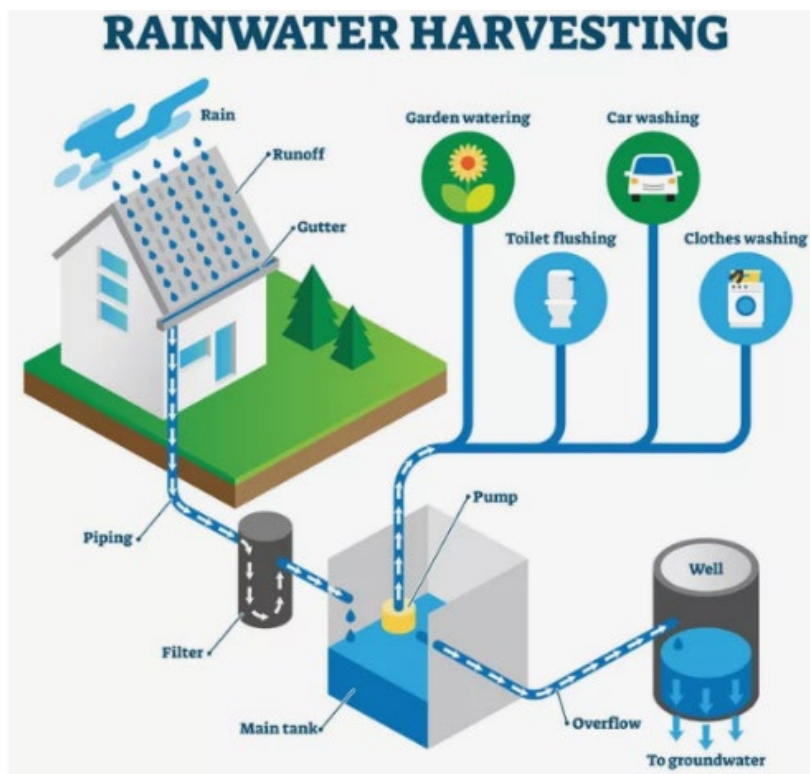


Figure 4: Rainwater harvesting system diagram with hose roof water runoff, underground piping, filtering, collecting in tank for domestic use. Source: Treehugger, Sept 2022

- 7.32 Rainwater harvesting systems are encouraged by the Council. The systems will need to include storage that is specific for its intended use. Storage tanks should be placed in secure locations and are commonly fitted underground, on roofs and adjacent to buildings. Any underground storage tanks must be accessible for maintenance.
- 7.33 Maintenance requirements are specific to each system. Future maintenance arrangements should be addressed in the earliest stages of the planning process.
- 7.34 Anyone purchasing a property with a rainwater harvesting system installed should be provided with information as to what has been installed and how to maintain it correctly. Information should include:
- The purpose of the system
 - Its maintenance requirements
 - Actions required in the event of failure
 - The expected performance of the system
- 7.35 It should be noted that storage provided through water re-use methods like rainwater harvesting is not usually counted towards the provision of on-site storage for surface water balancing. This is because there may be times where the water is not re-used as hoped (e.g.

for watering gardens or flushing toilets) and therefore storage will not be available for each new rain event.

- Permeable surfaces

7.36 Permeable paving is used as a general term, but two types can be distinguished:

- Porous paving – where water is infiltrated across its whole surface
- Permeable paving - has a surface that is formed of material that is itself impermeable to water. The materials are positioned to provide void space through the surface towards the sub-base⁴.

7.37 Permeable surfaces can be very effective at controlling surface water runoff. They allow infiltration of rainwater through its surface into the underlying construction or soil. This could be gravel, permeable hard surfacing or block paving, porous tarmac, and porous concrete. Storage can be created in the sub-base below with water then infiltrating into the ground or passing through to an outfall (usually another SuDS component). Permeable surfaces can also be very effective at removing a wide range of pollutants.

7.38 Permeable paving is a suitable SuDS feature for a variety of sites. It is most commonly used on roads and car parks but the measure can also apply to broader use of permeable areas to promote greater infiltration.

7.39 In accordance with Local Plan Policy CL2 the Council will require that **all** newly-laid parking areas are constructed using pervious paving, as described in Approved Document H of the Building Regulations, unless the applicant can demonstrate to the satisfaction of the Council and the Lead Local Flood Authority that this is not possible. Further guidance can be found in the Parking in New Developments Supplementary Planning Document.

7.40 The extent of any artificial surfacing should be minimised to promote vegetation, preserve soils and encourage natural drainage.

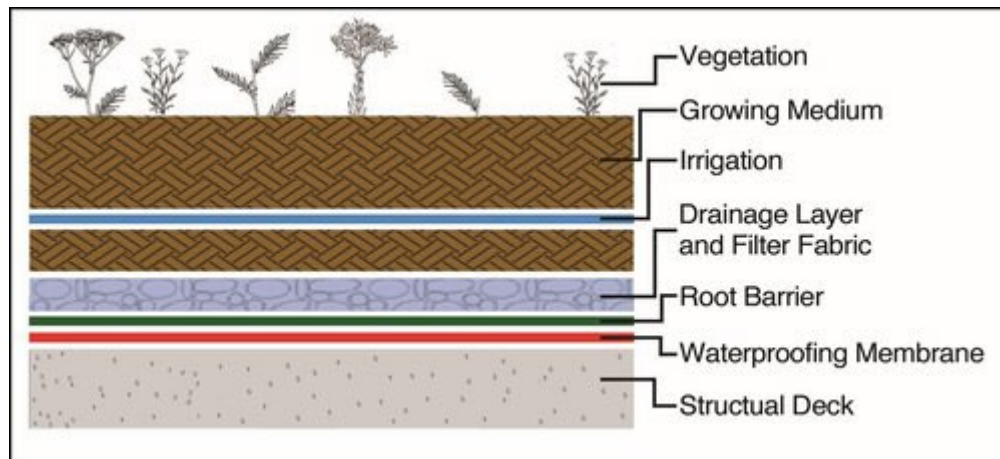
7.41 Regular inspection and maintenance will be expected to ensure infiltration capacity is preserved.

- Living roofs and walls

7.42 Living roofs/walls are multi layered systems that cover the roof or walls of a building with vegetation cover/landscaping and are very effective as part of an overall SuDS approach. The roof/wall is likely to consist of an impermeable layer, a substrate and a draining layer as shown in Figure 5.

⁴ Concrete block permeable paving must be designed in relation to British standard BS 7533-13:2009.

Figure 5: A green roof section, showing the layers of a green roof.



Source: [About Green Roofs — Green Roofs for Healthy Cities](#)

- 7.43 Living roofs/walls reduce runoff by storing water, by the plants using the water, and by evapotranspiration. They can also provide insulation, increase carbon absorption and be visually appealing in the right setting.
- 7.44 Depending on the context of the application site/development, buildings should be designed to accommodate living roofs/walls. Every effort should be made to take advantage of the multifunctional nature of living roofs/walls and capitalise on their ability to provide additional amenity, placemaking and biodiversity benefits.
- 7.45 Careful consideration should be given towards the solar aspect of the location and choice of growing mediums (this will affect water storage capacity and planting choices) to maximise effectiveness.

Figure 6: Green Wall at the Blackpool and Fylde College



Source: [ansgroupglobal.com](#), 2017

- Swales and filter strips

- 7.46 Swales and filter strips are simple and yet very effective in managing surface water run-off. They are designed to mimic natural drainage patterns by allowing water to run in sheets through vegetation, slowing and filtering the flow.
- 7.47 Swales are very shallow channels that are used to collect, move and remove pollution from water. They can be covered by vegetation and have shallow side slopes and a flat bottom so that water can flow in a thin layer through the vegetation.
- 7.48 Filter strips are gently sloping areas of grass that water flows onto or across, usually towards a swale or filter drain. The main purpose of the filter strip is to remove any silt in the water so that it does not clog up the swale or filter drain.
- 7.49 The profile of a swale will depend on specific ground levels, topography and ground/soil conditions present at the site. Their orientation, aspect and proximity to other landscape features and buildings etc. The swale should respect the surrounding landscape in terms of scale and form. The design should contribute to the amenity of the local area and angular shapes, hard edges and straight lines should be avoided in green open spaces.
- 7.50 Swales should take trees into consideration, especially in ensuring that their root systems are not compromised. Every attempt should be made to retain existing trees and vegetation.
- 7.51 Access should be provided to all areas of the swale for inspection and maintenance. All maintenance access points shall be clearly visible and documented in the Maintenance plan.

7.52 **Site Control**

- 7.53 This describes those SuDS features within or at the edge of developments that provide a second or third treatment stage including storage for run-off that has been conveyed from source control structures (e.g. from green roof or rain garden). Site controlled SuDs cover the entire development site and tend to include larger scale methods mixed with the smaller scale products. The types of SuDs used are similar to regional control examples, differing only in scale.

- Detention basins

- 7.54 Detention basins are surface storage basins that assist in controlling water flow through the attenuation of stormwater runoff. They are designed to retain flood events, reducing peak flows and limiting the risk of flooding. Water accumulated in the basin is either slowly discharged to the next SuDS component or to a receiving watercourse.
- 7.55 Detention basins are normally flat bottomed, dry areas of grass (except after storm events) and the land may also function as a recreational facility and help to improve ecological value in the area.

- 7.56 The inclusion of detention basins in a SuDS installation can provide aesthetic benefit to public areas, visual quality and habitat creation. Detention basins provide a useful stage in pollution control, facilitating the settling of particulate pollutants. The slowing of flows allows settlement of suspended solids and allows biological uptake of pollutants by plants, algae, and bacteria.
- 7.57 Consideration should be given to the suitable aesthetic design of the detention basin and its surrounds to enhance the visual amenity of the site and to reflect the landscape character of its location.
- 7.58 An irregular shape should be used for maximising the aesthetic aspect of the detention basins. Angular shapes should be avoided in the design of basin process.
- 7.59 Proposed vegetation shall comprise native species tolerant of the anticipated soil-types, water tolerance requirements, microclimate and climate change.
- Underground storage
- 7.60 Underground storage should only be utilised when ground space is not available.
- 7.61 Any underground storage structure must be part of a wider SuDS management train. This is because water treatment is not provided in underground storage and therefore, the water must be cleaned before it moves further down the course.
- 7.62 Designs should consider expected and potential loading to avoid structural failure and collapse.
- 7.63 It is crucial, that given the hidden nature of underground components, the operation and maintenance must be integrated into the design and monitoring and maintenance responsibility must be confirmed.
- 7.64 **Regional Control**
- 7.65 Regional controlled SuDs can cover multiple developments within an area and tend to be on a much larger scale, draining to a particular body of water.
- Retention pond and associated wetlands
- 7.66 Regional features use the landscape to manage large volumes of relatively clean run-off in temporary basins (see detention basins above), permanent balancing ponds and wetlands. Wetlands are varied and include seasonally flooded woodland and grassland habitats, more permanently wet fens, reedbeds and marshes.
- 7.67 Retention basins are an example of regional control. They are dry depressions in the ground designed with additional storage to attenuate surface runoff during rainfall or storm events,

provide additional storage and an element of pollution removal⁵. They can also be designed to function as recreational areas.

- 7.68 Retention basins tend to be found at the end of the SuDS management train so are used if extended treatment of the runoff is required or if they are required for landscape or wildlife reasons (susdrain, 2022).
- 7.69 Where retention basins are appropriate consideration should be given to the suitable aesthetic design of the retention basin and its surroundings to enhance the visual amenity of the site and to reflect the landscape character of its location.
- 7.70 An irregular shape should be used in order to minimise the manufactured appearance of the pond. Angular shapes should be avoided as far as practical in the design of basin elements to maximise the aesthetic aspect of the retention basins.
- 7.71 Where appropriate, the planting of native trees, shrubs and marginal vegetation and flower rich buffer zones should be considered to enhance the wildlife and landscape offer.
- 7.72 Where possible wetlands should be the last stage of the SuDS management train and should be one of the last treatment stages. Wetlands can be constructed on a variety of different scales, and must be appropriately sized for the catchment.
- 7.73 Upstream SuDS components reduce the flow and level of siltation allowing wetlands and ponds to polish the runoff. This is achieved by ensuring water flows slowly through the wetland over an extended period of time. An important mechanism is also the breakdown of oils by natural organisms. This requires an appropriate supply of oxygen which means the permanent water must be shallow enough so that oxygen can reach the bottom of the wetland.

Retrofitting

- 7.74 Retrofitting of sustainable drainage systems (SuDS) particularly in the urban area is also something that the Council is looking to promote where possible.
- 7.75 Retrofitting SuDS helps to provide a more joined up approach to managing surface water across the Borough and supporting the water cycle as a whole. Retrofitting also helps to 'green' existing urban areas and generates other benefits such as improved bio-diversity and public realm. SuDS can also be cheaper than traditional drainage solutions.
- 7.76 The method of SuDS intervention to be retrofitted will be dependent on the site circumstances. In all circumstances retrofitting of SuDS should seek to offer additional benefits in terms of water quality, amenity, biodiversity and landscape.
- 7.77 A baseline minimum level of betterment of at least 30% reduction in discharge rates is expected on all previously developed sites. Local circumstances may dictate a higher level of betterment will be required.

⁵ Regional controls should not receive significant pollutants, which are best managed by upstream facilities.

- 7.78 Early advice on the technical requirements for retrofitting SuDS schemes can be sought from United Utilities and Lancashire County Council (Lead Local Flood Authority).

SuDS Pro-forma

- 7.79 The SuDS pro-forma and accompanying guidance has been sponsored and endorsed by the North West Regional Flood and Coastal Committee. It has been developed by a task force of representatives from United Utilities and North West Local Authorities, all of whom may need to be consulted on surface water drainage matters. Providing the correct evidence and information required in the SuDS Pro-Forma will minimise the potential for delays arising from inadequate information.
- 7.80 Completion of the SuDS pro-forma is required in the following circumstances:
- Any residential development of 5 or more dwellings
 - Other development with a site area of 1 hectare or more or 1,000 square metres of floor space
- 7.81 The SuDS pro-forma template can be found in Appendix D. Guidance to support the completion of the SuDS Pro-Forma can be found on the Flood Hub website: <https://thefloodhub.co.uk/planning-development/#section-5>

Maintenance and Adoption

Maintenance

- 7.82 When designing SuDS or any surface water drainage scheme, it is essential to consider at all stages of the planning, design and construction process, how features will be maintained and accessed, who is responsible for the lifetime of the development and the likely costs. It should be shown where necessary that an agreement has been made with those in charge of the maintenance. SuDS should be designed to be visible and function under predicted loading conditions over the life of the development. This will enable those responsible for maintenance to easily identify and resolve problems as they occur. Above ground SuDS are easier to monitor and to identify when occasional or remedial maintenance is required. The provision of above ground SuDS therefore has longer term benefits for ensuring that SuDS remain effective and financially sustainable in the long term. For this reason, above ground SuDS are preferred by the Council as mentioned in paragraph 7.13.
- 7.83 The maintenance and management of SuDS should be documented within a SuDS management plan, which should form part of the information submitted by the applicant at planning application stage.
- 7.84 The approved management plan must include information on the safe operation, design assumptions, how SuDS components interact as well as the maintenance of these components. An estimate of ongoing maintenance costs must be included. Where

appropriate, contingency arrangements must be made. A well-designed SuDS will ensure that maintenance is feasible, cost-efficient and easy to undertake. There is likely to be some cross over between the maintenance of green and blue infrastructure e.g. grass cutting, shrubs/tree management, wetland management and so care should be taken to ensure management is in line with existing practices. Additionally, care and consideration of the method and timing of operations should be taken, for example, avoiding weed cutting during nesting season.

7.85 An example of what a SuDS Management Plan should include can be found below.

SuDS management plan flowchart



7.86 As mentioned, maintenance of SuDS components is important to ensure their ongoing effectiveness. The table below identifies the principal “Frequent”, “Occasional” and “Remedial” maintenance works for a range of SuDS components.

7.87 The maintenance requirements and frequency shown within Part D of the **CIRIA SuDS Manual C753 Chapter 32** are a good example of what should be provided.

Table 2: Example Maintenance Works for SuDS

Frequent Maintenance		Occasional Maintenance		Remedial Maintenance	
Frequency	Daily or monthly activities for normal care of SuDS	Frequency	Determined on a site to site basis	Frequency	As required
Potential Tasks	-Litter picking -Grass cutting to correct level -Inspection of inlets, outlets and control structures	Potential Tasks	-silt control around components -vegetation management around components to prevent blockages -suction sweeping of permeable paving -silt removal from catchpits, soakways and cellular storage	Potential Tasks	-inlet/outlet repair -erosion repairs - reinstatement of edgings -reinstatement following pollution -removal of silt build up.

7.88 Compliance with the proposed maintenance strategy for a site will typically be required by planning condition. Additionally, the Local Planning Authority request that yearly logs are maintained and are made available upon request.

7.89 Education through interaction with local residents and future homeowners is a valuable way to ensure that features are maintained. If those benefiting from the features understand what the SuDS are there for and how they work, they may be more inclined to ensure that they are kept clean and in good working order.

Adoption

7.90 In order to meet the adoption criteria for United Utilities, the SuDS must be constructed to an adoptable standard taking into consideration DEFRA Technical Standards for SuDS and CIRIA The SuDS Manual C753 (or updates or replacement guidance or legislation).

7.91 The following examples are of systems, components or features which may be adoptable as a public surface water sewer:

- Detention basins,
- Swales,
- Small streams,
- Under-drained swales,
- Ponds/wetlands; and,
- Infiltration basins and soakaways

- 7.92 In all these cases, the system carries away surface water from buildings and surrounding land, such as hardstanding around a house, and, via a defined channel, returns it to the ground or to another body of water such as a stream or river (water.org.uk, 2020).

The Council's preferred approach for the long-term management and maintenance of SuDS is for adoption by a Statutory Undertaker. Early engagement with the Lead Local Flood Authority, the LPA and United Utilities is essential early on to explore mechanisms for adoption. United Utilities has a pre-development service team to assist with this: [Planning - United Utilities](#). Lancashire LLFA also has pre-development service team, further information can be found at <https://www.lancashire.gov.uk/business/business-services/pre-planning-application-advice-service/lead-local-flood-authority-planning-advice-service-for-surface-water-and-sustainable-drainage/>

- 7.93 If the SuDS are not suitable for adoption by a water or sewage company, a condition will be added to any planning approval to ensure long term maintenance by the developer.

Private Management

- 7.94 Only SuDS serving an individual property and within the boundaries of that property should fall to the responsibility of the property owner. In this case, it is recommended that details regarding the maintenance are included in information given to the owner/occupier. This is particularly important for permeable paving of private drives, soakaways serving an individual property, green roofs and rainwater harvesting systems as these SuDS components are excluded from adoption.
- 7.95 In circumstances where a management company is required to maintain the SuDS, a legal agreement tied to the title of the property will need to be agreed with the Council as LPA (usually through a Section 106 agreement). Evidence should also be provided by the applicant on the suitability and experience of the management company during the pre-application and planning process.
- 7.96 More information on the adoption of SuDS can be found [here](#).

8 Water Quality and Pollution Control

- 8.1 LPA's have a general responsibility as part of the decision making on planning applications, not to compromise the aims of the Water Framework Directive (WFD). Water quality improvements and a healthy water environment also bring about numerous benefits, including aesthetic, health (eg reduced risk of infection from bathing) or enhanced recreation, and opportunities for wildlife and biodiversity. Water quality objectives are therefore contained within the WFD to ensure that development, individually and cumulatively, does not have a detrimental impact on water quality by tackling pollution at the source.
- 8.2 Large areas of hardstanding such as paved surfaces can result in surplus run off, exacerbating flooding, causing pollution and reducing natural infiltration. This can directly lead to water quality problems, by accumulating pollutants as water runs over land. Runoff from roads will also contain heavy metals and hydrocarbons and run-off from farmland is more likely to contain nitrates and sediment. These can have serious implications for water quality, biodiversity and amenity. Developers should incorporate pollution prevention measures to protect ground and surface water. The latest Pollution Prevention Guidance is available [here](#). The Environment Agency's groundwater position statement can be viewed [here](#).
- 8.3 Strategic Policy CL1 of the Fylde Local Plan to 2032 (incorporating Partial Review) states that all new development is required to retain water quality. Therefore, applicants must anticipate any likely negative effects of proposals on water resources and incorporate adequate mitigation measures where necessary. Applicants are required to:
- 1. Identify if a proposed application is near a watercourse.**
- 8.4 The Environment Agency's [mapping system](#) will assist applicants in identifying any main rivers in the proximity of a development. Government guidance provides assistance on determining whether or not you are responsible for any other watercourse (non-main rivers, ditches, streams for example: [Owning a watercourse - GOV.UK \(www.gov.uk\)](#))
- 2. Assess whether the proposed development will have any negative effects on the watercourse.**
- 8.5 The location and type of development can result in water quality issues for a number of direct reasons including physical modifications to a water body such as dredging, removing natural barriers and new culverts for example. Indirect impacts include land contamination from previously developed sites, wastewater treatment or leaching from farms. Small scale developments can result in water pollution from toxic substances entering soil, water via drains or directly into water bodies, the inappropriate disposal of site waste or the inappropriate treatment of wastewater during construction.

3. Set out any mitigation measures that might be necessary to mitigate any identified negative impacts on the watercourse.

8.6 If it is concluded that a proposed development would have any negative impacts on a watercourse, an applicant is required to show what mitigation measures are proposed. Examples of mitigation measures at construction stage include:

- all construction waste materials being stored within the confines of the site prior to removal to a permitted waste facility
- all materials used for the construction of the site **not** coming into contact with any water body at any stage
- appropriate construction to avoid leaching in certain cases (manure/slurry stores on farms)
- the incorporation of sustainable urban drainage systems to minimise pollution risk
- introduce buffer zones to mitigate run off into watercourses.

Pollution Control

8.7 Some pollution arising from surface water run off may be unavoidable and water treatment at every ideal location may be impractical. Despite this, moderating flows and filtering run off through SuDS can significantly reduce the impact on the water resource by means of ground infiltration, filtration and subbase (underground) storage.

8.8 Applicants will be required to use mitigation measures to minimise pollution within new developments. Supporting documentation accompanying planning applications for developments **over 10 dwellings** should explain how contaminated water arising through the construction process will be addressed. If necessary and appropriate, the local planning authority can attach a condition to a planning permission requiring appropriate mitigation measures to be provided in a development scheme.

8.9 Many of the SuDS discussed in chapter 7 can reduce pollution in water. These are examined further below :

- Infiltration trenches

Infiltration trenches comprise stone filled reservoirs to which storm water run-off is diverted, and from which the water gradually infiltrates the ground. Infiltration is unlikely to be successful in clay soils, which are common in Fylde, and therefore a soil analysis will therefore be required for any development proposal of over 10 dwellings to demonstrate whether this approach would be effective.

- Detention Basins and Ponds

Detention Basins and Ponds remove pollution by a range of chemical, physical and biological processes. Pollutant removal is by absorption, filtering and microbial

decomposition in the surrounding soil. Systems can be designed which successfully incorporate both infiltration and filter systems. Detention basins and ponds must be sensitively designed so as to maximise their biodiversity potential and will be encouraged where feasible. Please see paragraphs 7.63 – 7.66 of [Fylde's Biodiversity SPD](#) for more information.

- Filter drains

Filter drains are gravel filled trenches that collect and move water. They also treat pollution. The trench is filled with free draining gravel and often has a perforated pipe in the bottom to collect the water. In Fylde, it will be important to keep filter drains shallow because of the flat landscape. Where filter drains meet ponds or basins, this will keep them shallower. It will also help prevent problems meeting shallow outfall points.

- Permeable paving

Permeable paving is very effective at removing a wide range of pollutants from runoff, so improving water quality. The pollutants may either remain on the surface or be flushed into the underlying pavement layers, where many are filtered and trapped and degrade over time. Permeable paving can maximize opportunities for using space in a multi-functional way requiring no additional land take. They are not solely infiltration systems, do not have onerous maintenance requirements and can accommodate heavier traffic (including construction traffic). In addition, there is also evidence to show whole life costs can be significantly lower than a conventional 'pipe' system, as the future maintenance requirement is low and they negate the need for grates, gullies, expensive flow control structures, extensive lengths of pipework, oil separators etc.



Figure 7: An example of permeable paving at Lytham Park Cemetery and Crematorium

- Buffer Zones

Reducing domestic, highway, commercial and industrial diffuse pollution and attaining Water Framework Directive (WFD) water quality targets is challenging. This emphasises the need for enhanced protection of watercourses by containing the source of pollution through good practice and interrupting pollutant pathways for both surface and sub surface routes. Having landscaped buffer zones along the margins of development sites (where there is an adjacent watercourse) and around SuDs will provide many benefits including improved water quality, reduced run off rates, amenity and biodiversity. Improving the effectiveness

of landscaped buffers will reduce the pollutant loads leaving a development site and entering the adjacent water.

- 8.10 The incorporation of one or more of these methods into developments is supported.
- 8.11 Pollution can also be caused by means other than built development. Fylde is a predominantly rural Borough with livestock and dairy farming representing the major agricultural land use in the Borough (Lancashire.gov.uk). Poorly constructed manure/slurry/silage stores can result in leaching which has the potential to pollute water courses, lakes or ground water through run off drainage.
- 8.12 Applicants can find good practice guidance from the Department for Environment Food and Rural Affairs (DEFRA) [here](#). Additional information can be found in the Guide for Manure Management [here](#).
- 8.13 The applicant must ensure that storage facilities for livestock manure/slurry and silage effluent are maintained free from structural defect and are of sufficient standard (capacity) to prevent run-off or the seepage of the contents to groundwater.
- 8.14 Clean fresh water from roofs or clean yards can be collected in large volumes. To minimise the environmental impact of the farm, this should not be mixed in with dirty water or slurry but diverted directly to a drain or ditch or, better still, stored for use on the farm.
- 8.15 If rainwater harvesting is conducted correctly, it could reduce the amount of water mixing with manure/slurry significantly and subsequently reduce the likelihood of it polluting clean water sources. Therefore, mechanisms for rainwater harvesting are encouraged. These should be distanced/separated from dirty water to prevent mixing. The overall objective being to maximise the amount of clean water that is reused on the farm, or diverted directly to a drain or ditch. This will benefit the farmer by reducing the volume of dirty water/slurry that needs to be stored and spread on the land when conditions are right.
- 8.16 Other useful sources of information can be found on gov.uk in relation to storing [silage, slurry and agricultural fuel oil](#) and [rules for farmers and land managers to prevent water pollution](#).

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Appendices

Appendix A

Strategic Policy CL1: Flood Alleviation, Water Quality and Water Efficiency

Strategic Policy CL1

Flood Alleviation, Water Quality and Water Efficiency

Planning decisions should follow the sequential, risk-based approach to the location of development, as required by the Framework.

All new development is required to minimise flood risk impacts on the environment, retain water quality and water efficiency, and mitigate against the likely effects of climate change on present and future generations.

This will be achieved by:

- a) Ensuring that development incorporates the most sustainable form of managing surface water, subject to the requirement for approval from the drainage authority. This will be expected to be investigated and confirmed as part of any planning application submission. It will be necessary to attenuate any discharge of surface water through the incorporation of sustainable drainage systems (SuDS), following the SuDS hierarchy. This would be greenfield run-off rate on greenfield sites. On previously developed land, surface water betterment will be expected. The preference will be for no surface water to discharge to the public sewer, directly or indirectly, if more sustainable alternatives are available. The priority options for the management of surface water are set out in detail in the Infrastructure Delivery Plan.
- b) Supporting the retrofitting of SuDS in locations that generate surface water run-off.
- c) Improving water efficiency standards by minimising the use of potable mains water in new development and incorporating measures to recycle and conserve water resources.
- d) Ensuring that new development is directed away from areas at high risk of flooding and incorporating appropriate mitigation against flooding in areas of lower risk.
- e) Ensuring that watercourses, which require watercourse consent are protected from encroachment and adverse impacts and that water quality is maintained and improved.
- f) Seeking to maximise the potential of the Green Infrastructure network within developments to reduce the risk of flooding.
- g) Ensuring that new development does not adversely affect the quality of surface and groundwater resources in Source Protection Zones and where possible contributes towards improving it.
- h) Ensuring there is no risk of pollution to controlled waters from land contamination on previously developed sites.
- i) Ensuring that the layout of new sea defences and coastal protection measures are of an appropriately robust design and are fit for purpose.
- j) Ensuring that wherever necessary land is identified to be used for wetland or flood storage through negotiation with landowners.

Developer contributions will be required for the provision and maintenance of SuDS, where this is not provided as part of the development. Contributions will be made through Section 106 agreements or the Community Infrastructure Levy (CIL), as set out in policy **INF2**.

Developer contributions will be required for the repair or replacement of the sea defences and coastal protection measures and the maintenance of the sand dunes system. Developer contributions will be made through the CIL. Where appropriate, the Council will permit developers to provide the necessary infrastructure themselves as part of their development proposals, rather than making financial contributions.

Strategic Policy CL2: Surface Water Run Off and Sustainable Drainage

Strategic Policy CL2

Surface Water Run-Off and Sustainable Drainage

Discharge rates should be agreed as part of any pre-application negotiations between the relevant parties. New development must incorporate the following sequential attenuation measures:

- a. Store rainwater for later use; or
- b. The first 5mm of rainfall should infiltrate. In areas where infiltration rates are slow, e.g. soils with a high proportion of clay, then permeable surfaces may be under-drained. This will have the effect of slowed surface water run-off rates; or
- c. Attenuate rainwater in ponds or open features for gradual release into the watercourse; or
- d. Attenuate rainwater by storing in tanks or sealed water features for gradual release into a watercourse.

Where compelling and detailed evidence demonstrates that the above measures are not feasible or would adversely affect viability, then the following **national discharge (SuDS) hierarchy** will be considered in priority order:

1. Controlled discharge of rainwater direct to a watercourse;
2. Controlled discharge of rainwater to a surface water drain;

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Fylde Local Plan to 2032 (incorporating Partial Review)

3. Controlled discharge of rainwater to the combined sewer.

Development must utilise Sustainable Drainage Systems (SuDs) whenever practical; and reduce discharge to greenfield run-off rates wherever feasible.

Proposals for development that will discharge surface water to a public sewer must provide compelling evidence that capacity exists in the public sewer including relevant authorisation from the appropriate infrastructure provider. Where there is no public sewer capacity the applicant must provide a detailed technical assessment of how surface drainage will be dealt with. Proposals may also need to include an independent assessment of potential solutions, the cost of which must be met by the applicant.

Proposals may also be required to provide a feasibility assessment for the use of SuDs including consideration of the potential design of any scheme and ongoing maintenance arrangements. The applicant and the Council will then agree on who should adopt the scheme and be responsible for ongoing maintenance. In the majority of cases the latter will rest with the applicant.

New development will be subject to appropriate conditions or a legal agreement to secure the implementation of SuDS and to secure appropriate management and maintenance measures.

Appendix B Table 2: Flood risk vulnerability and flood zone ‘incompatibility’

Flood Zones	Flood Risk Vulnerability Classification				
	Essential infrastructure	Highly vulnerable	More vulnerable	Less vulnerable	Water compatible
Zone 1	✓	✓	✓	✓	✓
Zone 2	✓	Exception Test required	✓	✓	✓
Zone 3a †	Exception Test required †	X	Exception Test required	✓	✓
Zone 3b *	Exception Test required *	X	X	X	✓ *

Key:

✓ Exception test is not required

X Development should not be permitted

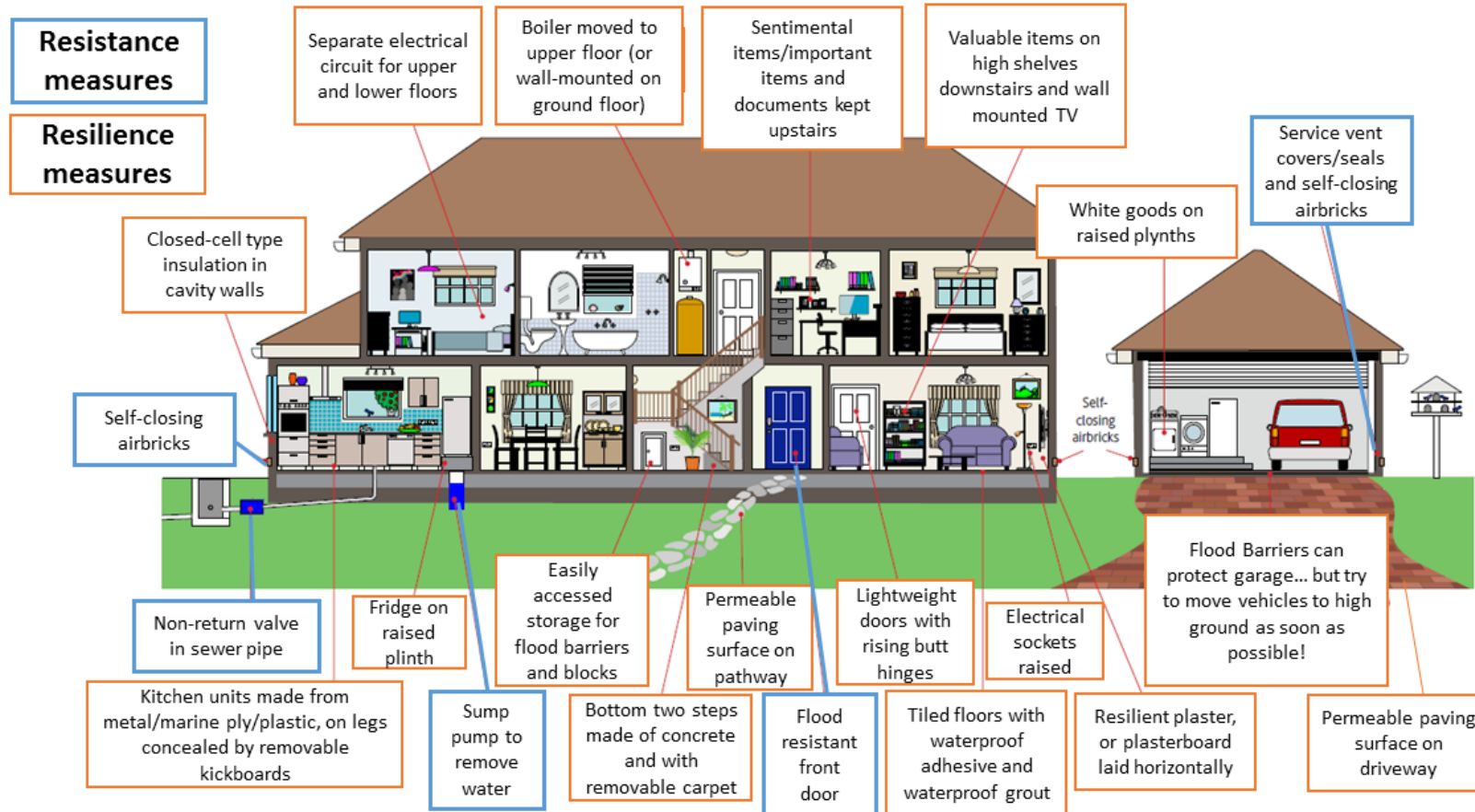
Planning Practice Guidance

Paragraph 078 Reference ID:7-078-20220825 Revision Date 25 08 2022

Appendix C

Combined resistance and resilience measures

Keeping water out for as long as possible buys valuable time to raise/move your belongings...



Source: Citizen Space – York Flood Alleviation Scheme

Appendix D

FYLDE COUNCIL SuDS PRO-FORMA

FYLDE COUNCIL SuDS PRO-FORMA

This Pro-forma is endorsed by the North West Regional Flood and Coastal Committee, including representatives from Lead Local Flood Authorities, Highway Authorities, United Utilities and the Environment Agency

FYLDE SuDS PRO-FORMA

This pro-forma is a requirement for any planning application for major development^[1]. It supports applicants in summarising and confirming how surface water from a development will be managed sustainably under current and future conditions. Your sustainable drainage system should be designed in accordance with [CIRIA The SuDS Manual C753](#) and any necessary adoption standards.

HOW TO COMPLETE

Blue Box	Instruction/ Question
Orange Box	Evidence Required
White Box	To be completed by Developer / Consultant

1. Complete ALL white boxes
2. Submit this pro-forma to the Local Planning Authority, along with:
 - Sustainable Drainage Strategy
 - Site Specific Flood Risk Assessment (if required)
 - Minimum supporting evidence, as indicated in orange boxes of this pro-forma.

GUIDANCE TO SUPPORT YOU

The pro-forma should be completed in conjunction with 'Completing your SuDS Pro Forma Guide.'

The pro-forma can be completed using freely available tools such as [Tools for Sustainable Drainage Systems](#) or appropriate industry standard surface water management design software.

SECTION 1. APPLICATION & DEVELOPMENT DETAILS

Planning Application Reference <i>(if available)</i>	
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State type of planning application <i>i.e. Pre-application, Outline, Full, Hybrid, Reserved Matters*</i> <i>*Information only required if drainage is to be considered as part of reserved matters application</i>		
Developer(s) Name:		
Consultant(s) Name:		
Development Address (including postcode)		
Development Grid Reference (Eastings/Northings)		
Total Development Site Area (Ha)		
Please indicate the flood zone that your development is in. Tick all that apply. <i>Based on the Environment Agency Flood Map for Planning and the relevant Local Authority Strategic Flood Risk Assessment (to identify Flood Zones 3a/3b).</i>		Flood Zone 1 <input type="checkbox"/> Flood Zone 2 <input type="checkbox"/> Flood Zone 3a <input type="checkbox"/> Flood Zone 3b <input type="checkbox"/>
What is the surface water risk of the site? Tick all that apply. <i>Based on the Environment Agency Surface Water Flood Map.</i>		High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>
Have you submitted a Site Specific Flood Risk Assessment (FRA)? <i>See separate guidance notes for clarification on when a FRA is required</i>		Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you submitted a Sustainable Drainage Strategy?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your drainage proposal provide multi-functional benefits via SuDS?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Expected Lifetime of Development (years) <i>Refer to Planning Practice Guidance "Flood Risk and Coastal Change" Paragraph 026</i>		
Development Type:		State Proposed Number of Units
Greenfield Site <ul style="list-style-type: none"> Site is wholly undeveloped, and a new drainage system will be installed 		<input type="checkbox"/>
Previously Developed/ Brownfield Site <ul style="list-style-type: none"> Site is already developed, and the <u>entirety</u> of the existing surface water drainage system will be used to serve the new development (evidence must be provided to prove existing surface water drainage system is reusable); OR Where records of the previously developed system are not available so that the hydraulic characteristics of the system cannot be determined or where the drainage system is not in reasonable working order i.e. broken, blocked or no longer operational for other reasons. 		<input type="checkbox"/>
Please list any relevant document and or drawing numbers (including revision reference) to support your answers to Section 1.		

SECTION 2: IMPERMEABLE AREA AND EXISTING DRAINAGE

	Existing (E)	Proposed (P)	Change (P – E)
State Impermeable Area (Ha)			
Evidence Required: Plans showing development layout of site with existing and proposed impermeable areas.			<input type="checkbox"/>

<p>Are there existing sewers, watercourses, water bodies, highway drains, soakaways or filter drains on the site?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/></p>
<p>Evidence Required: Plan(s) showing existing layout to include all:</p> <ul style="list-style-type: none"> • Watercourses, open and culverted • Water bodies – ponds, swales etc. • Sewers, including manholes • Highway drains, include manholes, gullies etc. • Infiltration features - soakaways, filter drains etc. 	<p><input type="checkbox"/></p>

[illegible]

<ul style="list-style-type: none"> • Details of exceedance routes (Technical Standards S9) • Topographic survey • Locations and number of existing and proposed discharge points <p><i>Note consideration should be given to manage surface water from both impermeable and permeable surfaces (including gardens and verges) likely to enter the drainage system.</i></p>	
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Please list any relevant document and or drawing numbers (including revision reference) to support your answers to Section 2.	
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SECTION 3: PEAK RUNOFF RATES – TECHNICAL STANDARDS S2, S3 AND S6 (UNLESS S1 APPLIES)

Rainfall Event	Existing Rate (l/s)	Greenfield Rate (l/s)	Proposed Rate (l/s) <i>Previously developed sites - In line with S3 should be equivalent to Greenfield runoff rates – discuss with LLFA if this is not achievable pre-application</i>
Qbar (Approach 2)			
1 in 1 Year Event (Approach 1)			
1 in 30 Year Event			
1 in 100 Year Event* (Approach 1)			
<p><i>* Total discharge at the 1 in 100 year rate should be restricted to the greenfield runoff volume for the 1 in 100 Year 6 hour event with additional volumes (long-term storage volume) released at a rate no greater than 2 l/s/ha where infiltration is not possible.</i></p> <p><i>The climate change allowance should only be applied to the proposed rate and not the existing or greenfield rate.</i></p>			
Evidence Required: Methodology used to calculate peak runoff rate clearly stated and justified. Impermeable areas plan, supported by topographical survey confirming positive drainage. Hydraulic calculations and details of software used.			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

State the hydraulic method used in your calculations <i>(Refer to Table 24.1 of The SuDS Manual)</i>	
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Please list any relevant document and or drawing numbers (including revision reference) to support your answers to Section 3.	
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SECTION 4: DISCHARGE VOLUME – TECHNICAL STANDARDS S4, S5 AND S6
(UNLESS S1 APPLIES)

Rainfall Event	Existing Volume (m ³)	Greenfield Volume (m ³)	Proposed Volume (m ³)
1 in 100 Year 6 Hour Event <i>(Approach 1)</i>			
Does the below statement apply to your development proposal? Long term storage is not achievable on this site and, in accordance with S6 of the Non Statutory Technical Standards for SuDS, the surface water discharge rates for events up to and including the 1 in 100 year critical event are limited to Qbar (Approach 2)			Yes <input type="checkbox"/> No <input type="checkbox"/>
Evidence Required: Approach to managing the quantity of surface water leaving the site clearly stated and justified Methodology used to calculate discharge volume clearly stated and justified. Hydraulic calculations and details of software used.			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Please list any relevant document and or drawing numbers (including revision reference) to support your answers to Section 4.	
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SECTION 5: STORAGE – TECHNICAL STANDARDS S7 AND S8

State climate change allowance used (%)	
State housing density (houses per ha)	
State urban creep allowance used (%)	
Evidence Required: State / used in appropriate industry standard surface water management design software.	<input type="checkbox"/>

State storage volume required (m³) <i>(excluding non-void spaces)</i> <i>Must include an allowance for climate change and urban creep</i>	
Have you incorporated interception into your design? <i>(Refer to Chapter 24 of The SuDS Manual C753)</i> <i>Where possible, infiltration or other techniques are to be used to try and achieve zero discharge to receiving waters for rainfall depths up to 5mm.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Evidence Required: Drainage plans showing location of attenuation and all flow control devices and supporting calculations.	<input type="checkbox"/>

Summarise how storage will be provided for 1 in 30 year event on site. <i>Storage must be designed to ensure that at no flooding occurs onsite in a 1 in 30 year event except in designated areas and no flooding occurs offsite in a 1 in 100 year (plus climate change allowance) event.</i>	
Summarise how storage will be provided for 1 in 100 year (plus climate change) event on site. <i>Where storage above the 1 in 30 year rainfall event is provided in designated areas designed to accommodate excess surface water volumes, plans showing storage locations and surface water depths and supported by calculations used in appropriate industry standard surface water management design software. It is important to run a range of duration events to ensure the worst case condition is found for each drainage element on the site</i>	
Evidence Required: Plans showing size and location of storage and supporting calculations. Where there is controlled flooding, extents and depths must be indicated.	<input type="checkbox"/>

Please list any relevant document and or drawing numbers (including revision reference) to support your answers to Section 5.	
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SECTION 6: WATER QUALITY PROTECTION

Contaminated surface water run-off can have negative impacts on the quality of receiving water bodies. The potential level of contamination will influence the final design of an appropriate treatment train as part of your sustainable drainage system.

Is the proposal site known to be or potentially contaminated?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none"> <i>If the site is contaminated, it should be demonstrated that the sustainable drainage system will not increase the risk of pollution to controlled waters through the mobilisation of contaminants and/or creation of new pollution pathways.</i> 		

Confirm the <i>Pollution Hazard Level</i> of the proposed development - Tick <u>ALL</u> that apply <i>Refer to Pollution Hazard Indices for different Land Use Classifications in Table 26.2 of The SuDS Manual C753 for further guidance.</i>	
Pollution Hazard Level <i>Tick <u>ALL</u> that apply</i>	Surface water run-off from the proposed development will drain from:

VERY LOW	<input type="checkbox"/>	<ul style="list-style-type: none"> Residential roofs
LOW	<input type="checkbox"/>	<ul style="list-style-type: none"> Other roofs (typically commercial/industrial roofs) Individual property driveways, residential car parks, low traffic roads (e.g. cul de sacs, home-zones and general access roads) Non-residential car parking with infrequent change (e.g. schools, offices) i.e. < 300 traffic movements/day
MEDIUM	<input type="checkbox"/>	<ul style="list-style-type: none"> Commercial yard and delivery areas Non-residential car parking with frequent change (e.g. hospitals, retail) All roads except low traffic roads and trunk roads/motorways^[2]
HIGH	<input type="checkbox"/>	<ul style="list-style-type: none"> Sites with heavy pollution (e.g. haulage yards, lorry parks, highly frequented lorry approaches to industrial estates, waste sites) Sites where chemicals and fuels (other than domestic fuel oil) are to be delivered, handled, stored, used or manufactured Industrial sites Trunk roads and motorways¹

If the development's Pollution Hazard Level is 'Very Low' or 'Low', has the sustainable drainage design been risk assessed and appropriate mitigation measures included?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<ul style="list-style-type: none"> <i>If the proposed development has a very low or low polluting potential, you should design your sustainable drainage system to include an appropriate treatment train in accordance with The SuDS Manual (C753).</i> 	

If the development's Pollution Hazard Level is 'Medium' or 'High', is the application supported by a detailed water quality risk assessment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<ul style="list-style-type: none"> <i>If the proposed development has a high polluting potential, a detailed risk assessment will be required to identify an appropriate SuDS treatment train and ensure compliance with Paragraph 170 of the National Planning Policy Framework.</i> <i>If the proposed development has a medium polluting potential, a detailed risk assessment <u>may</u> be required depending on the nature, scale and location of the development.</i> 	

Has pre-application advice on water quality been obtained from the Environment Agency?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If YES, provide details:	

Please list any relevant document and or drawing numbers (including revision reference) to support your answers to Section 6.	
--	--

SECTION 7: DETAILS OF YOUR SUSTAINABLE DRAINAGE SYSTEM

a) Function of your Sustainable Drainage System

Do your proposals store rainwater for later use (as a resource)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Evidence Required: Please provide a brief sentence in the adjacent white box to describe how this function has been achieved.	

Do your proposals promote source control to manage rainfall close to where it falls? (e.g. promoting natural losses through soakage, infiltration and evapotranspiration)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Evidence Required: Please provide a brief sentence in the adjacent white box to describe how this function has been achieved.	
Please list any relevant document and or drawing numbers (including revision reference) to support your answers to Section 7a.	

b) Hierarchy of Drainage Options – Planning Practice Guidance

The proposed method of discharge are set out in order of priority. Generally, the aim should be to discharge surface run off as high up the following hierarchy of drainage options as reasonably practicable.

Proposed method of surface water discharge		Is this proposed?	
Hierarchy Level 1: Into the ground (via infiltration)		Yes <input type="checkbox"/> No <input type="checkbox"/>	
If YES - Evidence Required		If NO – Evidence Required Tick <u>ALL</u> that apply	
<input type="checkbox"/>	A. Completed Infiltration Checklist from The SuDS Manual (C753) Appendix B <i>An editable version of this form is available on SusDrain website.</i>	<input type="checkbox"/>	A. Site investigation to demonstrate that the ground is not free draining. Test results to be provided in accordance with: <ul style="list-style-type: none"> The methodology within BRE 365 (2016), OR Falling head permeability tests BS EN ISO 22282-2: 2012
<input type="checkbox"/>	B. British Geological Survey (BGS) Infiltration SuDS Map	<input type="checkbox"/>	B. NOTE: where an applicant is unable to access a site to undertake testing, e.g. where unable to access a site for an outline application, they can submit a SuDS GeoReport or similar.
<input type="checkbox"/>	C. Infiltration testing to BRE 365 (2016) or falling head permeability tests to BS EN ISO 2228-2: 2012 (optional for outline)	<input type="checkbox"/>	C. Evidence to confirm that infiltration to ground would result in a risk of deterioration to ground water quality.
<input type="checkbox"/>	'Plan B' sustainable drainage plan and statement of approach with an alternative discharge method, in case infiltration proposals are proven not feasible upon further site specific ground investigation e.g. to consider seasonal variations to groundwater.	<input type="checkbox"/>	D. Geotechnical advice from a competent person* which determines that infiltration of water to ground would pose an unacceptable risk of geohazards to the site and/or local area. <i>*Note: Competent person may include a Chartered Engineer, Chartered Geologists, Registered Ground Engineering Professionals (RoGEP).</i>

Proposed method of surface water discharge		Is this proposed?	
Hierarchy Level 2: To a surface water body <i>(select type)</i> NOTE: Consent from LLFA or Permit from Environment Agency may be required – refer to guidance		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
		<input type="checkbox"/> Main river <input type="checkbox"/> Canal <input type="checkbox"/> Ordinary watercourse <input type="checkbox"/> Other water body	
If YES - Evidence Required		If NO – Evidence Required	
		Tick <u>ALL</u> that apply	
<input type="checkbox"/>	Surface water body / watercourse survey and report	<input type="checkbox"/>	Plan showing nearby watercourses and waterbodies
		<input type="checkbox"/>	AND Statement providing justification in your Sustainable Drainage Strategy Note: Where discharge of any element in the hierarchy is discounted, an applicant should provide justification. If the reasoning for discounting a discharge of surface water to watercourse relates to issues associated with third party land or the securing of any other required consent, it may be necessary for the applicant to provide evidence to the local planning authority to support their proposed approach.

Proposed method of surface water discharge		Is this proposed?	
Hierarchy Level 3: To a surface water sewer or highway drain <i>(select type)</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

		<input type="checkbox"/> Surface water sewer <input type="checkbox"/> Highway drain	
If YES - Evidence Required		If NO – Evidence Required	
		Tick ALL that apply	
<input type="checkbox"/>	Written correspondence from Water and Sewerage Company/ Highway Authority regarding proposed connection.	<input type="checkbox"/> <input type="checkbox"/>	Plan showing nearby sewers and highway drains AND Statement providing justification in your Sustainable Drainage Strategy

Proposed method of surface water discharge		Is this proposed?	
Hierarchy Level 4: To combined sewer		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
If YES - Evidence Required		If NO – Evidence Required	
<input type="checkbox"/>	Written correspondence from Water and Sewerage Company	N/A	

Please list any relevant document and or drawing numbers (including revision reference) to support your answers to Section 7b.	
--	--

c) Proposed SuDS Component Types

Tick ALL that apply					
Within property boundary	<input type="checkbox"/> Rainwater harvesting	<input type="checkbox"/> Green/ blue roofs	<input type="checkbox"/> Pervious pavements [Type: A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>]	<input type="checkbox"/> Soakaway	<input type="checkbox"/> Bio retention systems
Tick ALL that apply					

Within development site boundary (not property)	<input type="checkbox"/> Infiltration system [Type: <input type="checkbox"/> Surface level <input type="checkbox"/> Below ground]		<input type="checkbox"/> Filter strips	<input type="checkbox"/> Filter drains	<input type="checkbox"/> Swales
	<input type="checkbox"/> Bio retention system	<input type="checkbox"/> Detention basins	<input type="checkbox"/> Ponds and wetlands	<input type="checkbox"/> Attenuation tanks/ Oversized pipes	<input type="checkbox"/> Other (state below)
	If 'Other' please state:				

Off site (not within the boundary of the proposed development)	Please state:
--	---------------

I confirm that the above selected components have been designed in accordance with The SuDS Manual (C753).	I confirm <input type="checkbox"/>
I confirm that the management of flows resulting from rainfall in excess of a 1 in 100 year plus climate change rainfall event, and their exceedance route(s), has been fully considered in order to minimise the risks to people, property (new and existing) and infrastructure.	I confirm <input type="checkbox"/>

Please list any relevant document and or drawing numbers (including revision reference) to support your answers to Section 7c.	
--	--

SECTION 8: OPERATION AND MAINTENANCE – TECHNICAL STANDARD S12 AND NATIONAL PLANNING POLICY FRAMEWORK

The applicant is responsible for ensuring that ALL components selected in Section 7 can be maintained for the design life of the development. This information is required so the Local Planning Authority can ensure the maintenance and management of the sustainable drainage system. The Local Planning Authority will discuss how this will be secured (e.g. via planning condition or planning obligation).

	Information Provided?
Management Plan	Yes <input type="checkbox"/> No <input type="checkbox"/>
Evidence Required: Plan/ drawing provided to show the position of the different SuDS components with:	<input type="checkbox"/>

<ul style="list-style-type: none"> • Key included to identify any of the adopting bodies that you will be offering your sustainable drainage components for adoption (<i>relates to maintenance and management arrangements below</i>). • Plan/ drawing to identify any areas where certain activities are prohibited, detailing reasons why. 	<input type="checkbox"/>
Action plan for accidental pollutant spillages.	

	Information Provided?
Maintenance Schedule	Yes <input type="checkbox"/> No <input type="checkbox"/>
Evidence Required: A copy of the maintenance schedule including: <ol style="list-style-type: none"> 1. Proactive and preventative maintenance Detailing regular, occasional and remedial maintenance activities including recommendations for inspection and monitoring. This should include recommended frequencies, advice on plant/ machinery required and an explanation of the objectives for the maintenance proposed and potential implications of not meeting them. 2. Reactive and corrective maintenance (e.g. product repair and replacement). Including advice on excavations, or similar works, in locations that could affect the SuDS components/ adjacent structures. 	<input type="checkbox"/>

	Information Provided?
Maintenance and Management Arrangements	Yes <input type="checkbox"/> No <input type="checkbox"/>
Evidence Required: Evidence of formal agreement with the party responsible for undertaking maintenance. Please select any of the adopting bodies that you will be offering your sustainable drainage components for adoption. Tick all that apply. <input type="checkbox"/> Water and Sewerage Company <i>Section 104 agreement (Water Industry Act 1991)</i> <input type="checkbox"/> Highway Authority <i>Section 278/38 agreement (Highways Act 1980)</i> <input type="checkbox"/> Local Authority Public Open Space [<i>Refer to Local Authority Policy</i>] Please select the arrangement(s) for all non-adopted sustainable drainage components. Tick all that apply. <input type="checkbox"/> Management Company <input type="checkbox"/> Property Owner (<i>for SuDS components within property boundary only</i>) <input type="checkbox"/> Other (please state) <div style="border: 1px solid black; height: 15px; width: 550px; margin-top: 5px;"></div>	<input type="checkbox"/>

Please list any relevant document and or drawing numbers (including revision reference) to support your answers to Section 8.	
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DECLARATION AND SUBMISSION

This pro-forma has been completed using evidence from information which has been submitted with the planning application.

The information submitted in the Sustainable Drainage Strategy and site-specific Flood Risk Assessment (FRA), where submitted, is proportionate to the site conditions, flood risks and magnitude of development and I agree that this information can be used as evidence to this sustainable drainage approach.

Submitter Details			
Completed by		Email Address	
		Telephone Number(s)	
Signed off by		Accreditation(s) and/or Qualification(s) of Signatory	
Date (dd/mm/yyyy)		Company	

Client Details			
Name		Company	

^[1] as defined in Section 2 of [Statutory Instrument 2015 No. 595](#) or on sites in Critical Drainage Areas.

^[2] Motorways and trunk roads should follow the guidance and risk assessment process set out in Highways Agency (2009).

Appendix D

Case Studies

Fylde Council SuDS Project

To reduce the waterlogging to the eastern extent of the cemetery and provide formal memorial foundations with maintainable drainage and, to address the introduction of a new visitor parking area (980m²) with additional access roads, utilising Sustainable Drainage Systems.

The site is not formally drained and is therefore considered to be 100% permeable. Generally, the site is Devensian Till overlying Singleton Mudstone. However, it is known that there are pockets of wind-blown sand and peat on the site.

The increased area of hardstanding and access road resulted in an increase in surface water runoff rates and volumes, discharge is controlled from the detention basin before passing through an existing small wastewater treatment facility. Storage volume in the detention basin was calculated as 344m³ for the 6hr, 1 in 100-year rainfall event plus 40% climate change allowance.

The area of the proposed detention basin was discovered to have at its base granular deposits thus some infiltration proved possible. Likewise, the proposed area of the visitor parking also had a formation which allowed a permeable paved construction. Shallow swales were constructed to three sides of the parking area to contain and channel any overflow to green areas around the periphery.

Drainage beneath the memorial slabs comprised a half-perforated pipe, with crushed stone no-fines media, wrapped in filter media, in the form of trench drains. Thus, providing additional storage and filtration. Oversize carrier drains to the detention basin provide additional online attenuation within the pipe network. The extent of the existing burial plots throughout the site meant great care had to be taken during construction. The principal drainage areas are indicated in red below (Text taken from [Local Flood Risk Management Strategy for Lancashire 2021-2027](#)).

Figure 8: Fylde Council SuDS



Susdrain provide comprehensive case studies on well implemented SuDS including:

- [Queen Caroline Estate, London](#)
- [Morelands Junior School, Sale](#)

Appendix E

Riparian owner

Is defined as, 'Somebody who has a watercourse, such as a river, stream or beck, which runs through, beneath or adjacent to the boundary of their property. They are responsible for maintaining the bed and banks of the watercourse, which is on their property. Also known as a 'watercourse owner'.

If the watercourse forms the boundary with your land, you will usually own up to the centre of the channel. If in doubt, you will need to check your title deeds to confirm exact ownership. This can be done via the [land registry](#).

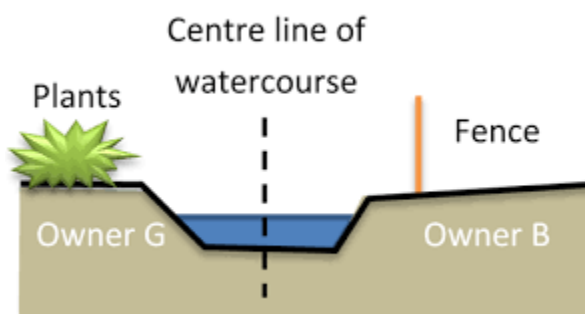
There are two types of watercourses; main rivers and ordinary watercourses. 'Main River' comes under the jurisdiction of the Environment Agency and, 'Ordinary Watercourse' under the jurisdiction of the Lead Local Flood Authority. It is worth noting that just because a watercourse has the word 'River' in its name, doesn't mean it is a 'main river', and likewise if it doesn't have the word 'river' it could still be 'main river'.

<https://thefloodhub.co.uk/wp-content/uploads/2022/12/Types-of-watercourses-main-river-vs-ordinary-watercourse.pdf>

<https://thefloodhub.co.uk/wp-content/uploads/2019/11/A-basic-guide-to-owning-and-managing-a-watercourse.pdf>

Your responsibilities and rules to follow for watercourses on or near your property, and permissions you need to do work around them can be found in the following link:

<https://www.gov.uk/guidance/owning-a-watercourse>



Appendix F Property Flood Resilience (PFR) Measures

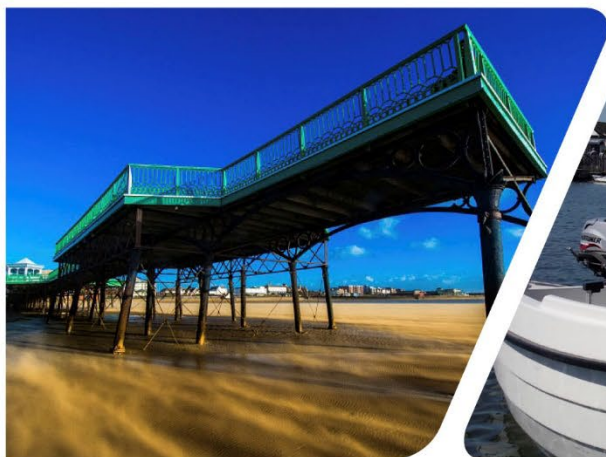
Property Flood Resilience (PFR) is the term used to describe the ways in which a property can be protected from flood damage. The two main strategies used are ‘**resistance**’ and ‘**resilience**’. Installing property flood resilience (PFR) measures can help reduce the impact and damage caused in the event of a flood. It is reported that every £1 spent on property flood resilience provides a £5 saving on future damages.

Resistance is about reducing the risk of water getting into a property. These measures can allow you time to move possessions from ground level as well as to get people to a place of safety if a flood is expected. Resistance measures often involve preventing water entering the property in the first place and they use a combination of products (flood boards and doors, air brick covers, non-return valves, pumps, toilet bungs, etc.). When considering resistance it is important to ensure the fabric of the property is sound (pointing is well maintained below ground, cable entries are sealed, etc.).

Government guidelines suggest 600mm (2ft) as a safe height to resist water entry, although many buildings in flood risk areas are protected to around 900mm (3ft). Flood protection in excess of 600mm in height should only be installed subject to a structural survey being undertaken on the property. A successful **resistance** strategy ensures that every water entry point on the property is protected. If a single point is missed or a flood defence product fails, the property will begin to take in floodwater which compromises all other protection measures and results in a failed package of works.

Resilience is about reducing the impact of flooding, should water get inside your property. The aim is to ensure that damage is minimised and you can get back in to your home or business as quickly as possible. Measures should be tailored to each property, such as using porous plaster, fitting solid floors or tiled floor coverings, raising electrics and taking simple steps in a flood event to move furniture and valuable possessions upstairs. Structural measures need to take account of the building type and its fabric. Undertaking a **resilience** approach directly after your home has flooded presents an opportunity to reinstate the property with water resilient materials and design.

Further information can found <https://nationalfloodforum.org.uk/about-flooding/reducing-your-risk/protecting-your-property/> and <https://thefloodhub.co.uk/pfr/> and a booklet is available to download at <https://thefloodhub.co.uk/wp-content/uploads/2018/09/Property-Flood-Resilience-PFR-booklet.pdf> and [https://www.bre.co.uk/filelibrary/pdf/projects/flooding/Property_owners_booklet_v2_web_\(2\).pdf](https://www.bre.co.uk/filelibrary/pdf/projects/flooding/Property_owners_booklet_v2_web_(2).pdf)



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Date: Jan 2022
Our Ref: FSPD(Draft)

Review Date: Jan 2024
Authorised by: Julie Glaister, Planning Policy Manager

**Summary of Representations Received on the
Flooding, Water Management and Sustainable Urban Drainage Systems (SuDS) Supplementary Planning
Document (SPD): Scoping
Consultation between 9th June 2022 and 7th July 2022**

Consultee	Key text from representation	Changes sought	Council Response
General			
National Highways	No comments to make		
The Coal Authority	No comments to make		
Lancashire County Council – School Planning Team	No comments to make		
Homes England	No comments to make		
Fairhaven Golf Club	Q1: ‘Yes, I believe it is imperative to do so [produce this SPD] not only for the protection of local residents and their properties, but for businesses such as ourselves who are seeing extended periods of closure due to flooding.’		Comment noted.
NFU North Westpressure is being pace on the system which is meaning that urban water is finding its way into farmers’ fields and causing crop losses. It is pleasing that the consultation recognises that farmland being affected by standing water at certain times of the year, preventing crops from being planted....		Comment noted.

Resident	Previously, the River Ribble was dredged on a regular basis (when Preston Docks took larger boats and vessels due to silting up). Would this need to be considered for the future to aid water flow. Mindful of the impact on nature.		Comment noted. However, the consideration of dredging the River Ribble is outside the scope of the SPD.
Introduction			
Betts Associates	Q1. Yes, detailed guidance would be useful for ensuring the specific issues/requirements for Fylde are met for new development.		Comment noted.
Fairhaven Golf Club	Q1. Yes, I believe it is imperative to do so not only for the protection of local residents and their properties, but for the businesses such as ourselves who are seeing extended periods of closure due to flooding.		Comment noted.
Environment Agency	Q1. Yes, providing it is focused in its remit and does not cut across or contradict technical guidance or non-statutory standards.		Comment noted. The SPD will support and align with technical guidance and non-statutory standards
Natural England	Q1. Yes. Natural England advise that this is a good opportunity to promote the use of Sustainable Urban Drainage Systems (SuDS) and nature based solutions.		Comment noted.
United Utilities	Q1. We are supportive of the principle of additional guidance on flooding, water management and sustainable urban drainage systems. Whilst being wholly supportive of additional guidance, we wish to note that Lancashire County Council has recently consulted on surface water planning advice. We wish to query whether the issue of surface water management and the implementation of sustainable drainage systems is more appropriately dealt with in one document which covers the		It is recognised that flooding is a cross boundary issue and in many ways, a whole county document would be beneficial. However, there are issues that are dependent on the local context and characteristics of the area. These could be missed within a whole county document and are what the Fylde SPD intends to target.

	entirety of Lancashire rather than a range of documents at both the County and District levels. That said, with regards to the application of the sequential test, this may be more appropriately dealt with at the local level. We have considered this further below.		
Vision, Issues and Objectives			
United Utilities	<p><u>Issues</u></p> <p>Q2: ‘..we are supportive of the issues you have outlined.’</p> <p>Q3: ‘...we are keen to ensure that the SPD is applicable to the consideration of all forms of flood risk. This includes existing and future flood risk from reservoirs, sewers and surface water.’</p> <p><u>Objectives</u></p> <p>Q4: ‘We are supportive of the above objectives, however, we would suggest that the final bullet point should include reference to the need to comprehensively engage with the water and wastewater undertaker for the area.’</p>		<p>Comment noted.</p> <p>The SPD has acknowledged the flood risk potential from reservoirs, sewers and surface water within the issues section.</p> <p>Noted and added to the final bullet point of the objectives.</p>
Betts Associates	<p><u>Objectives</u></p> <p>Q2: ‘There is no reference to the impacts of climate change within the objectives.’</p> <p>Q4: ‘Amendment to the final bullet point – comprehensive engagement with water companies (United Utilities) may also be beneficial to add given the focus on SuDS.’</p>		<p>The objective ‘to mitigate and adapt to the impacts of climate change’ has been added.</p> <p>Comment noted and document amended.</p>

	<p>Q5: 'To identify/outline areas within the borough with existing drainage areas, and where drainage areas are expected in the future. (This would be beneficial as a reference point at pre application stage and may benefit the LLFA as this may help identify opportunities to remediate drainage related issues.)'</p>		<p>Information on Critical Drainage Areas has been omitted from the SFRA. This is due to the fact that over time areas that are expected to flood do not, and vice versa. Therefore, having this information in a document that can be viewed for a number of years could be misleading. The same approach is viewed as appropriate with the SPD.</p> <p>Although the Council is aware of flooding issues within the Borough, Gov.uk websites where such public domain data is available should be consulted and included as part of a development FRA as this information is updated and adjusted as appropriate by the Environment Agency. All the current guidance on Gov.uk for flooding should still be adhered to.</p>
Historic England	<p><u>Issues</u></p> <p>Q3: • Changing watercourses or groundwater levels may have an impact on the preservation of buried archaeological remains. Any design should take into consideration the impact any changes to water courses, drainage and alterations in water levels may have on buried archaeological assets.</p> <ul style="list-style-type: none"> • For further information see our Preserving Archaeological Remains guidance which includes sections on water environments https://historicengland.org.uk/images-books/publications/preservingarchaeological-remains/ • Mitigation should be dealt with on a case-by-case basis in close consultation with the local authority. Fylde has large areas of alluvial and peat deposits which can contain well preserved palaeoenvironmental evidence and palaeoclimatic 		<p>The comments to both the issues and objectives sections have been taken on board and incorporated in to both sections. The link to further guidance has been added as a footnote (footnote 4) within the SuDS chapter.</p>

	<p>data. Designs should incorporate mitigation strategies to reduce the impact of development on buried remains.</p> <p><u>Objectives</u></p> <p>Q4: • To mitigate any risks posed to buried archaeological remains. It is important to consider the impacts SuDS and flood risk mitigation may have on heritage and archaeological assets. Changes to the water quality, levels and changes to the local hydrology can affect the preservation of archaeological remains and steps should be taken to mitigate any impacts from development.</p>		
Fairhaven Golf Club	<p><u>Issues</u></p> <p>Q2: 'Yes, without question.'</p> <p>Q3: 'Having spoken with other local business owners, I feel the most important issues are the movement of water from the region accompanied with the regular maintenance of varying degrees of systems in place.'</p> <p><u>Objectives</u></p> <p>Q4: 'Yes, the objectives identified are required.'</p>		<p>Comments noted. Poor maintenance of water management systems has been acknowledged as an issue within the Borough and has been promoted as guidance throughout the SPD.</p>
St. Anne's on the Sea Town Council	<p><u>Issues</u></p> <p>Q3: 'Yes, to the condition maintenance of water courses and the use of recycling devices within new developments.'</p>		<p>Maintenance is a significant issue that is noted within the issues and objectives and guidance regarding the maintenance of water management systems. Generally, landowners with watercourses on their land (Riparian Owners) are responsible for the land drainage of their land.</p>

	<p><u>Objectives</u></p> <p>Q5: 'Yes to ensure Environment Agency is more honest, open and transparent with the way their statistics are produced.'</p>		<p>Guidance regarding the use of recycling devices within new developments has been included within the SPD.</p> <p>This is not within the scope of the SPD.</p>
Environment Agency	<p><u>Issues</u></p> <p>Q3: '• Main rivers and ordinary watercourses are designations rather than sources, so should be removed. • List omits fluvial (river) and tidal flood sources. Note: tidal flood sources can be from rivers and the sea; rivers can be tidally influenced. • Climate change is not specifically mentioned – this will exacerbate flood risks from all sources. • Parts of Fylde are at risk from tidal and fluvial flooding, being in Flood Zone 2 and Flood Zone 3, but river and coastal flooding is not mentioned.'</p> <p><u>Objectives</u></p> <p>Q5: 'Yes, we would suggest an objective on climate change and flood risk.</p> <p>New developments should be resilient to flooding over their lifetime without increasing risk elsewhere. Where possible flood risk should be reduced overall.</p> <p>The SPD can help achieve objectives that will help development mitigate and adapt to climate change, for example, improve flood risk situations, promote improvements to river channels, promote the use of natural flood management techniques to reduce flooding, and ensure</p>		<p>Comments noted and document amended to reflect these.</p> <p>Noted. Objectives amended to reflect comments.</p>

	better management of surface water to help to reduce the current causes of flooding.'		
Little Eccleston with Larbreck Parish Council	<p><u>Objectives</u></p> <p>Q5: 'I think there are enough already. To be honest I think there are far too many to look at. Perhaps they could be brought into one directive that would be beneficial to the whole county. I'm sure there will be repetition.'</p>		It is recognised that flooding is a cross boundary issue and in many ways, a whole county directive would be beneficial. However, there are issues that are dependent on the local context and characteristics of the area. These could be missed within a whole county document and are what the Fylde SPD intends to target.
Natural England	<p><u>Objectives</u></p> <p>Q4: 'we advise you may wish to strengthen your wording round the objectives and have an emphasis on using nature-based solutions and setting out how these objectives will aid in restoring the natural environment through enhancement of water quality and biodiversity.'</p> <p>Q5: We advise you may wish to incorporate the use of green infrastructure to manage flooding, water and SuDS.'</p>		<p>Comment noted. Nature based solutions have been promoted within the objectives of the SPD and subsequently within the SPD as a whole, with the benefits of such approaches recognised.</p> <p>Comment noted and added to document.</p>
Legislative and Policy Review			
United Utilities	<p>Q6: 'We suggest that the document should refer to the following guidance on gov.uk:</p> <ul style="list-style-type: none"> - Review individual flood risk assessments: standing advice for local planning authorities; and; - Flood risk assessment: the sequential test for applicants.' 		Comment noted and the guidance is referred to within the SPD.

Betts Associates	Q6: 'Ribble: Catchment Flood Management Plan Wyre: Catchment Flood Management Plan UU Water Resources Management Plan.'		Comment noted and added to the review.
Historic England	Q6: 'Shoreline Management Plan should be consulted.'		Comment noted and added to the review.
St Anne's on the Sea Town Council	Q6: 'House Insurance Claims.'		This is not within the scope of the SPD.
Environment Agency	Q6: '• National Planning Policy Framework (NPPF) – there is no reference to the paragraphs concerning flood risk and coastal (i.e. from 159 onwards). The Council has designated Coastal Change Management Areas – the SPD should reference the relevant parts of the NPPF. • The SPD should link to the relevant Planning Practice Guidance. • Sustainable drainage systems: non-statutory technical standards: https://www.gov.uk/government/publications/sustainable-drainage-systems-nonstatutory-technical-standards . • https://thefloodhub.co.uk/ • ADEPT/EA Flood Risk Emergency Plans for New Development ADEPT (adeptnet.org.uk)'		Document amended to reflect comment.
Little Eccleston with Larbreck	Q6: 'I am not able to offer that guidance.'		Comment noted.

Parish Council			
Lancashire County Council	<p>'The LLFA have composed a Surface Water Planning Advice Document that is set for publication by the end of Summer 2022. This document will cover similar ground to the Supplementary Planning Document and goes further by specifying the County Council's requirements as Lead Local Flood Authority for Lancashire. The Fylde Supplementary Planning Document should make reference to this Surface Water Planning Advice Document once it is published.'</p>		<p>Comment noted and the Surface Water Planning Advice Document has been added to the SPD.</p>
Sport England	<p>'We welcome paragraph 4.19 which makes reference to the current local plan policy, Strategic Policy ENV3 Protecting Existing Open Space (part of the Green Infrastructure Network).</p> <p>It would be welcomed if the SPD could expand on this local planning policy objective, as well as specifically explain the importance of existing and proposed playing fields to remain useable throughout the year and that it is not appropriate for these areas to remain waterlogged as this can affect the use of the space and the health and wellbeing of residents. These areas should therefore be positively drained and included in the 'drained area' as part of any development proposal.'</p>		<p>Comment noted and the text providing this guidance has been included under the 'site layout' subheading.</p>
Flood Risk and Location of Development			
United Utilities	<p>Q8: When considering flood risk and the location of development, we believe it is important to highlight that the document should give sufficient emphasis to all forms of flood risk. We request that this section of the SPD includes reference to the definition of flood risk as set out in the</p>		<p>It has been made clear that the SPD applies to flood risk from overwhelmed sewers and reservoirs.</p>

	<p>National Planning Practice Guidance which states (underlined sections identify our emphasis): [PPG Paragraph: 002 Reference ID: 7-002-20140306 inserted in full response].</p> <p>This section should be clear that the SPD will apply to the risk of flooding from ‘overwhelmed sewers’ and from ‘reservoirs’. We welcome the Council’s explanation of the Sequential Test and its alignment to policy CL1 of the Fylde Local Plan. With regards to other sources of flooding we note Paragraph 160 of the National Planning Policy Framework is clear that:</p> <p><i>‘All plans should apply a sequential, risk-based approach to the location of development – <u>taking into account all sources of flood risk</u> and the current and future impacts of climate change – so as to avoid, where possible, flood risk to people and property.</i></p> <p>For consistency with the above national policy and guidance, we would request that this section should clearly state that a Sequential Test will be required in circumstances where:</p> <ul style="list-style-type: none"> - there are other sources of flood risk that affect a site; - where there has been no sequential testing of the allocations in the development plan; and - when more recent information indicates that there may be flooding issues. <p>We note paragraph 5.7 of the scoping document states:</p> <p>‘Flood Zone data from the Environment Agency would routinely be the starting point for the Sequential Test: Flood map for planning - GOV.UK (flood-map-for-planning.service.gov.uk).’</p> <p>We would suggest that the document includes the following section regarding reservoir and sewer flood risk.</p>		<p>The suggested criteria have been added to the document.</p>
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	recent consultation document 'Draft Flood Risk – Sequential Test and Exception Test Supplementary Planning Document.'		
Betts Associates	<p>Q7: Yes. Exceptions should be made for development areas that can be made safe without increasing flood risk to others.'</p> <p>Q8: As noted previously, it would be useful to have some guidance on Critical Drainage Areas. Whether these are relevant, or not relevant to Fylde. If these are to be applied to Fylde how should these be addressed? What information is available to identify whether a specific site is within a CDA?</p> <p>If CDA's are identified, does this relate to the requirement of an FRA?'</p>		<p>Information on Critical Drainage Areas has been omitted from the SFRA. This is due to the fact that over time areas that are expected to flood do not, and vice versa. Therefore, having this information in a document that can be viewed for a number of years could be misleading. The same approach is viewed as appropriate with the SPD.</p> <p>Although the Council is aware of flooding issues within the Borough, Gov.uk websites where such public domain data is available should be consulted and included as part of a development FRA as this information is updated and adjusted as appropriate by the Environment Agency. All the current guidance on Gov.uk for flooding should still be adhered to.</p>
Environment Agency	<p>Q8: 5.2 • Flood risk vulnerability classification – although it remains, Table 2 of the PPG has been superseded by Annex 3 of the NPPF, as such it is now policy as opposed to guidance: National Planning Policy Framework - Annex 3: Flood risk vulnerability classification - Guidance - GOV.UK (www.gov.uk).</p> <p>5.3: • Error with terminology – Flood Zone 3a is not functional floodplain, Flood Zone 3b is designated functional floodplain and has a high probability of flooding.</p> <p>• Flood Zone 3 is split into 3a and 3b, where the LPA has designated Flood Zone 3b for planning purposes through the Strategic Flood Risk Assessment (SFRA). The Environment</p>		<p>Comment noted and corrected in document.</p> <p>Noted. The terminology has been amended.</p>

	<p>(FRSA) would apply (and the Environment Agency would not be consulted on/provide advice on such developments).</p> <p>The latest guidance on how to apply the correct, up to date climate change allowance for FRAs is available on the gov.uk website at https://www.gov.uk/guidance/flood-riskassessments-climate-change-allowances</p> <p><u>Pre-application advice</u></p> <p>Developers should be encouraged to request pre-application advice from the Environment Agency – we can provide a free high level preliminary opinion (information on the site-specific environmental issues raised by the proposal which will help developers understand any concerns we have) and detailed planning advice (e.g. reviewing FRAs/plans prior to submission to the LPA), which is chargeable.</p> <p>Pre-planning application enquiry form (preliminary opinion) - GOV.UK (www.gov.uk)</p> <p>Charged environmental advice service request form - GOV.UK (www.gov.uk)</p> <p><u>Householder development</u></p> <ul style="list-style-type: none"> • Householder development run off issues not confined to Flood Zones 2 and 3. The creation of impermeable surfaces, regardless of flood zone, compounds surface water flooding and water quality issues. • Provide link to Flood Risk Standing Advice (which includes advice for minor extensions). 	<p>Site Specific Flood Risk Assessment checklist and the climate change allowances.</p> <p>Noted. The links suggested were highly relevant and have thus been included in the pre-application advice section.</p> <p>The Council understands and wholly agrees that householder development issues are not confined to Flood Zones 2 and 3. However, there is an increased risk presented within Flood Zones 2 and 3. Due to this it is proposed that applications for householder development within those locations submit a drainage statement.</p> <p>The suggested link has been provided.</p>
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St. Anne's on the Sea Town Council	Q8: House Insurance Valuations.		This is not within the scope of the SPD.
Little Eccleston with Larbreck Parish Council	Q7. Completely. Q8: 'As much as possible that could help residents to either mitigate flooding or help them choose where they live.'		Comments noted.
Managing and Mitigating Flood Risk			
Betts Associates	Q9. Yes. NFM may not be suitable in all cases and details of specific mitigation.		Comment noted. The suitability of NFM will be assessed as part of the planning process.
NFU North Westwe would support the ambition of the document to minimise the risk of surface water flooding, coastal and pluvial flooding and groundwater flooding, to existing and new development and to agricultural land, as well as asking developers to take action to protect all agricultural land. With respect to the adoption of natural flood management techniques, agriculture is currently going through the greatest period of change since the second world war as we have left the EU and agriculture policy will be developed and delivered on a national basis. The new ELM scheme is based on a principle of public money for public goods and the role that agricultural land can play in food mitigation has been recognised. Many activities on farm can help alleviate flooding downstream such as reducing soil compaction, tree planting and increasing soil permeability. Larger scheme can be developed which involve storing water temporarily on		Comments noted.

	<p>agricultural land. NFM schemes should be developed in partnership with farmers and should also be properly funded. It is particularly key to developing approaches whereby farmers are paid to maintain NFM assets on their land which benefit downstream communities and that the liability for these structures is addressed, in the event that they fail to operate in the way they are intended to do so.</p> <p>In conclusion, a condition should be place on the developers to make sure that any development does not increase the flood risk of neighbouring farm land. This should include a requirement that a significant investment is made in upgrading the sewer system to cope with the extra demands being placed upon it and that a contribution is made to the maintenance of the farmland drainage channels which are receiving this urban water.</p>		<p>There is a general requirement on all development to not increase flood risk elsewhere (para 167 of NPPF). Therefore, it is a key requirement of all developments that this is assessed, and conditions are imposed on the planning permission to ensure that any drainage requirements are introduced and appropriately maintained. United Utilities review all applications and would highlight where there are issues with sewer access and capacity, and it is possible for a developer to be required to upgrade them if that is necessary to enable the development to proceed, with Policy INF2 of the FLPPR. It is not possible to require that a development provides contributions towards the upgrade of drainage ditches in the area as this is the responsibility of the relevant landowner, and with the surface water that leaves a site being restricted to the previous rate anyway these ditches would not see any extra demands in terms of either volume of water or rate of flow.</p>
Resident	<p>On reviewing this I feel extra efforts needs to be considered with the way the Fylde area, Farmers and local authorities look at Open Dikes, Field drainage and connections into dikes that feed into the River Ribble/River Wyre. These need to be regularly maintained, cleared of debris. All these will help to maintain a good run off to aid the sustainable drainage system across the Fylde.</p>		<p>It is the responsibility of the riparian owners to ensure maintenance of their own watercourse. The Environment Agency are responsible when the watercourses obtain Main River standard and so this cannot be targeted within the scope of the SPD.</p>

	<p>Working together with Local/New Developers to ensure that improvements to the Current Drainage systems (Sewerage/Rain water roads and Drainage), as some of these are very old and certainly not of an adequate size for the current situation and the pending future,. More house means MORE Rain water into the drainage systems. We may also require HOLDING TANKS or system of this kind to alleviate flooding.</p>		<p>There is a general requirement on all development to not increase flood risk elsewhere (para 167 of NPPF). Therefore, it is a key requirement of all developments that this is assessed, and conditions are imposed on the planning permission to ensure that any drainage requirements are introduced and appropriately maintained. United Utilities review all applications and would highlight where there are issues with sewer access and capacity, and it is possible for a developer to be required to upgrade them if that is necessary to enable the development to proceed, with Policy INF2 of the FLPPR.</p>
Natural England	<p>Q. 10 Natural England welcome the inclusion of green infrastructure and natural flood management. You should look to emphasise that natural flood management should be considered in the first instance including the use of natural based solutions wherever practical.</p> <p>We advise you may wish to incorporate wider opportunities to support the management and mitigation of water management and the wider biodiversity of the area through green infrastructure . This can be done through incorporating green features on sites such as open spaces, ponds and trees.</p> <p>There may also be significant opportunities to retrofit green infrastructure in urban environments through:</p> <ul style="list-style-type: none"> • green roof systems and roof gardens; • green walls to provide insulation or shading and cooling; • new tree planting or altering the management of land (e.g. management of verges to enhance biodiversity). 		<p>The Council agree and support the notion that green and blue infrastructure should be integrated into a development at every possible opportunity. The SPD also acknowledges that opportunities to retrofit green infrastructure into urban environments will be looked upon favourably.</p> <p>The opportunities provided within the response to the scoping consultation have all been added to the draft version of the SPD.</p>

<p>Environment Agency</p>	<p>Yes, as it would provide developers have the necessary guidance so they can ensure their planning proposals properly address the issues from an early stage and so they are aware of the potential concerns the LPA and consultees are likely to have.</p> <p>For development to be sustainable it must be designed to cope with flooding that is expected to occur throughout its lifetime. We would recommend the following approach (carried out in order) for managing the risk of flooding to new developments.</p> <ol style="list-style-type: none"> 1. Avoid developing in areas of flood risk wherever possible; 2. Put the most vulnerable uses in the areas with the lowest flood risk within a site; 3. Control risks at a site level, for example, site layout, existing flood defences; and 4. Mitigate remaining risks at a building level, such as; <ul style="list-style-type: none"> • Avoid internal flooding wherever possible and reasonable to do so e.g. through raised floor levels; • Mitigate through flood resistant, resilient and repairable construction (in that order) • Mitigate impacts through non-structural measures such as emergency planning. <p>Site layout</p> <p>In addition to flood risks, site layouts should take account of watercourses – this also links to green infrastructure and natural flood management.</p> <p>Land alongside watercourse is particularly valuable for wildlife and it is essential this is protected as development that encroaches on to it has a potentially severe impact on</p>		<p>Comments noted and agreed. The guidance provided within the response to the scoping consultation is covered throughout the SPD, especially in relation to producing sustainable development. The text on site layout and culverting has been included.</p>
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	<p>their ecological value. Retaining and enhancing coherent ecological networks adjacent to watercourses will help to ensure the biological and chemical quality of watercourses is not reduced as a result of development, which is a requirement of the Water Framework Directive.</p> <p>We recommend that a clear, unobstructed buffer between the edge of the watercourse and the proposed development is incorporated into the layout of the proposed development. The buffer zone shall be free from built development, including lighting, domestic gardens and formal landscaping.</p> <p>For maximum biodiversity benefit, the site layout should use watercourse(s) on site as a feature rather than a constraint. Watercourses can be integrated into the layout as a positive feature by locating new built development in positions that overlook watercourses and including them within areas of public open space rather than hiding them behind gardens and fences.</p> <p>Integrating watercourses into a site as a positive feature will not only provide a better environment, but it could also provide social and economic benefits, such as contributing to green infrastructure provision and/or enhancement and potentially increasing the economic value of a development.</p> <p>Environmental Permitting (England and Wales) Regulations 2016 – Developers should be aware that if the development of the site involves any activity within specified distances of main rivers, a flood risk activity permit from the Environment Agency may be required in addition to planning permission. For non-tidal main rivers, a flood risk activity permit may be</p>		
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	<p>required if the development of the site is within 8 metres of a river, flood defence structure or culvert. For tidal main rivers, a flood risk activity permit may be required if the development of the site is within 16 metres of a river, flood defence structure or culvert. Further details are available here:</p> <ul style="list-style-type: none"> • GOV.UK: Flood risk activities: environmental permits - GOV.UK (www.gov.uk). • Main river mapping: Statutory Main River Map (arcgis.com) • Flood risk asset mapping (e.g. flood defences & maintenance; FCERM schemes) Asset Information and Maintenance Programme (data.gov.uk). <p>The Environment Agency usually requires that an 8 metre wide, unobstructed strip is retained next to the main river for access and maintenance to the watercourse. We may require the full 16 metre wide access strip next to tidal main rivers or tidal flood defences. New buildings, walls, private gardens, landforms, and other features/structures which restrict access to the watercourse are unlikely to be permitted by the Environment Agency.</p> <p>Works affecting non-main river watercourses may require the prior consent of the Lead Local Flood Authority (Alterations to a watercourse - Lancashire County Council).</p> <p>Floor levels in residential and non-residential development We would suggest having a section on flood risk mitigation (resistance and resilience measures) rather than splitting out a section on floor levels. 6.8: Footnote acknowledged, but more specific detail needs to be provided on setting finished habitable floor levels. The design flood event should be</p>		
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	<p>referred to: https://www.gov.uk/guidance/flood-risk-and-coastal-change#design-flood</p> <p>Culverting</p> <p>We agree with 6.10.</p> <p>Culverting works against the natural processes of watercourses. It can exacerbate the risk of flooding and increase maintenance cost and complexity. It can also destroy wildlife habitats, hinder fish passage, reduce amenity value, interrupt the continuity of the linear corridor of a watercourse and can affect channel stability. It can also significantly reduce resilience to the effects of drought, floods and pollution.</p> <p>Detrimental effects of culverting watercourses can include:</p> <ul style="list-style-type: none"> • increased likelihood of flooding due to their limited capacity and propensity for blockage, both of which can result in obstructions to flow, and loss of floodwater storage; • exacerbating the nature of flooding by increasing flow velocities and speed of onset; • loss of and adverse effects on morphology, fisheries and wildlife habitat including substrate; • if present, adverse effects on protected species; • the creation of barriers to fish passage through increased water velocities, behavioural deterrent, shallow depths, darkness, oxygen depletion and eroded culvert entrances; • increased geomorphological risk including changes to channel stability, river bank and bed erosion and increased deposition around the culverted sections; • greater difficulties in providing for drainage connections; 		
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	<ul style="list-style-type: none"> • increased liabilities and costs due to the need to maintain, repair and replace culverts or to manage upstream and downstream risks; • increased health and safety hazards, notably for workers clearing blockages and for children in urban areas; • locally reduced groundwater recharge; • increased difficulty in detecting the origins of pollution and in monitoring water quality; • reduced resilience for communities and wildlife to the effects of extreme weather events, climate change and acute pollution. <p>In addition to avoiding the detrimental effects of new culverting listed above, the restoration of river corridors by removing or opening sections of existing culverting and restoring natural river beds and banks can have wider benefits, including:</p> <ul style="list-style-type: none"> • providing habitat for wildlife and improving its connectivity; • providing additional flood storage capacity and slowing flows; • ameliorating the urban heat island effect; • providing areas for recreational use; • improving amenity, health and educational opportunities; • increasing property prices and their desirability; • reducing maintenance costs and improving safety. <p>Responsibilities regarding main rivers and ordinary watercourses should be clarified. Any culverting of a watercourse, or the alteration of an existing culvert:</p>		
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	<ul style="list-style-type: none"> • on main rivers, requires a flood risk activity permit from the Environment Agency under the Environmental Permitting Regulations 2016. • on all other watercourses, except within the district of an internal drainage board (IDB), requires a land drainage consent under Section 23 of the Land Drainage Act 1991 from the Lead Local Flood Authority (LLFA). <p>Safe access and egress routes ‘</p> <p>Safe' access and egress should mean dry in the design flood. This is also related to flood hazard. It is not our role to comment on whether the proposed access and egress arrangements are ‘safe’ in relation to development proposals. However, to help the LPA in coming to a decision on planning applications, we can provide advice on the technical aspects related to flood hazard rating, speed of onset, flood depths, velocities, duration and the availability of a flood warning service, and remind LPA of the need to consult the emergency planners on the appropriateness of flood warning evacuation proposals. Also see ADEPT/EA Flood Risk Emergency Plans for New Development ADEPT (adeptnet.org.uk).</p> <p>Green and Blue Infrastructure (GBI) and Natural Flood Management (NFM)</p> <p>Developers should be aware that a permit is required from the Environment Agency where flood risk activities are proposed within specified proximities of main rivers (including culverts) and flood defences. We are unlikely to grant consent where access is restricted.</p>		
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	<p>Suggest including examples of NFM (for example, see Flood Hub for guidance) and GBI with multiple benefits for people and wildlife.</p> <p>6.16 – should be incorporated in flood resistance and resilience section (see above and Q10 below).</p> <p>This should be informed by/sign-post to available guidance on GOV.UK, etc (see above). Also see, Flood Hub website.</p> <p>Q 10. Suggest merging floor levels and flood resilient construction, as they are both forms of mitigation. Suggest having a section on flood risk management which incorporates safe access and egress. Suggest a section on surface water management/disposal which incorporates SuDS. Link GBI and NFM with SuDS.</p> <p>Q12: Appendices can be updated as and when guidance changes. It may be better to locate technical design criteria to appendices.</p>		
Sport England	<p>It would be welcomed if the SPD could expand on this local planning policy [Policy ENV3] objective, as well as specifically explain the importance of existing and proposed playing fields to remain useable throughout the year and that it is not appropriate for these areas to remain waterlogged as this can affect the use of the space and the health and wellbeing of residents. These areas should therefore be positively drained and included in the 'drained area' as part of any development proposal.'</p>		<p>Comment noted and the text providing this guidance has been included under the 'site layout' subheading.</p>

Network Rail	<p>The document should include consideration of the impacts of drainage, surface water on the existing operational railway / Network Rail land as a specific issue.</p> <p>Drainage proposals and Network Rail land</p> <p>The NPPF states:</p> <p><i>“178. Planning policies and decisions should ensure that:</i></p> <p><i>a) A site is suitable for its proposed use taking account of ground conditions and any risks arising from land instability.”</i></p> <p>And</p> <p><i>“163. When determining planning applications, local planning authorities should ensure flood risk is not increased elsewhere.”</i></p> <p>In order to comply with the NPPF, developments must ensure that the proposal drainage does not increase Network Rail’s liability, or cause flooding pollution or soil slippage, vegetation or boundary issues on railway land. Therefore, the proposed drainage on site will include the following:</p> <ul style="list-style-type: none"> • All surface waters and foul waters must drain away from the direction of the railway boundary. • <u>Soakaways for proposals must be placed at least 30m from the railway boundary and at least 50m from railway tunnels (subject to Network Rail agreement).</u> • Any drainage proposals for less than 30m from the railway boundary must ensure that surface and foul waters are carried from site in closed sealed pipe systems. • Suitable drainage or other works must be provided and maintained by the developer to prevent surface 		<p>Noted and agreed. The draft SPD has been produced in full alignment with the Fylde Local Plan to 2032 (incorporating Partial Review) and thus the NPPF is focussed on not increasing flood risk elsewhere.</p> <p>Network Rail are a statutory consultee and would be consulted on any planning application with the potential to impact on Network Rail land.</p>
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	<p>water flows or run-off onto Network Rail's land and infrastructure.</p> <ul style="list-style-type: none"> • Proper provision must be made to accept and continue drainage discharging from Network Rail's property. • Developers must ensure that there is no surface or sub-surface flow of water towards the operational railway. • Rainwater goods must not discharge in the direction of the railway or onto or over the railway boundary. • Consideration of the impacts upon railway drainage of Astro-Turf/plastic lawn replacements, both during construction and any future inclusion of said Astro-turf by residents going forward. <p>NB: Soakaways can materially affect the strength of soil leading to stability issues. A large mass of water wetting the environment can soften the ground, and a build-up of water can lead to issues with the stability of Network Rail retaining walls/structures and the railway boundary. Network Rail does not accept the installation of soakaways behind any retaining structures as this significantly increases the risk of failure and subsequent risk to the travelling public.</p> <p>If developers and the council insists upon a sustainable drainage and flooding system then the issue and responsibility of flooding, water saturation and stability issues should not be passed onto Network Rail. We recognise that councils are looking to proposals that are sustainable, however, we would remind the council that flooding, drainage, surface and foul water management risks as well as stability issues should not be passed '<i>elsewhere</i>', i.e. on to Network Rail land.</p>		
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	<p>All drainage proposals are to be agreed with Network Rail.</p> <p>The HSE identifies railways as a Major Hazard Industry. An earthwork failure within a high-hazard area has the potential to result in a catastrophic accident with multiple fatalities or long-lasting environmental issues. It should be noted that where the actions of an adjacent landowner have caused a landslip on the railway the loss adjusters are likely to advise recovery of Network Rail costs from the 3rd party, which would include costs of remediation and recovery of costs to train operators. Many railway earthworks were constructed in the Victorian period and are susceptible to failure by water saturation. Water saturation leads to an increase in pore water pressure within the earthwork material. Please also note that railways, and former railway land adjacent to it, is considered as contaminated land due to historic use of railways, which can affect the suitability of infiltration drainage.</p> <p>The Council must ensure that suitable arrangements are in place for the maintenance and renewal of all new/amended drainage for the life time of the development, to mitigate risk of flooding to any adjoining land.</p> <p>Drainage works must not impact upon culverts, including culverts/brooks etc that drain under the railway. Developers will not be permitted to direct surface or foul waters into culverts which run under the railway – any discharge of surface water under the railway via a culvert will require review and agreement from Network Rail who reserve the right to refuse use of any culverts.</p>		
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	<p>New detention ponds or increased discharge to a detention pond adjacent to the railway would not be acceptable due to the risk of destabilising earthworks due to potential for softening of the railway embankment, and due to the increased risk of causing flooding to the railway. Attenuation basins or ponds must not be positioned in developments where the development is adjacent to a cutting.</p> <p>Developers are advised that prior to the submission of a planning application that they contact the Network Rail asset protection team in the first instance with details of their proposals for surface water mitigation for review and agreement. No surface water works are to commence until agreed with Network Rail.</p>		
United Utilities	<p>Yes we believe that detailed guidance should be provided on the measures listed.</p> <p>United Utilities wishes to highlight its support for guidance on sustainable flood risk management. Sustainable flood risk management should be critical elements of the design and development process.</p> <p>In considering the information that is necessary to support an application for planning permission, we request that the SPD is clear that submission material should include both a sustainable surface water drainage strategy and a foul water drainage strategy. The submission of both these documents are key to assessing the risk of sewer flooding to a proposed development. The matter is most appropriately covered in a composite document relating to drainage. We request that all applications are required to submit drainage details as part of their submission material.</p>		<p>Comments noted. Changes have been made to the SPD.</p> <p>Comments noted. Applicants are required to submit drainage details as part of their application and this will be assessed as part of the planning process.</p>

	<p>The SPD should be clear that the approach to drainage should be considered early in the design process as the delivery of a sustainable approach to drainage will be material to site design. For example the use of a private soakaway on a small infill plot will be material to the design of the site as adequate space will need to be maintained to ensure that the soakaways can be accommodated on site, for example, within appropriately sized garden areas to ensure that there is an adequate off-set from the proposed dwellings.</p> <p>On sites that are part of a wider allocation / development, the SPD should be clear that applicants will need to demonstrate how the site drainage strategy (both foul and surface water) fits with the wider development proposals to ensure that a sustainable approach to drainage is not compromised by virtue of a fragmented approach to delivery.</p> <p>We also request that the SPD clearly explains that:</p> <ul style="list-style-type: none"> i) it is in the applicant's interest to ensure that a point of outfall is secured as soon as possible; and ii) the acquisition of a right to discharge and the right to lay and maintain any associated drainage pipes should be a key consideration in the acquisition of a site / completion of an agreement to promote a site for development. <p>We also recommend that additional guidance is provided on finished floor and ground levels in the context of connection to the public sewer. In accordance with our above</p>		<p>Comment noted and agreed. The importance of early consideration of drainage matters is promoted within the draft SPD.</p>
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	<p>comments, it will be critical that the applicant consults with the sewerage undertaker to understand if there are any sewer surcharge levels at the point of connection that could influence site design both in terms of ground levels and finished floor levels. Where the ground level of a site is below the ground level at the point where the drainage connects to the public sewer, care must be taken to ensure that the proposed development is not at an increased risk of sewer surcharge. It is good practice for the finished floor levels and manhole cover levels (including those that serve private drainage runs) to be higher than the manhole cover level at the point of connection to the receiving sewer. Where there is a risk of sewer surcharge, additional careful consideration will need to be given to site levels and whether there is a need to incorporate mitigation measures to manage the risk of sewer flooding.</p> <p>It is also good practice to ensure that the external levels fall away from the ground floor level of proposed buildings (following any regrade) to allow for safe overland flow routes within the development and minimise any associated flood risk from overland flows.</p> <p>We request that the SPD explicitly refers to both natural and artificial drainage features including sewers. Natural and existing artificial drainage features on sites must be identified and mapped so that they can be protected and integrated with the SuDS and wider integrated water management on the site to help reduce the causes and impacts of flooding in line with the National Planning Policy Framework. This can also help meet other environmental targets such as Biodiversity Net Gain.</p>		
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	<p>Natural features include:</p> <ul style="list-style-type: none"> • ephemeral or perennial watercourses, including existing ditches; • overland flow routes; • floodplains; • wetlands; • permeable areas (e.g. sands and gravels); • zones of high water table; • natural depressions; • steep slopes; and • areas of peat. <p>Site layouts should be designed around these features to ensure they are protected. Buildings should not be constructed over existing drainage features, including field drains, without specific alternative flow routing capacity being provided.</p> <p>It is important to acknowledge that like watercourses, some public sewers will be at a higher risk of flooding and therefore these locations should also be avoided as locations for development in accordance with national planning policy. Any existing sewer flood risk should be not displaced as a result of development occurring, for example, via a proposed diversion or increase in site levels. The SPD should clearly state that a diversion of a public sewer could increase flood risk, either on-site or off site, and therefore applicants should not assume that a diversion will be approved by the wastewater undertaker in preparing their layout.</p> <p>The SPD should clearly reference the need to have regard to areas at risk of surface water flooding. Such other sources of flood risk should not be displaced by new development. In particular, it should not be directed towards existing</p>		
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	<p>customer properties or the highway which will connect with the highway drainage system. This in turn will often indirectly connect with the public sewerage system and increase flood risk. We request that the SPD identifies the need to fully consider exceedance flows as a key design principle for sewers, sustainable drainage systems and existing natural and artificial drainage features.</p> <p>With respect to steep slopes, we request that the SPD includes a specific section which identifies that on sloping sites an assessment of the natural drainage patterns for the site and any existing flow paths and discharge points will be especially important. The assessment will need to determine how these are likely to be modified by the development proposal and identify mitigating measures to protect proposed and existing properties from flood risk. The assessment should demonstrate that existing flow paths are not displaced. The advice should clearly state that steeply sloping sites can suffer from sub-soil drainage issues. These steeply inclined sites can have existing ground water problems due to underground springs. Such issues must be considered when designing a site. There is a risk that groundwater / overland flow could overload the drainage system that is designed as a result of illegal connections being made as an afterthought by individual residents if their plots are not drained effectively.</p> <p>With regards to Natural Flood Management Techniques, whilst we welcome any such approaches, it will be important to ensure access is secured for maintenance purposes such as maintenance of existing outfalls</p>		
Sustainable Urban Drainage Systems (SuDS)			

Lancashire County Council	When Sustainable Urban Drainage Systems are planned it is important that the potential impact on the historic environment is fully considered and any unavoidable damage is mitigated. This is best secured by early consideration of the local historic environment following consultation with the Lancashire Historic Environment Record (HER) and by taking relevant expert advice. Lancashire County Council maintains the County HER and its Historic Environment Team can offer guidance on avoiding damage to the County's heritage.		Noted and relevant information has been added to the draft SPD.
Network Rail	If developers and the council insists upon a sustainable drainage and flooding system then the issue and responsibility of flooding, water saturation and stability issues should not be passed onto Network Rail. We recognise that councils are looking to proposals that are sustainable, however, we would remind the council that flooding, drainage, surface and foul water management risks as well as stability issues should not be passed ' <i>elsewhere</i> ', i.e. on to Network Rail land.		Noted. This will be considered as part of the planning process. Network Rail are a statutory consultee and would be consulted on any planning application with the potential to impact on Network Rail land.
United Utilities	Q12. Yes we support the inclusion of the design principles you have outlined. Q13. As noted at paragraph 7.15 of the consultation document and outlined in 'Building for a Healthy Life', we support the inclusion of the reference to the 'four pillars' of sustainable drainage systems i.e., water quantity, water quality, amenity and biodiversity. We also request that the application of the surface water hierarchy should not be confused with wider application of a		Comment noted. Comment noted. Comment noted. It is considered that the distinction is made within the draft SPD.

	<p>design process to identify opportunities for landscaping to be integrated with sustainable surface water management. It should identify SuDS opportunities such as:</p> <ul style="list-style-type: none"> - green roofs; - permeable surfacing; - soakways and filter drainage; - swales, including retrofitted swales; - bioretention tree pits/rain gardens; - basins and ponds; and - reedbeds and wetlands. <p>Any drainage system should be designed in accordance with 'Ciria C753 The SuDS Manual' or any subsequent replacement guidance.'</p> <p>Water Efficiency</p> <p>We recommend that there is a clear and separate section on the surface water management hierarchy and this should include water re-use as the first priority. In a future local plan review, we request the inclusion of a policy relating to the optional water efficiency standard to ensure that all new residential development must achieve as a minimum the optional requirement set through Building Regulations for water efficiency that requires an estimated water use of no more than 110 litres per person per day. Additionally, we would request that any new dwelling should incorporate a water butt. We would recommend that non-domestic buildings will be expected to achieve a BREEAM rating of 'Excellent'. We wish to highlight that improving water efficiency makes a valuable contribution to water reduction as well as carbon reductions noting that water and energy efficiency are linked. We also wish to note the associated societal benefits by helping to reduce customer bills (both water and energy).</p>		<p>Comments noted. This comment is in reference to a Local Plan Review. However, the SP provides guidance that supports the re-use of water as first priority.</p>
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	<p>(BNG), it is important to ensure that access is maintained to existing utility assets. It will not be appropriate to locate SuDS or BNG on the top of existing utility assets as access for maintenance, repair and renewal must be maintained.</p> <p>Groundwater Protection Zones</p> <p>We wish to emphasise that the location of a development site in a Groundwater Source Protection Zone is a matter which is relevant to the consideration of the principle of development, the masterplanning of a site and detail of the proposed approach to drainage. Such locations will need to be considered in the context of the acceptability of the proposed use, the proposed foul and surface water drainage systems and whether additional protection measures are required to protect the groundwater environment, and the potential risk of mobilisation of contaminants. As such, it should be clear in the SPD that in Groundwater Source Protection Zones, it will be necessary to consider the approach to development in accordance with wider government advice including the latest advice from the Environment Agency. This includes 'The Environment Agency's Approach to Groundwater Protection' (February 2018 Version 1.2). It should also be clear in the SPD that the applicant should consult with the relevant water undertaker in addition to the Environment Agency</p> <p>Q14 Yes we believe examples of SuDS techniques would be helpful. We would suggest some high quality example case studies of what you would expect to see as a local planning authority.</p> <p>Q15 Yes we are supportive of the use of the SuDS proforma.</p>		<p>maintenance. This includes a reference to the fact SuDS should not have an adverse effect on access points to other utility points within the bulleted list in paragraph 7.9.</p> <p>It is made clear within the draft SPD that the applicant should consult with the relevant water undertaker in addition to the Environment Agency and LLFA.</p>
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	<p>Q16 We wish to note that if United Utilities adopts a SuDS, there are still shared responsibilities for maintenance as land ownership is not within the responsibility of United Utilities. United Utilities will not carry out general landscaping activities such as grass cutting, on adopted SuDS components. As such, we would suggest that the LPA should review and be happy with the operation and maintenance manual in all circumstances, particularly with regard to any landscaping and planting that have been submitted as part of the agreed submission. As such a management and maintenance condition will be required for all sites.</p> <p>Due to the voluntary basis for adoption in England and the different options for developers we would recommend that the LPA are provided with verification information in all circumstances, there is risk that developers can and do change the adoption route throughout the development lifecycle. Sometimes adoption does not occur even if intended originally by the developer, this way there will be consistency to verifying the surface water strategy and SuDS design is in accordance with the original approval.</p> <p>We also request that the section on SuDS operation and maintenance is clear that changes in the companies / authorities responsible for management and maintenance will need to be clearly communicated and registered with the LPA.</p> <p>We wish to note that the SPD should clearly state that it will not be acceptable for on-site watercourses to be subject to maintenance regimes associated with fragmented riparian ownership. Applicants will need to demonstrate on-site</p>		<p>This is outside the scope of the SPD but issues of this nature will be assessed and refined through the planning process.</p>
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	watercourses are the subject of a clear and co-ordinated management and maintenance regimes both during development and following completion.		
Environment Agency	<p>Q13: Maintenance principals need to be considered. Basins and ponds accumulate silts which may include rubber and hydrocarbons. Some operations may produce hazardous wastes.</p> <p>Cutting and mowing regimes need to be sensitive to carbon footprint but also to biodiversity. SuDs features can attract ground nesting birds. Planting should encourage and be managed for the benefit of pollinators.</p> <p>Approved Document Part H of the Building Regulations 2010 establishes a hierarchy for surface water disposal, and encourages a SuDS approach. The first option for surface water disposal should be the use of SuDS, which encourage infiltration such as soakaways or infiltration trenches. In all cases, it should be established that these options are feasible, can be adopted and properly maintained and would not lead to any other environmental problems. For example, using soakaways or other infiltration methods on contaminated land carries groundwater pollution risks and may not work in areas with a high water table. Where the intention is to dispose to soakaway, these should be shown to work through an appropriate assessment carried out under Building Research Establishment (BRE) Digest 365. Further information on SuDS can be found in:</p>		<p>Noted. It is the responsibility of the developer to ensure that a suitable maintenance management plan is provided for future maintenance for any proposed drainage ensuring that an adequate maintenance model can be implemented. The process outlined within the SPD is considered to be sufficient to adequately address these concerns. As part of the planning process, relevant conditions will be recommended where appropriate to ensure sufficient detail is provided at the reserved matters stage.</p>

	<ul style="list-style-type: none"> • the CIRIA C697 document SuDS manual • HR Wallingford SR 666 Use of SuDS in high density developments • CIRIA C635 Designing for exceedance in urban drainage – good practice • the Interim Code of Practice for Sustainable Drainage Systems. The Interim Code of Practice provides advice on design, adoption and maintenance issues and a full overview of other technical guidance on SuDS. <p>Q14 This is covered in CIRIA C753 The Sustainable Urban Drainage Systems (SuDS) Manual, so would be duplicating.</p>		
Betts Associates	<p>Q11 identify opportunities to improve the existing drainage situation (retrofitting SuDS – brownfield sites)</p> <p>Q12 Should be listed in the main body if it gives more detail regarding the bullet points listed maybe append some examples of design principles (eg case studies where one or more of these design principles have been met by a development previously in the borough).</p> <p>Q13 Not sure what else should be added – unsure of the wording ‘keep surface water on the surface’. Benefit of some SuDS features is that time is allowed for natural losses to occur.</p> <p>Q14 useful to list these, but for further info guide reader to CIRIA document (C802 – the natural flood management manual, and also the SuDS manual -V6) as this will keep the document concise.</p> <p>Q15 Yes</p>		<p>Comment noted and agreed. A section on retrofitting has been included within the draft SPD.</p> <p>A selection of case studies are available within the appendices.</p> <p>Noted and correction made.</p> <p>References are made to the CIRIA SuDS manual throughout.</p>

	Q16 Yes. It may be worth noting that it should be clear who is generally responsible for the maintenance of private vs adopted SuDS.		Noted. A section on SuDS adoption covers this point.
Saint Annes Town Council	Q11 Yes, United Utilities produce statistics of how much households using water butts are saving per month/quarter. Q13 Limit development numbers		This can be viewed on the United Utilities website. Guidance is however, provided to encourage water harvesting in domestic dwellings. This is not within the scope of the SPD.
Historic England	Q4 To mitigate any risks posed to buried archaeological remains. It is important to consider the impacts of SuDS and flood risk mitigation may have on heritage and archaeological assets. Changes to the water quality levels and changes to local hydrology can affect the preservation of archaeological remains and steps should be taken to mitigate any impacts from development. Q11. Impacts on buried archaeology and the preservation of waterlogged remains should be considered when designing SuDS.		Noted and relevant information has been added to the draft SPD.
Natural England	Q11: Natural England highly support the use of SuDS. However in regards to discharging to a surface waterbody we advise you may wish to consider if the waterbody is within or has a hydrological connection to an internationally or nationally designated site. If this is the case we would expect to see an assessment of impacts this discharge may have, together with any required mitigation to ensure no pollution via the discharge will adversely affect the designated site.		Noted. This will be dealt with as part of the planning process.

	<p>Q12: Yes</p> <p>Q13: Natural England would advise that the design principles regarding supporting and protecting natural local habitats and contributing to habitat connectivity could be strengthened. We would advise these design principles should be amended to restore and enhance local habitats/species and habitat connectivity.</p>		<p>Noted and agreed. It is considered that the addition of 'restoring and enhancing local habitats/species and habitat connectivity' as a design principle, combined with the strong focus throughout on securing a strong ecological value provides a substantial emphasis on this topic.</p>
MoD	<p>It is understood that the Fylde Council is undertaking scoping consultation on their Flooding, Water Management and Sustainable Urban Drainage Systems (SuDS) Supplementary Planning Document (SPD). The MOD has areas of interest within Fylde Councils authority area, denoted by Safeguarding zones which exist to protect the operation and capability of airfields and/or technical assets which may be located inside or outside the Council's boundary. BAE Warton is located within the Fylde Councils Flooding, Water Management and SuDS SPD boundary and benefits from safeguarding zones drawn to minimise the potential for birdstrike risks being introduced.</p> <p>Additionally, the MOD have an interest in RAF Woodvale which benefits from safeguarding zones that seek to minimise the potential for birdstrike risks being introduced.</p> <p>Zones with a radius of 12.87km is designated around certain military aerodromes. Aircraft within these zones are most likely to be approaching or departing aerodromes and therefore being at critical stages of flight. Within these zones development that has the potential to provide an attractant environment to certain large and/or flocking bird species hazardous to aviation safety may be subject to design</p>		<p>The Council recognise that one of the potential outcomes of the implementation of Suds is the increase in bird species. It is understood that schemes within a certain radius around safeguarding zones may be refused due to the increased danger of birdstrike. Additional text has been added with respect to this. Case by case particulars will be assessed during the planning process.</p>

	<p>requirements or for management plans to be applied. Sustainable Urban Drainage Systems (SUDS) provide an opportunity for habitats within and around a development. The incorporation of open water, both permanent and temporary, and associated reedbeds, wetlands ponds and ditches provide a range of habitats for wildlife, potentially increasing the creation of attractant environments for large and flocking bird species hazardous to aviation.</p> <p>.....In addition, the MOD request that developers are made aware, through policy provisions, that development which might result in the creation of attractant environments for large and flocking bird species hazardous to aviation will be subject to scrutiny, and that those schemes where risk cannot be removed or mitigated will be refused.</p>		
Water Quality and Pollution Control			
Kirkham Town Council	We object to developers disposing of sewage in open spaces as well as wastewater.		Comment noted.
Saint Annes on the Sea Town Council	<p>Q.17. Yes.</p> <p>Q.18. Yes, Fines issued when targets not met.</p>		The SPD cannot introduce fines for missed targets.
Fairhaven Golf Club	Q. 17. Yes		Comment noted.
Betts Associates	<p>Q.17. Yes, this is an important justification/benefit of SuDS features.</p> <p>Q.18. No.</p>		Comments noted.

Natural England	<p>Q.17. Yes, however, Natural England would expect that the assessment of whether the proposed development will have any negative effects on the watercourse should also include consideration of any nearby relevant designated sites.</p> <p>If the proposed development will have negative effects on a watercourse connected to an internationally designated site such as a Special Area of Protection, Special Area of Conservation or Ramsar then Natural England advise that a project level Habitat Regulation Assessment will be required.</p> <p>Q18. No. Natural England would expect any mitigation required for a development that will impact on a designated site by water quality to be informed by the assessment undertaken.</p>		Noted. This will be dealt with as part of the planning process.
Environment Agency	<p>Q17: Yes. It is not clear why the guidance refers just to identifying a watercourse – ground and surface waters can be impacted and sewers can convey polluted water to waterbodies.</p> <p>It should be highlighted that developers should incorporate pollution prevention measures to protect ground and surface water. The latest Pollution Prevention Guidance targeted at specific activities, available at https://www.gov.uk/guidance/pollution-prevention-for-businesses</p> <p>The guidance should refer developers to our groundwater position statements at https://www.gov.uk/government/publications/groundwater-protection-position-statements. This publication sets out our</p>		<p>The Council appreciates and it is recognised within the SPD that developments can result in water pollution from toxic substances entering soil, water via drains or directly into water bodies, the inappropriate disposal of site waste or the inappropriate treatment of wastewater during construction.</p> <p>Noted. The link has been added.</p> <p>Noted, the link has been added.</p>

	<p>position for a wide range of activities and developments. Where necessary, any subsequent planning application will need to be accompanied by an appropriate hydrogeological risk assessment to assess the impacts of the proposed development on groundwater. Mapping showing Groundwater source protection zones (SPZs) - GOV.UK (www.gov.uk).</p> <p>8.3 It is not clear what mapping is being referred to – please specify. For information, main river mapping is available here, but it doesn't show non-main rivers: Statutory Main River Map (arcgis.com). Proximity to all watercourses should be also be mentioned in relation to site layout (see comments above).</p> <p>This section should link to SUDS (and visa versa) as they can helps absorb diffuse pollutants, and improves water quality.</p> <p>We would also suggest links to the following in relation to water quality issues associated with agricultural development:</p> <ul style="list-style-type: none"> • Storing silage, slurry and agricultural fuel oil - GOV.UK (www.gov.uk) • Rules for farmers and land managers to prevent water pollution - GOV.UK (www.gov.uk) <p>Q18: Yes. Consideration of the construction phase of development and phasing of SuDS in order that they can help with managing construction phase runoff.</p>		<p>Comment noted and agreed. Information on how to find out about watercourse ownership has been provided for clarity. Guidance on site layout in relation to the location of watercourses has been provided.</p> <p>It has been well acknowledged within the SPD that SuDS can assist with pollution control with examples provided throughout.</p> <p>Noted. Links have been added.</p>
United Utilities	<p>Q.17. Yes, we are supportive of this approach.</p> <p>Q.18. In consideration of maintaining and enhancing the impact on water quality and reducing water pollution, we</p>		<p>Noted and the CIRIA SuDS manual has been referred to in the document.</p>

	could direct the LPA to the CIRIA SuDS Manual in particular ' <i>Chapter 4 Designing for Water Quality</i> '.		
Appendices			
Lancashire County Council	The LPA could consider including the North West SuDS Pro-Forma as an appendix.		Agreed. The SuDS pro-forma has been added as an appendix.
Environment Agency	We would suggest including diagrams (eg showing finished floor levels, flood proofing, design flood level, ground level in context), images and photographs to help the user of the document better understand the issues and how they can be addressed and achieve a net gain (eg. Reduce flood risk overall, contribute to biodiversity and environmental improvements etc). Such visual aids may be best placed in the main document, however.		An Environment Agency diagram depicting combined resistance and resilience measures has been added as Appendix C.
Historic England	Advisable to review the geology of soils in the Fylde region to understand how water drains and flows in the area.		A review of soils is outside the scope of the SPD.
Little Eccleston with Larbreck Parish Council	I am not able to offer that guidance.		Comment noted.
Fairhaven Golf Club	As a golf club, drainage is an essential mechanism to allowing our business to fully operate. If local drainage is sufficient enough, then this will in turn provide greater local economic benefit as golf will be playable year-round.		Comments noted and agreed.

	<p>Critical items, in my view, are to ensure the appropriate levels of maintenance are implemented, ensuring that any additional demands on the system can cope with it, and to ensure that the practicalities of moving water away from the area are achievable. It is my understanding that many of the local drainage issues that we experience link to the beginning of the system, something which also needs addressing if additional drainage systems are to be added.</p>		<p>It is the responsibility of the developer to ensure that a suitable maintenance management plan is provided for future maintenance for any proposed drainage ensuring that an adequate maintenance model can be implemented. This will be assessed as part of the planning process.</p> <p>The importance of considering drainage at the very start of a scheme is promoted within the guidance.</p>
Saint Annes Town Council	No		Comment noted.
Betts Associates	<p>As previously noted, case studies of SuDS that have achieved some of the design principles outlined. Extracts from pertinent legislative documents. Mapping to identify CDA's, or areas that may be at risk of drainage issues in the near future.</p>		<p>Case studies have been provided in the appendices.</p> <p>Information on Critical Drainage Areas has been omitted from the SFRA. This is due to the fact that over time areas that are expected to flood do not, and vice versa. Therefore, having this information in a document that can be viewed for a number of years could be misleading. The same approach is viewed as appropriate with the SPD.</p> <p>Although the Council is aware of flooding issues within the Borough, Gov.uk websites where such public domain data is available should be consulted and included as part of a development FRA as this information is updated and adjusted as appropriate by the Environment Agency. All the current guidance on Gov.uk for flooding should still be adhered to.</p>

United Utilities	<p>See above guidance documents referenced under our response to Q.6.</p> <p>We request that the SPD links to wider policies in the Local Plan, including the Council's Biodiversity SPD and the St Annes on the Sea Design Guide.</p> <p>We welcome the commentary in the consultation document on Green Infrastructure and Natural Flood Management and query whether further guidance could be provided on these matters to encourage implementation on development sites.</p>		<p>Noted. The SPD links to wider policies in the Local Plan, with the full versions of the water management policies (CL1 and CL2) provided in the appendices.</p> <p>More in depth guidance on Natural Flood Management is provided within the main body of the document.</p>

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
HEAD OF PLANNING	PLANNING COMMITTEE	18 JANUARY 2023	5
DRAFT PROVISION OF PARKING ON NEW DEVELOPMENTS SUPPLEMENTARY PLANNING DOCUMENT			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY

The Draft Provision of Parking on New Developments Supplementary Planning Document (SPD) is attached as Appendix 1. The document follows on from the Scoping document which was issued for consultation between 9th June and 7th July 2022 following consideration by this Committee. The results of the consultation are set out in Appendix 2.

The Draft SPD proposes minimum parking standards for new development sites set out in Table 2 of the document which are based on evidence of car ownership and relative accessibility of development sites. Areas of high, moderate and low accessibility are set out on maps of the Borough, allowing some variation in the standards to be applied in different areas.

The Draft SPD sets out detailed requirements for the layout, spacing, design, landscaping and siting of parking within development sites. The document also includes guidance for electric vehicle charging provisions and advice on the documentation required to be submitted with planning applications.

If members agree, this draft SPD will be subject to Sustainability Appraisal Screening, then published for consultation. A final version will be presented to Committee for consideration prior to adoption.

RECOMMENDATIONS

1. That the Draft Provision of Parking on New Developments Supplementary Planning Document as attached as Appendix 1, together with the Statement of Consultation attached in Appendix 2 with the results of the Sustainability Appraisal Screening added, be issued for public consultation.

SUMMARY OF PREVIOUS DECISIONS

8th June 2022 Planning Committee resolved that the Provision of Parking on New Developments SPD (Scoping) be issued for public consultation.

14th October 2020 Planning Committee approved the LDS 2020 which sets out a list of SPDs which will be produced by officers.

CORPORATE PRIORITIES	
Economy – To create a vibrant and healthy economy	✓
Environment – To deliver services customers expect	✓
Efficiency – By spending money in the most efficient way	✓
Tourism – To create a great place to live and visit	✓

REPORT

- Supplementary Planning Documents (SPDs) provide greater clarity as to the requirements of Local Plan policies for specific situations or types of development. SPDs may not make policy, but rather provide guidance on the application of the policies contained in the adopted Fylde Local Plan to 2032 (incorporating Partial Review).
- Paragraph 3.9 of the Local Development Scheme 2020 identifies an SPD addressing parking issues as one of the next suite of SPDs to be produced to support the policies of the recently-adopted Fylde Local Plan to 2032 (incorporating Partial Review). The Provision of Parking on New Developments SPD is considered necessary for a number of reasons:
 - The existing standards are out-of-date and in part not in accordance with national policy;
 - The existing standards involve a highly complicated calculation to assess provision;
 - Clarity is needed on sizes of parking spaces to reflect the increasing size of vehicles and need for provision for different types of vehicle;
 - Pedestrian circulation space around parking has often not been provided;
 - There is a lack of guidance on vehicular manoeuvring space from parking areas;
 - There is a need to ensure sustainable drainage to parking areas;
 - There is a need to reinforce good practice on cycle parking;
 - There is a need for specific guidance on design and landscaping; and
 - There is a need to provide guidance on electric vehicle charging requirements.

The Scoping Consultation

- The Council undertook consultation on the Parking Supplementary Planning Document (Scoping), following consideration by Planning Committee. The results of the consultation are provided in the Statement of Consultation which is attached as Appendix 2 to this report. The Scoping document provided a suggested framework for the SPD and asked a series of questions to encourage consultees to state what they feel should be included within the document. The questions are set out within the table in Appendix 2, along with the consultees' replies and the Council's proposed response to the comments made. The Scoping document can be viewed on the Council's website.
- Responses to the consultation were made by 18 consultees. Comments made included:
 - Support for the SPD particularly with regard to the promotion of active travel and cycle parking;
 - Recommend the SPD seeks to address climate change mitigation and adaption
 - Parking standards for commercial developments assessed on a case-by-case basis reflecting on location, user demand and availability/likelihood of use of alternate methods of transport
 - Ensure that parking spaces reflect the size and width of modern vehicles
 - Cycle parking facilities will be unused outside town centres

- Electric vehicle charging points should be at the discretion of the occupier;
- Inadequate road widths and garages
- Reference needed to Department for Transport's Cycle Infrastructure Design document and to Lancashire County Council's "Creating Civilised Streets" document;
- Disagree with priority to non-motorised users;
- Decisions should reflect existing pressure on on-street parking;
- Include biodiversity and landscape enhancement;
- Parking areas should prevent pollution and flooding by use of oil traps and sustainable drainage;
- Impossible to provide a Transport Assessment where an end user has not been identified for a commercial development;
- Response provides recommendation of the sizes of developments where Transport Assessments and Travel Plans should be required.

The Draft Provision of Parking on New Developments SPD

5. Chapter 1 of the Draft SPD provides an introduction to the Draft SPD. This provides background to the Draft SPD and some of the principle issues considered. In particular it notes that the SPD can only address issues of parking that relate to development proposals.
6. Chapter 2 provides a review of relevant policy, guidance and information, including national and Local Plan policy, previous parking standards and wider guidance documents.
7. Chapter 3 sets out the overall approach to decision making on parking, which will emphasise policy compliance rather than adherence to fixed numerical requirements. The guidance gives examples on how the standards would feed into decision-making.
8. Chapter 4 considers the parking standards to be used by the Council. It begins by setting out appropriate evidence, in accordance with the requirements of national policy and guidance: accessibility of different areas; type/mix/use of development; local car ownership levels; the need for electric vehicle charging points; and local context. Maps set out areas where higher levels of accessibility allow for the adoption of different minimum standards from less accessible areas. Bringing this together, Table 2 of the document sets out minimum standards for various groups of proposed uses and developments. The standards are set out for specified actual proposed uses, notwithstanding the wide range of development types contained within class E (commercial); in uses within Class E the standards will be applied on the basis of the best understanding the Council will have of the final proposed use, based on the details supplied in the application. The standards would be applied flexibly by the Council based on the circumstances of sites and the implications of the proposed levels of parking provision in relation to policy requirements.
9. Chapter 5 carries detail on design requirements for parking on development sites. This begins with guidance on the location of parking areas within the overall layout of developments. The required dimensions of spaces are set out, together with required spacing around the perimeter of parking areas, including provision for pedestrian movement. Guidance is provided on circumstances where extensions or alterations to existing properties involve alterations to the parking arrangements. Requirements for garages are set out in detail. The guidance covers gates, circulation space, operational parking, materials and landscaping, lighting and signage.
10. Chapter 6 provides detailed guidance on parking requirements for other (non-car) types of vehicle, including cycles, motorcycles, spaces for disabled users, mobility scooters, and commercial vehicles including coach parking. The guidance sets out standards and provides design requirements.
11. Chapter 7 provides guidance on provision for electric vehicle charging, on various development types. It includes explanation of permitted development rights, the requirements under Building Regulations, and issues relating to siting of equipment, in particular the development of on-street chargers.

12. Chapter 8 provides guidance on the requirement for Transport Assessments, Transport Statements and Travel Plans to accompany planning applications, including a table setting out the scale of development for which each will be required, and the outcomes that are expected from each. Examples of measures that may be included in Travel Plans are provided.

Next steps

13. If members agree, the Draft SPD will be subject to screening as to whether Strategic Environmental Assessment/Sustainability Appraisal will be required. Following this, the document will be published for public consultation. Following consideration of representations from that consultation, the final version will be brought to Committee for Members' approval and adoption.

IMPLICATIONS	
Finance	None
Legal	The Provision of Parking on New Developments SPD will undergo consultation in accordance with Regulation 12 of The Town and Country Planning (Local Planning) (England) Regulations 2012
Community Safety	The Provision of Parking on New Developments SPD will embed good practice so that parking and cycle parking areas do not provide opportunities for theft and vandalism
Human Rights and Equalities	The Provision of Parking on New Developments SPD will ensure provision is made for the needs of all people including those with restricted mobility.
Sustainability and Environmental Impact	The Provision of Parking on New Developments SPD will promote sustainable forms of development
Health & Safety and Risk Management	The Provision of Parking on New Developments SPD will promote safety in design of parking areas on development sites and in street layouts.

LEAD AUTHOR	CONTACT DETAILS	DATE
Eddie Graves	Eddie.graves@fylde.gov.uk 01253 658419	15 th December 2022

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Provision of Parking on New Developments SPD (Scoping)	June 2022	https://new.fylde.gov.uk/supplementary-planning-guidance/

Attached documents:

Appendix 1: Provision of Parking on New Developments Supplementary Planning Document

Appendix 2: Statement of Consultation



Draft Provision of Parking on New Developments

Supplementary Planning Document

January 2023

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Consultation Information

The Council has prepared this Draft Supplementary Planning Document (SPD) on Provision of Parking on New Developments following input from stakeholders at the earlier scoping consultation.

Councils are required to consult on a Draft SPD before adoption. This consultation (under Regulation 12b and 13 of the Town and Country Planning (Local Planning) (England) Regulations 2012) therefore invites representations on the Draft Provision of Parking on New Developments SPD. The Council will consider the representations and whether any changes should be made in the version of the SPD to be adopted.

The Draft SPD is accompanied by the Statement of Consultation (as required by Regulation 12 of the Town and Country Planning (Local Planning) (England) Regulations 2012) which sets out the results of the earlier consultation of June and July 2022 on the scope, and how the comments made have informed the preparation of the Draft SPD. The Statement of Consultation also includes the Strategic Environmental Assessment (SEA) Screening Report, and the responses by the three statutory consultees to it. The screening report concludes that SEA is not needed on the SPD. The statutory consultees concur with this conclusion.

This consultation runs for 6 weeks from **xxx xxx 2023 to xxx xxx 2023**.

How to Respond

Responses should comment on the specific content of the SPD, preferably making reference to paragraph numbers and including recommendations as to how the document should be altered. The Council's preference is for responses to be sent by email to PlanningPolicy@fylde.gov.uk. Alternatively they may be sent by post to Planning Policy, Fylde Council, Town Hall, St Annes Road West, Lytham St Annes, Lancashire FY8 1LW.

1. Introduction

- 1.1 Supplementary Planning Documents (SPDs) provide further detail and guidance in relation to policies and proposals within the Development Plan, in this case the Fylde Local Plan to 2032 (incorporating Partial Review) which was adopted by the Council on 6th December 2021. The main objective of the SPD is to provide clarity to applicants as to the requirements for parking on development sites.
- 1.2 This Draft SPD has been informed by the earlier consultation on the Provision of Parking on New Developments SPD (Scoping) , undertaken between 9th June 2022 and 7th July 2022. The SPD Scoping Report included questions about the proposed content. The Council is required to prepare a summary (under Regulation 12 of the Town and Country Planning (Local Planning) (England) Regulations 2012) of the main issues raised and how those issues have been addressed in the Draft SPD. The Statement of Consultation that accompanies this Draft SPD provides a summary of the representations received and for each representation provides a comment from the Council explaining how the issue has been addressed in the Draft SPD.
- 1.3 Additional issues raised through the Consultation on this Draft SPD will be reviewed by the Council and considered for inclusion within the document. Whether or not additional issues are included will reflect consideration of the evidence in relation to those issues and whether they can be addressed by the Provision of Parking on New Developments SPD.
- 1.4 As a Supplementary Planning Document, the Provision of Parking on New Developments SPD can only provide guidance on how the Council will respond to development proposals through the planning process. It cannot address standing issues that residents or businesses may have regarding parking, except in circumstances where a development proposal that is the subject of a planning application can contribute towards the resolution of the issue.
- 1.5 The Provision of Parking on New Developments SPD will supersede the existing adopted standards which are the Lancashire County Council Joint Lancashire Structure Plan Parking Standards (2005).
- 1.6 The Borough of Fylde comprises the major coastal resort towns of Lytham and St Annes, the market town of Kirkham and its adjoining settlement Wesham, developed areas forming the outskirts of the adjoining Borough of Blackpool, the settlements of Freckleton and Warton, and an extensive sparsely-populated rural area. Issues relating to parking vary between areas of the Borough; the Council needs to be able to provide guidance for parking that reflects the circumstances of the area concerned.
- 1.7 The Government aims that one half of all trips within towns will be made by cycle or on foot by 2030. However, in Fylde, existing cycle parking infrastructure is very poor. It is therefore critical that cycle parking infrastructure is provided in association with developments.
- 1.8 The government is encouraging a move towards electric vehicles and in 2021 18.6% of new cars were electric or plug-in hybrid. The proportion of electric vehicles is likely to continue to increase significantly. Parking areas required on development sites will need to incorporate appropriate charging facilities.

2. Policy and Guidance Review

The Local Plan

2.1 The latest adopted version of the Local Plan is the Fylde Local Plan to 2032 (incorporating Partial Review), which was adopted on 6th December 2021.

2.2 Local Plan Policy T5 states that

Parking Standards

Car parking should, wherever possible, be provided on site so as to ensure there is no detrimental effect on highway safety.

A flexible approach to the level of car parking provision will be applied, dependent on the location of the development concerned.

2.3 The supporting text states:

11.60 The Council is aware of the need to manage car parking on all new developments. Local circumstances need to be taken into account when setting local parking standards. The standards set will be for the provision of the minimum number of parking spaces on a site.

2.4 The Local Plan commits the Council to producing an SPD:

11.61 The Council will prepare a Supplementary Planning Document (SPD) on parking standards, which will set out local minimum standards which will need to be applied to all new developments in Fylde.

2.5 In addition, Local Plan Policy T4 promotes a shift away from car use towards public transport, walking and cycling. Policy T4 also promotes electric vehicles:

i) Support the shift towards new technologies and fuels by promoting low carbon travel choices and encouraging the development of ultra-low carbon / electric vehicles and associated infrastructure

2.6 In addition, Policy GD7 places requirements on applicants regarding parking areas:

j) Ensuring parking areas for cars, bicycles and motorcycles are safe, accessible and sympathetic to the character of the surrounding area and that highway safety is not compromised.

2.7 Policy GD7 also sets out requirements on the layout of development, of which parking is a key component:

k) Ensuring the layout, design and landscaping of all elements of the proposal, including any internal roads, pedestrian footpaths, cycleways and open spaces, create user friendly, sustainable and inclusive connections between people and places resulting in the integration of the new development into the built and historic environment.

2.8 The same policy considers certain other relevant matters under the sub-heading Highway Safety. The policy is unequivocal about the hierarchy of road users:

The needs of non-motorised users, such as pedestrians and cyclists, should be prioritised over other road users, through design measures.

- 2.9 The policy also specifically highlights the importance of highway safety, and the role that parking plays in maintaining it:

The development should not prejudice highway safety, pedestrian safety, and the efficient and convenient movement of all highway users (including bus passengers, cyclists, pedestrians and horse riders). The development should not reduce the number of on-site parking spaces available, unless there are other material considerations which justify the reduction.

- 2.10 The policy reinforces the requirements for non-motorised users to be prioritised with more detailed provisions:

All development proposals will need to show that appropriate provision is made for public transport services; appropriate measures are provided to facilitate access on cycle or foot; where practicable, ensure existing pedestrian, cycle and equestrian routes are protected and extended; and the needs of specific groups in the community such as the elderly and those with disabilities are fully provided for.

Neighbourhood Plans

- 2.11 The Bryning-with-Warton Neighbourhood Development Plan states that Bryning with Warton Parish Council will work with other bodies to address matters relating to sustainable transport. It states that it will work with the Borough Council to refurbish the existing village centre car park in order to provide more spaces. It states that a multi-agency village centre strategy will be developed to improve and enhance the principal village centre, including providing additional and safe parking facilities via a traffic management plan.

- 2.12 The St. Anne's on the Sea Neighbourhood Development Plan includes Policy TR2 Better Public Transport. This states that:

The Town Council will work with Fylde Council, Lancashire County Council, Network Rail and the bus and rail operators to encourage effective planning and improvement of public transport, specifically: a) to develop a joint management and improvement plan for St. Anne's and Squires Gate Stations, including: monitoring capacity/adequacy of car and cycle parking and making provision for improvements where feasible, including park and ride facilities

- 2.13 The St. Anne's on the Sea NDP also includes Policy TR3 Residential Car Parking. This states:

Wherever possible car parking should be accommodated within the curtilage of the dwelling in the form of a garage, parking space, or both. For in-curtilage parking, the following principles should be incorporated: a) Garages must be large enough to be useable – internal dimensions of at least 6.4m x 3m are required. b) Garages should be designed to reflect the architectural style of the house they serve. c) Garages should be set back from the street frontage. d) Parking should either be in between houses (rather than in front), or, where it is in front, designed so as to minimise visual impact, particularly by avoiding excessive hard surfacing and loss of existing boundary walls, fences and hedges. Any on-street parking for visitors and deliveries, which is required

and is appropriate, must be carefully designed, avoiding long rows of parked cars. Rear parking areas should be small (serving no more than six homes) so that there is a clear sense of ownership and they must should benefit [sic.] from good natural surveillance.

National Planning Policy Framework

- 2.14 The National Planning Policy Framework (July 2021) (the Framework) places transport issues at the earliest stages of consideration. It requires (paragraph 104) that (the most relevant to this issue):

e) patterns of movement, streets, parking and other transport considerations are integral to the design of schemes, and contribute to making high quality places.

- 2.15 The Framework makes explicit reference to parking standards. Paragraph 107 states:

If setting local parking standards for residential and non-residential development, policies should take into account:

- a) the accessibility of the development;*
- b) the type, mix and use of development;*
- c) the availability of and opportunities for public transport;*
- d) local car ownership levels; and*
- e) the need to ensure an adequate provision of spaces for charging plug-in and other ultra-low emission vehicles.*

- 2.16 Paragraph 108 covers the setting of maximum standards:

Maximum parking standards for residential and non-residential development should only be set where there is a clear and compelling justification that they are necessary for managing the local road network, or for optimising the density of development in city and town centres and other locations that are well served by public transport (in accordance with chapter 11 of this Framework). In town centres, local authorities should seek to improve the quality of parking so that it is convenient, safe and secure, alongside measures to promote accessibility for pedestrians and cyclists.

- 2.17 Paragraph 109 covers lorry parking. Only the last part of this is directly relevant to Fylde:

Planning policies and decisions should recognise the importance of providing adequate overnight lorry parking facilities, taking into account any local shortages, to reduce the risk of parking in locations that lack proper facilities or could cause a nuisance. Proposals for new or expanded distribution centres should make provision for sufficient lorry parking to cater for their anticipated use.

- 2.18 The Framework requires that policies are prepared with the active involvement of highway authorities. It requires policies to provide for walking and cycling networks with supporting facilities such as secure cycle parking.

- 2.19 The Framework requires that the design of streets, parking areas and other transport elements of developments to reflect current national guidance, including the National Design Guide and the National Model Design Code (paragraph 110). Developments should prioritise pedestrians and cyclists and give access to public transport; should address the needs of the disabled; should create safe, secure and attractive places; should allow for the efficient

delivery of goods, and access by service and emergency vehicles; and should be designed to enable charging of plug-in and other ultra-low emission vehicles in safe, accessible and convenient locations (paragraph 112).

- 2.20 All developments that will generate significant amounts of movement should provide a travel plan; applications should be supported by a transport statement or transport assessment (paragraph 113)

Written Ministerial Statement

- 2.21 The statement made by Eric Pickles, Secretary of State for Communities and Local Government, on 25th March 2015 sought to clarify national policy. It reinforced the abolition of maximum parking standards and stated that the market was best placed to decide if additional parking spaces should be provided. The text was taken up by the updated Framework in paragraph 108 (see above).

Planning Practice Guidance (PPG)

- 2.22 The PPG section on Travel Plans, Transport Assessments and Statements sets out the role of each of these documents in supporting development proposals. Travel Plans are long-term management strategies to integrate sustainable travel into developments. They should identify opportunities for sustainable transport initiatives in connection with developments, thereby reducing demand for travel by less sustainable modes. Transport Assessments are thorough assessments, net of the effects of the Travel Plan, of the transport implications of development; Transport Statements are lighter touch evaluations where developments will have only limited impacts. Both may propose mitigation measures where necessary.
- 2.23 Travel Plans, Transport Assessments and Statements support national planning policy to actively manage patterns of growth to make the fullest possible use of public transport, walking and cycling and focus significant development on locations that are or can be made sustainable. They should: be proportionate to the development proposed; build on existing information; be established at the earliest stage; be tailored to local circumstances; involve collaborative ongoing working with relevant bodies.
- 2.24 Local planning authorities should judge whether a Travel Plan is needed on a case-by-case basis, taking into account: the Travel Plan policies of the Local Plan; scale and trip-generation of the development; existing intensity of transport use; availability of public transport; environmental designations; impact on other strategies; cumulative impacts; particular impacts upon which the Travel Plan should focus; national policy.
- 2.25 Travel Plans should consider benchmark travel data, trip forecasts, existing travel habits, proposals to reduce the need to travel to the site, provision of improved public services, parking strategy options (having regard to national policy) and proposals for new/enhanced public transport/walking/cycling facilities.
- 2.26 Local planning authorities should judge whether a Transport Assessment or Transport Statement is needed on a case-by-case basis, taking into account similar issues as noted for Travel Plans above.

- 2.27 Transport Assessments and Statements should consider for inclusion:
- information about the proposed development site layout and access
 - neighbouring uses, amenity and character, existing functional classification of the nearby road network;
 - data about existing public transport provision;
 - travel characteristics of the proposed development across all modes of transport;
 - assessment of trips from relevant committed development in the area;
 - traffic flow data on links and at junctions; identification of critical links and junctions;
 - injury accident records;
 - likely environmental impacts of transport related to the development;
 - measures to improve the accessibility of the location;
 - parking facilities in the area and the parking strategy of the development;
 - ways of encouraging environmental sustainability by reducing the need to travel; and
 - measures to mitigate the residual impacts of development (such as improvements to the public transport network, introducing walking and cycling facilities, physical improvements to existing roads
- 2.28 In general, assessments should be based on normal traffic flow and usage conditions (eg non-school holiday periods, typical weather conditions) but it may be necessary to consider the implications for any regular peak traffic and usage periods (such as rush hours). Projections should use local traffic forecasts such as TEMPRO drawing where necessary on National Road Traffic Forecasts for traffic data.

Manual for Streets

- 2.29 Manual for Streets is nationally-approved detailed guidance on the design of street layouts, predominantly in residential areas. Its chapter 8 covers parking, including cycle parking. It considers detail in the provision of cycle parking, including storage sheds, parking for dwellings including the relationship with garages, options for parking in flats, visitor and communal parking for all types of use. In respect of car parking, it notes that attempts to constrain residential parking provision do not tend to affect the numbers of vehicles and provision of sufficient spaces is important; however, car clubs can be effective and communal spaces can be more efficient in providing for needs. It considers the role of on-street parking and highlights advantages and pitfalls. It provides design advice, considers the role of garages and required space sizes. It provides advice on disabled parking and parking for motorcycles.

Manual for Streets 2

- 2.30 Manual for Streets 2 supplements Manual for Streets. It considers a wider range of street types and focusses particularly on existing streets and how these can be made to work more effectively. Its Chapter 11 considers the issue of on-street parking and servicing as a component of this.

Joint Lancashire Structure Plan (JLSP) Parking Standards 2005: Lancashire County Council

- 2.31 The JLSP standards have been the standards adopted by Fylde Council. It provides tabulated standards for a long list of possible land uses, with reductions in areas of good accessibility. It identifies a hierarchy of settlements when applying accessibility reductions to A1, A2, B1 and D2 uses. For other uses, accessibility questionnaires are provided (separate versions for residential and commercial uses) to be completed by the applicant. The standards are maximum standards in accordance with national policy when they were first published.

Lancashire County Council Access and Parking SPG 2005

- 2.32 The Access and Parking SPG is the companion to the JLSP parking standards, incorporating them as appendices. It explains the calculation of parking standards according to the JLSP standards, and provides general guidance on the design and layout of parking.

Creating Civilised Streets (Lancashire County Council, 2010)

- 2.33 Creating Civilised Streets provides a guide by the local highway authority for the design of streets within new developments. The section on parking on pages 31-33 provides an overview of the design requirements for parking, particularly on-street parking. The guide notes draft parking standards in the draft regional plan of the time which are now out-of-date and non-compliant with national policy.

Local Transport Note 1/20 Cycle Infrastructure Design (Department for Transport)

- 2.34 This Local Transport Note provides official guidance from DfT for local authorities on cycling infrastructure. It includes a chapter specifically concerning the design of cycle parking

Fylde Council Corporate Plan 2020-2024

- 2.35 The Corporate Plan includes the ambition to “Provide parking solutions that meet the needs of residents, workers and visitors”.
- 2.36 It translates this into specific actions: *“Work with partners in town centres to: ...• provide car parking to attract customers”, “Explore opportunities to introduce electric car charging points”, “Promote the resident’s car parking permit and simplify the offer”, “Work with LCC to develop car parking options for the coastal promenades and manage overnight parking provision” and “Review motor home parking provision”*

Highway Code 2022

- 2.37 The updated Highway Code provides statutory advice and regulations for all road users. The updated version places emphasis on the hierarchy of road users, with those most vulnerable having the greatest importance.

3. Overall Approach to Parking Requirements

- 3.1 The Council's approach to parking on development sites is set out in this section. The overall principle is intended to be to avoid a "tick-box" approach to standards: the key issue is whether the development proposal will result in a conflict with the Council's Local Plan policies and/or national planning policies.
- 3.2 These conflicts may arise due, for instance, to a hazard to highway safety, harm to residential amenity or poor design. This section of the SPD considers these policy conflicts further and shows how decisions will be made by the Council through the application of the standards to identify policy conflicts.
- 3.3 The parking standards set out in Table 2 in Chapter 4 are benchmark minimum standards. The Local Plan notes that these standards will need to be applied to all new developments in Fylde, but flexibly: *"A flexible approach to the level of car parking provision will be applied, dependent on the location of the development concerned"* (Policy T5); i.e. the standards can be adapted according to the circumstances of the individual planning application.

Highway safety conflicts

- 3.4 Policy GD7 and the Framework require that highway safety is not compromised. Consideration of development proposals will need to include assessment of whether any highway safety concern will arise. The parking standards for the area applied to the development proposal and other guidance within this document will highlight the potential for conflict. Where there is an issue, the applicant will be asked to redesign the scheme to address it. Where this is not possible, the refusal of an application may be necessary.
- 3.5 Example: A backland development is proposed on a through road in a village, utilising space previously necessary for the dwelling at the front to enter/leave in forward gear. The number of spaces for the dwelling at the front is unchanged and sufficient, but the layout is unacceptable (chapter 5) as it would result in reversing onto a highway used by through traffic. No revision to the scheme is possible that would accommodate the necessary layout. Result: refuse on highway safety grounds.
- 3.6 Example: a development of flats is proposed on the site of former commercial premises (but equally the same scenario could apply with a large dwelling) within a town. Insufficient spaces are provided in accordance with standards for the area (already slightly lower to allow for the accessibility of the site). Parking on narrow street requiring pavement parking very likely to result, causing visibility issues for vehicles emerging from existing entrances and obstruction for pedestrians, cyclists and disabled people especially the visually impaired, people of reduced mobility. Result: consider whether the number of units in the scheme could be reduced so that sufficient parking is provided (without resulting in other policy conflicts). If not possible, refuse application on highway safety grounds.

Design and amenity conflicts

- 3.7 Policy GD7, the design policies of Framework, the National Design Guide and neighbourhood plan policies (where applicable) require that development results in high standards of design and amenity. Assessment of planning applications will need to identify potential conflicts. The parking standards will identify potential conflicts, but a fuller analysis of the impacts of parking

provision will be needed. The provision of insufficient parking in relation to the standards may lead to amenity conflicts with policies. In other cases, providing sufficient parking may only be possible through a solution that represents poor design detrimental to the area's character, or has harmful effects on the amenity of neighbouring properties. Examples of both are set out below.

- 3.8 **Example 1:** the conversion of a commercial building in a suburban area of moderate accessibility to provide a large number of residential apartments is proposed. The building occupies the whole plot: a small number of parking spaces are proposed within the existing garage space within the building. The intensification of the use of the existing site would lead to overspill parking into the surrounding streets, on areas not designed for on-street parking. This might lead to a fundamental change to the character of the area that would be detrimental to its visual amenity. It could also lead to harm to the amenity enjoyed by those residents in the area already dependent on those existing on-street spaces that are available, through competition and shortage of spaces. The result would be conflict with policy GD7 (it may also have highway safety impacts).
- 3.9 **Example 2:** a conversion is proposed to a large dwelling in a high-density area, to four flats. Sufficient parking is proposed to meet the standards but the consequence is conflict with policy through impacts on amenity. The development would lead to the parking being a dominant feature of the site, a loss of soft landscaping important for the character of the wider area and overall street scene. No redesign would be possible that would meet the standard and no reduction would be justified. Result: refuse application on the grounds of detriment to the character and appearance of the area, under policy GD7.
- 3.10 **Example 3:** A single dwelling is proposed at the rear of a large plot. Insufficient parking can be provided at the front of the site as only a narrow access is available: therefore the only possible location for parking would be to the rear of the existing dwelling, with vehicles passing very close to habitable room windows, and the potential for headlights from cars lighting across the neighbouring garden into the existing dwelling. The disturbance from the vehicle movements associated would be harmful to the amenity of neighbouring occupiers. Result: refuse due to harm to residential amenity.
- 3.11 A wide range of design considerations is covered in Chapter 5. In cases where the Council considers that the revision of the scheme would be possible and comply with design and amenity requirements, amendments to the proposal will be requested. Where the Council considers that the necessary access and parking to the development cannot be achieved without harm to amenity, the application will be refused.

Reduced requirements through mitigation measures

- 3.12 Development proposals may include measures that result in a reduced need for parking on the site, or for any adverse effects of parking on sites to be reduced or eliminated. The effects of any development proposal are considered net of any such mitigation measures provided, either through Travel Planning (see Chapter 8) or as an integral part of the development proposal. In assessing any development proposal, the measures put forward as mitigation will need to be over and above the standard requirements of policy for the prioritisation of sustainable transport modes and active travel. For instance, cycle racks or sheds should not be considered as mitigation, but as a basic requirement on all sites. Furthermore, mitigation measures must be actual mitigation for effects, not contributions to provide funding for

workplace co-ordinators or council officers to monitor whether mitigation is needed or successful. The Council will seek mitigation measures that promote choice of travel modes in line with national and Local Plan policy. Chapter 8 provides more detail on mitigation measures that can be applied through Travel Planning.

- 3.13 Mitigation measures may allow for a reduction (or in some cases elimination) of parking needed on site, and/or operational parking and access space. This may be essential in allowing the site to accommodate the amount or type of development proposed.

Application of standards where change of use does not require planning permission

- 3.14 The introduction of the use class E (Commercial, Business and Service) groups together a range of uses that previously were considered separately. Changes of use within the new class are not development under the Town and Country Planning Act. However, the level of parking required will need to relate to the specific nature of the development, and will be different between, for instance, a large business unit with relatively few employees and a similar-sized convenience retailer. It would not assist applicants if the Council chose to set a single benchmark parking standard for class E which then would be subject to wide variation in what the Council actually required from applicants. Accordingly, the parking standards include some distinctions within class E to assist assessment of appropriate levels of parking for that particular type of proposed use to be used by planning applicants. When no specific use other than the class E is indicated, the Council will require parking to meet the standard for the types of class E use likely to be attracted to take up the proposed class E accommodation, having regard to the details of the design of the accommodation proposed. Where necessary, the Council will restrict use to a sub-category of Class E in order to prevent change to a use where the parking proposed for the scheme would become inadequate.

Standards for new and existing development

- 3.15 In areas of high accessibility, the Council will apply separate standards, for certain uses, that distinguish between the requirements applied to new-build developments and those where existing buildings are converted for a new use. It would be unreasonable to attempt to impose restrictions on the use of (for instance) the upper floors of an existing town centre building, based on standards required for a new building: such restrictions could render the accommodation unusable. Likewise, demolition of a large building and replacement by a much smaller building simply to accommodate parking is unlikely to be accepted.
- 3.16 Application of separate standards for conversions will be dependent on circumstances and take into account the likely demand for parking from the new use. For instance, where an essential level of parking cannot be achieved for the sub-division of a residential dwelling, the development may be rendered unacceptable altogether.

Standards by area

- 3.17 Similarly, there will be a variation in the standards applied to different areas of the Borough, based on the level of accessibility of those areas. This approach is similar to the previous standards, but without the need for the highly complex accessibility calculation being required.

No financial contributions in lieu

- 3.18 There are authorities elsewhere in the country which require financial contributions in lieu of their normal parking requirements in highly accessible areas. Fylde Council will not penalise applicants in this manner: these are measures which can only have the effect of discouraging sustainable development in accessible locations. More development with reduced parking in highly accessible areas will ensure that sustainable modes of transport are supported by usage through choice, without the need for further subsidy.

4. Parking Standards

- 4.1 This section sets out standards for parking to assist decision-making on development proposals. However as noted in Chapter 3, the purpose of the standards will be to assist decision-making by providing an indication of likely need; however, the decision as to acceptability will be based on policy compliance. Generally, this will not be about numbers of spaces but whether the development proposal complies with policy requirements.

Evidence

- 4.2 The Framework requires that local parking standards should take account of accessibility, type/mix/use, public transport availability, local car ownership and the need for electric vehicle charging points. How these have been considered is set out in the sections below.

Accessibility and public transport

- 4.3 These elements are considered together as they are intertwined: the availability of public transport is a major component of whether a locality is accessible, and the transport networks that serve a locality are likely to determine at least in part the pattern of public transport provision.
- 4.4 The previous standards as set out in the Joint Lancashire Structure Plan 2006 and the Lancashire County Council Access and Parking SPG took account of accessibility through the use of an accessibility questionnaire, through which developers would determine the accessibility of a particular site; for town centre uses, each town was identified at a level within a Lancashire-wide hierarchy of towns, and guidance was provided that applied to all towns at that level throughout Lancashire, again utilising the accessibility questionnaire.
- 4.5 To inform the standards that the Council will apply, this document provides an assessment of the accessibility of different areas of the Borough. The assessment uses some of the indicators used in the previous accessibility questionnaire, but modified to suit the characteristics of the Borough. When considering accessibility, the purpose is to establish whether, in combination, the factors that make a location more accessible are likely to result in increased use of non-car modes that will reduce the demand for parking. Therefore, for the purpose of this SPD, the term accessibility refers to accessibility by modes of transport other than by car, rather than any wider assessment of general accessibility.
- 4.6 In terms of access to a broad range of services, the most accessible locations are those which are close enough to town centres, with a wide range of services, to be casually walkable. The Local Plan defines the boundaries of the town centres within the settlements designated as Key Service Centres: St. Annes, Lytham and Kirkham; the key service centres are those settlements with the widest range of services. Therefore, locations within the designated town centres or a surrounding buffer of 500m are highly accessible; locations within 1000m of the boundary have moderate accessibility. The District Centre at Ansdell provides a more limited but still significant range of services: locations within the District Centre and a 500m buffer have moderate accessibility.
- 4.7 Locations that are sufficiently accessible to lead to lower demand for parking will need to be conveniently located in relation to bus stops, whether for access to workplaces and services beyond the immediate area (in the case of residential development) or for customers and staff

to reach them (in the case of commercial uses). Nationally based data from the National Travel Survey¹ provides a national profile of accessibility of homes to the nearest bus stop. This shows that 14% of homes are within 100m of a bus stop, a further 31% are within 200m, a further 40% (i.e. 85% in total) are within 400m, a further 10% within 600m leaving only 5% of homes more than 600m from a bus stop. Access to buses alone, even at the highest frequencies, are not considered to confer high accessibility. Moderate accessibility (i.e. higher than the baseline level of accessibility, due to bus services being significantly better than the national norm) would need to be at least within 200m of a bus stop, even that being met by 45% of existing homes nationally. However, in applying this criterion, only those stops with sufficient frequency are considered to have above low accessibility, considered below.

- 4.8 The degree of accessibility afforded by being close to bus stops depends on the frequency of services and the destinations served. However, the latter is difficult to quantify sensibly, as some routes serve several settlements on a long route, but which (given the time taken for buses to travel) are not realistically likely to attract people away from using cars. Therefore, this assessment uses frequency of services (in one or other direction, not both) from the nearest bus stop. Moderate accessibility is 4 buses per hour or more; locations with fewer than four buses per hour have low accessibility. Only the areas sufficiently proximate to the stop (as detailed in the previous paragraph) are identified as having more than low level accessibility.
- 4.9 Proximity to railway stations can provide, by itself, a high degree of accessibility where this provides access to other major centres quickly. In Fylde, the stations² at Squires Gate, St Annes, Ansdell, Lytham and Kirkham and Wesham provide relatively fast direct services to Preston, and also provide access to Blackpool South Shore although that is not a main centre. However, the current frequency of the service (hourly) cannot be considered sufficient to make the four South Fylde Line stations provide high accessibility in their own right (although they may contribute where other factors also identify an area as highly accessible). Once projected increases in service frequency are achieved, the accessibility of these locations will be increased.
- 4.10 By contrast Kirkham and Wesham, which has three trains per hour to Preston and two to Blackpool North (for Blackpool Town Centre), links to the towns on the South Fylde Line and hourly direct services to Manchester and Liverpool, is identified as providing high accessibility within 500m and moderate accessibility within 1 km.
- 4.11 In the case of the area of Squires Gate close to the sea front, the area benefits from the proximity to the tram terminus at Starr Gate within the Borough of Blackpool. This provides a local connection to Blackpool Town Centre, Cleveleys and Fleetwood and can be considered equivalent to a high frequency bus service; however, it can be assumed that people will walk further to access the tram than a bus. The area within 500m of the tram terminus is identified as having high accessibility.
- 4.12 The accessibility levels identified above in relation to centres and transport services are used in combination to identify the level of accessibility for each location. All areas within the town

¹ Time taken to walk to nearest bus stop by area type and bus availability indicator: England
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1017044/nts0801.ods

² The station at Moss Side is discounted owing to its remoteness and as improvements to the line are likely to result in substantial reductions in calls made at this stop.

centres plus their 500m buffer, or within 500m of Kirkham and Wesham station or Starr Gate tram terminus, have high accessibility. Areas within 500m of Ansdell District Centre and areas between 500m and 1km of the town centres and Kirkham and Wesham Station have moderate accessibility; however, areas within these and within 200m of bus stops with 4 buses/hour (per direction) have high accessibility. Areas outside the 1km town centre/ Kirkham and Wesham station, 500m Ansdell or 500m tram stop buffer zones have low accessibility unless they are within 200m of a bus stop with 4 buses/hour (per direction), in which case accessibility is raised to moderate.

- 4.13 A map showing the accessibility zones is shown in Figures 2, 3 and 4 later in this chapter.

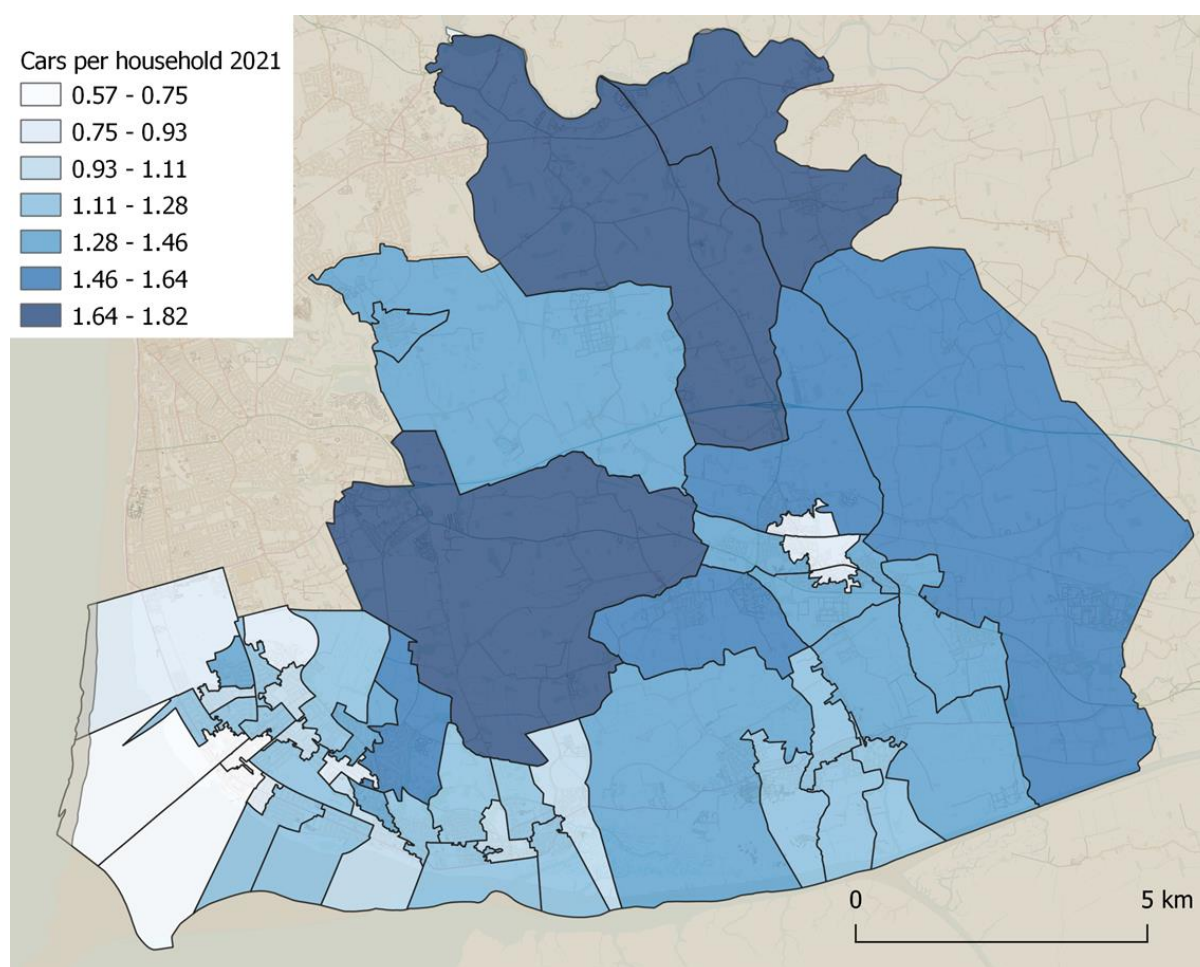
Type / mix / use of the development

- 4.14 The parking standards are set out for distinct uses. In the case of residential schemes, the standards specify the number of spaces for specific dwelling sizes, reflecting the car ownership data (see below), related to the size and type of the proposed dwellings. The availability of alternatives to the car is reflected in the varied standards for different accessibility levels, as discussed above.
- 4.15 In the case of commercial developments and community uses, the standards set for each use reflects a broad understanding of the typical employment density and likely visitor numbers for the uses concerned, together with consideration of the catchment size served (which affects the propensity to walk). In the case of commercial developments where the principal car parking provision will be for staff, account will need to be taken of the actual proposed employee numbers where this is known: the parking standards take account of this.

Car ownership and vehicle numbers

- 4.16 Local car ownership rates for small areas are available from census data. Whilst the detailed findings of Census 2021 remain in preparation, data from Census 2011 is available. In addition, data for vehicle registrations is available at small area level, for each quarter up to the end of 2021.
- 4.17 Between the 2011 census and 2021 (quarter 4), the number of cars registered per household in the Borough barely changed, from 1.16 to 1.19. Figure 1 below shows the ratio of cars per household (adjusted for the change in the number of households due to new development) for each small area, derived from the 2021 data for cars registered within each small area.

Figure 1: Cars per Household



- 4.18 In addition, the profile of households with different numbers of cars owned is shown in Table 1 below for each small area, this data deriving from the 2011 census. The raw data is shown in Appendix 1.
- 4.19 The results show that, by and large, car ownership rates reflect the accessibility of the location, in particular the proximity to the town centres of St Annes, Lytham and Kirkham. The numbers of households with more than two cars are small in most areas, around 10% of households, but with significantly greater numbers in the rural areas, reflecting the higher incomes, larger households including adult children and larger domestic curtilages typically found in those areas. In almost all locations around 45-50% of households have a single car. Significant numbers of households without cars are found in the most central parts of Kirkham and Wesham, some suburban areas of the northern part of St Annes, central Ansdell, a significant area of central Lytham, but most of all in central St Annes where around 4 in 10 households have no car/van. Most of these areas have a preponderance of smaller households, as well as being more accessible locations.

Table 1 Cars and car ownership

Over 50% of households with 2 or more cars:



Over 20% of households with no car:



Small census area	Ward (best fit)	Cars per household (2021)	% of households with no car/ van (2011)	% of households with one car/ van (2011)	% of households with two cars/ vans (2011)	% of households with three or more cars/ vans (2011)
Fylde 001A	Elswick and Lt Eccleston	1.73	3.5%	37.9%	42.0%	16.6%
Fylde 001B	Singleton & Greenhalgh	1.82	7.0%	37.0%	36.8%	19.1%
Fylde 001C	Staining and Weeton	1.36	13.8%	47.9%	28.2%	10.0%
Fylde 001D	Staining and Weeton	1.35	10.3%	42.6%	33.6%	13.6%
Fylde 001E	Warton and Westby	1.74	6.5%	43.7%	32.7%	17.0%
Fylde 002A	Kirkham North	1.35	7.2%	42.1%	39.9%	10.8%
Fylde 002B	Kirkham North	1.35	8.2%	47.8%	35.5%	8.4%
Fylde 002C	Kirkham North	0.92	28.8%	48.1%	19.1%	4.0%
Fylde 002D	Kirkham South	0.83	34.8%	45.0%	17.2%	3.0%
Fylde 002E	Medlar-with - Wesham	1.48	9.7%	43.0%	37.2%	10.1%
Fylde 002F	Medlar-with - Wesham	0.86	26.1%	49.7%	20.1%	4.1%
Fylde 002G	Ribby-with-Wrea	1.49	9.4%	36.9%	40.2%	13.5%
Fylde 003A	Freckleton East	1.33	16.6%	44.5%	29.3%	9.6%
Fylde 003B	Kirkham South	1.34	13.2%	44.5%	34.4%	8.0%
Fylde 003C	Newton and Treales	1.55	7.3%	35.2%	40.1%	17.4%
Fylde 003D	Newton and Treales	1.34	6.5%	39.7%	40.5%	13.2%
Fylde 004A	Kilnhouse	1.18	16.2%	51.8%	23.3%	8.7%

Small census area	Ward (best fit)	Cars per household (2021)	% of households with no car/ van (2011)	% of households with one car/ van (2011)	% of households with two cars/ vans (2011)	% of households with three or more cars/ vans (2011)
Fylde 004B	Kilnhouse	0.79	32.8%	50.4%	13.5%	3.3%
Fylde 004C	St Leonards	1.30	9.6%	48.3%	35.1%	7.0%
Fylde 004D	St Leonards	0.88	28.9%	49.1%	19.0%	3.0%
Fylde 004E	St Leonards	0.98	22.6%	47.6%	23.6%	6.2%
Fylde 005A	Heyhouses	1.19	27.1%	48.9%	18.4%	5.5%
Fylde 005B	Heyhouses	1.04	19.1%	47.7%	27.9%	5.3%
Fylde 005C	Kilnhouse	1.10	15.5%	53.5%	25.0%	6.0%
Fylde 005D	Park	1.51	4.2%	42.2%	42.7%	10.9%
Fylde 005E	Park	1.43	11.9%	44.6%	32.7%	10.8%
Fylde 006A	Ashton	1.26	15.8%	46.4%	28.5%	9.3%
Fylde 006B	Ashton	1.24	19.3%	41.3%	30.6%	8.8%
Fylde 006C	Ashton	0.73	41.5%	43.3%	11.7%	3.5%
Fylde 006D	Central	0.57	46.9%	41.4%	9.4%	2.3%
Fylde 006E	Central	0.68	38.9%	45.0%	12.6%	3.6%
Fylde 006F	Central	1.16	23.9%	43.3%	25.2%	7.6%
Fylde 006G	Fairhaven	0.90	36.0%	43.3%	15.3%	5.3%
Fylde 007A	Freckleton East	1.24	12.8%	47.4%	31.0%	8.8%
Fylde 007B	Freckleton West	1.27	18.8%	45.2%	28.2%	7.8%
Fylde 007C	Freckleton West	1.26	11.7%	53.0%	26.2%	9.1%
Fylde 007D	Warton and Westby	1.40	13.6%	48.6%	27.5%	10.3%
Fylde 007E	Warton and Westby	1.13	17.4%	51.5%	24.0%	7.0%
Fylde 008A	Ansdell	1.17	13.6%	49.9%	27.4%	9.1%
Fylde 008B	Ansdell	1.08	26.0%	42.9%	24.9%	6.1%

Small census area	Ward (best fit)	Cars per household (2021)	% of households with no car/ van (2011)	% of households with one car/ van (2011)	% of households with two cars/ vans (2011)	% of households with three or more cars/ vans (2011)
Fylde 008C	Ansdell	1.30	14.9%	41.3%	35.4%	8.5%
Fylde 008D	Fairhaven	1.28	10.8%	45.3%	33.8%	10.1%
Fylde 008E	Fairhaven	1.22	14.5%	44.3%	31.9%	9.3%
Fylde 008F	Heyhouses	1.18	17.6%	48.0%	29.0%	5.4%
Fylde 008G	Park	0.85	35.1%	42.8%	18.8%	3.3%
Fylde 009A	Clifton	1.02	23.3%	46.7%	25.6%	4.3%
Fylde 009B	Clifton	1.19	29.0%	41.0%	23.8%	6.2%
Fylde 009C	Clifton	1.12	17.0%	59.3%	20.0%	3.7%
Fylde 009D	St Johns	1.10	21.6%	42.4%	27.2%	8.8%
Fylde 009E	St Johns	1.16	15.9%	44.9%	31.1%	8.1%
Fylde 009F	St Johns	1.17	15.2%	49.4%	31.0%	4.3%
Fylde	Borough	1.19				

- 4.20 For the purpose of informing the setting of parking standards, the essentially static position of car ownership levels is anticipated to continue. The level of provision required on development sites as set out in the standards in Table 2 is based on likely numbers of spaces needed informed by typical ownership levels in the localities concerned.

The need for electric vehicle charging points

- 4.21 Although the take up of electric vehicles so far is significantly lower in the North West than some other regions, provision is needed for the charging of vehicles in the future. The Building Regulations³ specify requirements for electric vehicle charging points. Whilst it would be unreasonable to require developers to provide charging points that lie idle, developments will need to allow for widespread installation of equipment in the future. The requirements for provision of electric charging points are set out in Chapter 7.
- 4.22 Passive provision for further installations will be required. In addition to the Building Regulations requirements, this will require provision of sufficient space behind the spaces or

³ <https://www.gov.uk/government/publications/infrastructure-for-charging-electric-vehicles-approved-document-s>

on the margins of adjoining footways for the infrastructure to be installed. These requirements which relate to design are set out in Chapter 5.

Local Context

- 4.23 The setting of parking standards must be more than a theoretical exercise based on nationally set indicators. The Council considers that, for developments to comply with the design policies of the Local Plan, the particular circumstances of the locality will need to be reflected in the parking standards that apply for the area.
- 4.24 The coastal resort at St Annes is a traditional seaside resort with associated attractions. Tourism-based activity is concentrated mainly within an approximately 1km long stretch between the two main public car parks; in summer this is an area where the on-street car parking is an important resource for the resort. The town centre of St Annes has a wide range of commercial establishments, with time-restricted on-street parking and some off-street parking including a multi-storey car park. St Annes town centre is surrounded on three sides by residential areas of medium density. The approach taken in the town centre is likely to differ from the approach in the mature suburbs of St Annes, reflecting the concentration of town centre uses with limited parking
- 4.25 In St Annes Town Centre, the parking standards for residential developments allow for small dwelling units within the conversions of upper floors of traditional commercial buildings to be provided without parking, reflecting the much higher propensity for non-ownership of cars within this area and the benefit of bringing such spaces back into use. This does not extend to the areas surrounding the centre, which are areas of limited on-street parking availability.
- 4.26 In the central areas of Kirkham and Wesham, and the central part of Freckleton, parking issues reflect the relative lack of off-street parking in areas of more traditional buildings, narrower streets, greater reliance on on-street parking and a mix of commercial uses within the areas; how these issues are addressed requires a different approach to parking from the approach taken in the newer suburban areas. In Kirkham Town Centre and the immediately surrounding areas (Poulton Street, Preston Street, Orders Lane, Moor Street, Marsden Street, Clegg Street, Kirkgate, Freckleton Street, Market Square, Church Street, Eagle Court, Station Road and Barnfield), the imperative is to retain any on-street parking and off-street public car parking spaces for the customers of the commercial premises in the town centre. Accordingly, residential developments will only be accepted where the standard (as reduced for high accessibility) can be met through on-site provision.
- 4.27 In Wesham, the on-street areas close to the railway station are used for shared parking, with rail users during the day and residents in the evenings and overnight. The density of the existing housing development leads to pressure on parking at crossover times. However, new residential developments in these areas would have a lower need for parking due to very high accessibility. The parking standards allow for the creation of small dwelling units without parking in this area, able to rely on on-street parking, in accordance with the character of the area.
- 4.28 The challenge in Lytham is slightly different from St Annes as in Lytham the town centre is very close to the promenade area, so parking has to provide for the needs of town centre users and visitors together. The strong night time economy, visitors and dense residential areas juxtaposed with the centre leads to parking stress, although there is an increased propensity for non-ownership of cars. Parking for commercial uses in the centre is provided for through

on-street parking and public pay-and-display car parks. A residents' parking scheme is in operation in the residential streets that would otherwise be under the greatest pressure. The area is highly accessible, with lower car ownership and therefore small-scale commercial development supporting the function of the town centre which is able to rely on public provision; residential conversions within the town centre may rely on public provision, but new residential developments will be required to include parking on-site to meet the needs of the development.

- 4.29 The Fylde-Blackpool periphery is a newly developing area where the issues regarding parking differ significantly from the centres of established settlements. In this area, new development provides an opportunity to make places where parking is sufficiently provided for yet does not dominate the street scene. Parking provision within the developing strategic employment site requires scrutiny: particularly important here is the contribution that workplace travel planning can make to allow effective use of land by avoiding extensive areas of parking. The parking standards have been adjusted from those used previously to consider the numbers of staff anticipated on a development site, in order that commercial premises with large numbers of staff are required to provide sufficiently for them.

Bringing the evidence together

- 4.30 The parking standards should be informed by accessibility, development type, car ownership levels and the need for charging infrastructure. The Council has divided the Borough into three areas based on proximity to services, public transport availability, local car ownership levels and the particular form of the local street layout and area character: these are set out in Figures 2, 3 and 4 below. The areas shown within the Borough boundary that are not designated as either high or moderate accessibility have low accessibility.

Figure 2 Areas of Moderate and High Accessibility, Lytham and St Annes



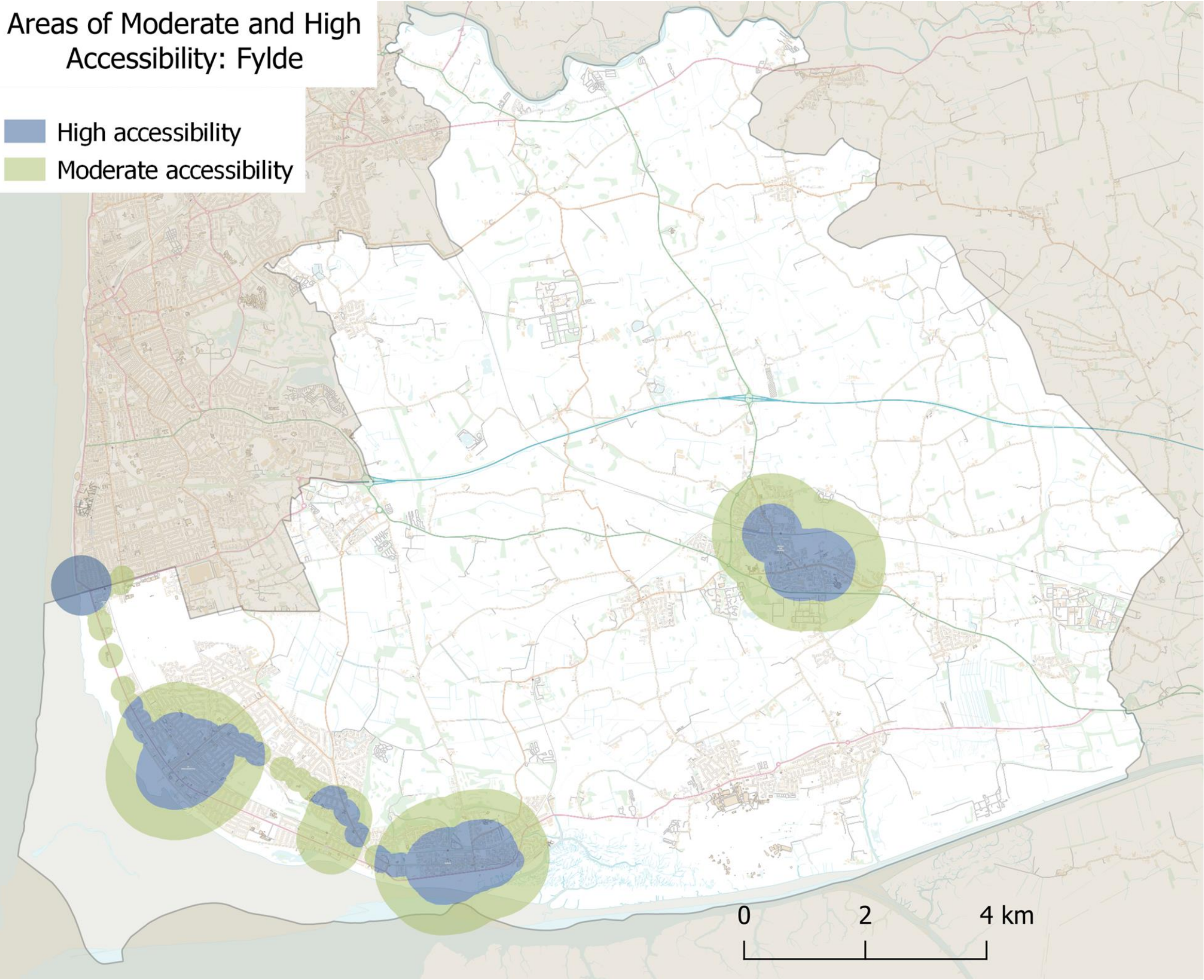
Figure 3 Areas of Moderate and High Accessibility, Kirkham and Wesham



Figure 4: Areas of Moderate and High Accessibility, Fylde

Areas of Moderate and High Accessibility: Fylde

- High accessibility
- Moderate accessibility



- 4.31 By and large, the areas with the highest accessibility have the lowest car ownership levels, and therefore in those areas fewer car parking spaces are required on residential development sites. The areas concerned are principally the town centres and their immediate surroundings, central Wesham and the area of Squires Gate closest to the tram terminus. Most of those same areas, however, are where there is a degree of pressure on car parking, and it is needed to support the functioning of the town centres; accordingly it is imperative that on new residential schemes parking is provided on-site. For commercial uses, whilst new development for commercial uses will generally need to provide parking on site, the imperative is to maintain the vitality of town centres, so new commercial uses in existing smaller premises will be able to rely upon existing public parking provision.
- 4.32 The overall parking standards for cars at different locations are set out in Table 2. The specific requirements for charging points, disabled parking, cycles, motorcycles and other vehicles are set out in chapters 6 and 7.
- .

Table 2: Car Parking Standards for Fylde (Please refer to the boxes in Chapters 6 and 7 for standards for cycle parking, disabled parking and provision for electric vehicles)

Proposed development/ use	Standard for rural areas/ low accessibility	Standard for suburban areas/ moderate accessibility	Standard for town centres and vicinity / high accessibility	
			New development	Change of use of existing building
Dwellinghouses (market housing unless stated)				
HMOs	1 per bedroom	1 per bedroom	1 per bedroom	2 per building, with 1 per 3 rooms, not involving use of existing rear gardens to provide
1 bed flats	1 per flat	1 per flat minus Travel Plan reductions	0.75 per flat with all spaces communal, minus Travel Plan reductions	0.75 per flat with all spaces communal, minus Travel Plan reductions. Within St Annes Town Centre, upper floor conversions to residential can rely on public on-street provision. Within 500m of Kirkham and Wesham station or Starr Gate Tram Stop, can rely on on-street provision
2-bed flats	1 per flat	1 per flat	1 per flat. Within 500m of Kirkham and Wesham station or Starr Gate tram stop, can rely on on-street provision	1 per flat. Within St Annes Town Centre, upper floor conversions to residential can rely on public on-street provision. Within 500m of Kirkham and Wesham station or Starr Gate Tram Stop, can rely on on-street provision
Sheltered housing/ housing specifically aimed at older people (see also below)	1 per dwelling (1 per 2 dwellings if a care element is included in the provision)	1 per dwelling (1 per 2 dwellings if a care element is included in the provision)	1 per 2 dwellings (1 per 3 dwellings if a care element is included in the provision)	1 per 2 dwellings (1 per 3 dwellings if a care element is included in the provision))

Proposed development/ use	Standard for rural areas/ low accessibility	Standard for suburban areas/ moderate accessibility	Standard for town centres and vicinity / high accessibility	
			New development	Change of use of existing building
Purpose-built 100% specialist accommodation for the elderly (in accordance with Local Plan Policy H2)	1 per 2 dwellings	1 per 2 dwellings	1 per 3 dwellings	N/A
1-2 bed affordable rented housing	1 per dwelling	1 per dwelling	0.75 per dwelling with all spaces communal	0.75 per dwelling with all spaces communal
2-bed houses	2 per dwelling	1 per dwelling	1 per dwelling	1 per dwelling
3 bed houses	2 per dwelling, not including garage	2 per dwelling, of which one may be a suitably-sized garage	1 per dwelling	1 per dwelling
4+-bed family housing	3 per dwelling, not including garage	3 per dwelling, of which one may be a suitably-sized garage	2 per dwelling, not including any garage (which may provide a third space)	2 per dwelling, not including any garage (which may provide a third space)
Residential institutions				
Class C2 Residential care homes/nursing homes	1 per 5 residents	1 per 5 residents	1 per 6 residents	1 per 6 residents
Class C2 Residential schools	As day schools plus 1 space per 20 beds	As day schools plus 1 space per 20 beds	As day schools plus 1 space per 20 beds, minus Travel Plan reductions	As day schools plus 1 space per 20 beds, minus Travel Plan reductions

Proposed development/ use	Standard for rural areas/ low accessibility	Standard for suburban areas/ moderate accessibility	Standard for town centres and vicinity / high accessibility	
			New development	Change of use of existing building
Class C2 Colleges/residential training centres/	1 per bed (short courses)/1 per 2 beds (longer courses over 1 month duration) & coach parking for training centres over 1000m ² GFA	1 per bed (short courses)/1 per 2 beds (longer courses over 1 month duration) & coach parking for training centres over 1000m ² GFA	1 per bed (short courses)/1 per 2 beds (longer courses over 1 month duration) minus any Travel Plan reductions & coach drop-off point for training centres over 1000m ² GFA	1 per bed (short courses)/1 per 2 beds (longer courses over 1 month duration) minus any Travel Plan reductions & coach drop off point for training centres over 1000m ² GFA
Class C2 Halls of residence	1 per 2 beds minus Travel Plan reductions	1 per 2 beds minus Travel Plan reductions	1 per 3 beds minus Travel Plan reductions	1 per 3 beds minus Travel Plan reductions
Class C2 Hospitals	1 per bed, including those used in short stay operations	1 per bed, including those used in short stay operations	Reduce as part of Travel Plan	Reduce as part of Travel Plan
Commercial/ community uses				
Class F2/E: food retail	1 per 14m ² GFA	1 per 17m ² GFA	1 per 30m ² GFA. Within town centre boundaries, can be provided by existing public provision where development is under 75m ²	1 per 30m ² GFA. Within town centre boundaries, can be provided by existing public provision
Class E: non-food retail	1 per 20m ² GFA	1 per 23m ² GFA	1 per 30m ² GFA. Within town centre boundaries, can be provided by existing public provision where development is under 75m ²	1 per 30m ² GFA. Within town centre boundaries, can be provided by existing public provision
Class C1 hotels, motels, boarding and guest houses; short-term holiday lets	1 per bedroom	1 per bedroom	1 per bedroom, minus any Travel Plan reductions	1 per bedroom , minus any Travel Plan reductions

Proposed development/ use	Standard for rural areas/ low accessibility	Standard for suburban areas/ moderate accessibility	Standard for town centres and vicinity / high accessibility	
			New development	Change of use of existing building
Class E financial and professional services (not medical)	2 per 3 employees minus Travel Plan reductions with an overriding minimum of 1 per 37m ² GFA	2 per 3 employees minus Travel Plan reductions with an overriding minimum of 1 per 37m ² GFA	1 per 45m ² GFA. Within town centre boundaries, can be provided by existing public provision	1 per 45m ² GFA. Within town centre boundaries, can be provided by existing public provision
Class E café or restaurant (except drive-through)	1 per 9m ² GFA	1 per 9m ² GFA	1 per 12m ² GFA. Within town centre boundaries, can be provided by existing public provision	1 per 12m ² GFA. Within town centre boundaries, can be provided by existing public provision
Pub or drinking establishment (sui generis)	1 per 9m ² GFA	1 per 9m ² GFA	1 per 12m ² GFA. Within town centre boundaries, can be provided by existing public provision	1 per 12m ² GFA. Within town centre boundaries, can be provided by existing public provision
Take away (sui generis)	1 per 9m ² GFA, with a minimum of 3 spaces	1 per 9m ² GFA, with a minimum of 3 spaces	1 per 9m ² GFA, with a minimum of 3 spaces	1 per 9m ² GFA, with a minimum of 3 spaces. Within town centre boundaries, spaces can be provided by existing public provision (including short stay) where these are directly in front of the application site
Drive through café, restaurant, retail or takeaway (sui generis)	1 per 9m ² GFA, with a minimum of 12 spaces	1 per 9m ² GFA, with a minimum of 12 spaces	1 per 9m ² GFA, with a minimum of 12 spaces	1 per 9m ² GFA, with a minimum of 12 spaces
Cinemas, concert halls, bingo halls and dance halls (sui generis)	1 per 5 seats Coaches: minimum 1 space for concert/ theatre facilities of 2,500m ² +	1 per 5 seats Coaches: minimum 1 space for concert/ theatre facilities of 2,500m ² +	1 per 8 seats Coaches: dropping off space for concert/ theatre facilities of 2,500m ² +	N/A

Proposed development/ use	Standard for rural areas/ low accessibility	Standard for suburban areas/ moderate accessibility	Standard for town centres and vicinity / high accessibility	
			New development	Change of use of existing building
Class E Gymnasiums, indoor recreations not involving motorised vehicles or firearms	1 per 26m ² GFA	1 per 26m ² GFA	1 per 26m ² GFA, can be reduced through Travel Planning	1 per 26m ² GFA, can be reduced through Travel Planning
Class F2 Hall or meeting place for the principal use of the local community	1 per 26m ² GFA	1 per 26m ² GFA	1 per 26m ² GFA	1 per 26m ² GFA, can be reduced through Travel Planning
Class F2 Indoor or outdoor swimming baths, skating rinks, and outdoor sports or recreations not involving motorised vehicles or firearms, with 500 or fewer seats or standing spaces	1 per 15 seats	1 per 15 seats	1 per 15 seats	N/A
Class F2 outdoor sports stadia with more than 500 seats or standing spaces	1 per 10 seats Coaches: minimum 1 space for each 1,500 seats or standing spaces	1 per 10 seats Coaches: minimum 1 space for each 1,500 seats or standing spaces	1 per 10 seats Coaches: minimum 1 space for each 1,500 seats or standing spaces	N/A
Class E/F1 Training and conference centres	1 per 37m ² GFA	1 per 37m ² GFA	1 per 37m ² GFA minus Travel Plan reductions; where in connection with hotel development, additional provision over and above the hotel requirement not needed	1 per 37m ² GFA minus Travel Plan reductions; where in connection with hotel development, additional provision over and above the hotel requirement not needed
Class F1 Art galleries, museums and public libraries	1 per 37m ² GFA	1 per 37m ² GFA	1 per 37m ² GFA minus Travel Plan reductions	1 per 37m ² GFA minus Travel Plan reductions

Proposed development/ use	Standard for rural areas/ low accessibility	Standard for suburban areas/ moderate accessibility	Standard for town centres and vicinity / high accessibility	
			New development	Change of use of existing building
Class F1 Public halls/exhibition halls/places of worship/law courts	1 per 10m ² GFA	1 per 10m ² GFA	1 per 10m ² GFA minus Travel Plan reductions	1 per 10m ² GFA minus Travel Plan reductions
Class E Office	2 per 3 desk spaces minus Travel Plan reductions with an overriding minimum of 1 per 37m ² GFA	2 per 3 desk spaces minus Travel Plan reductions with an overriding minimum of 1 per 37m ² GFA	1 per 45m ² GFA. Within town centre boundaries, can be provided by existing public provision	1 per 45m ² GFA. Within town centre boundaries, can be provided by existing public provision
Class E Research and development of products or processes	2 per 3 employees minus Travel Plan reductions with an overriding minimum of 1 per 37m ² GFA	2 per 3 employees minus Travel Plan reductions with an overriding minimum of 1 per 37m ² GFA	1 per 45m ² GFA. Within town centre boundaries, can be provided by existing public provision	1 per 45m ² GFA. Within town centre boundaries, can be provided by existing public provision
Class E Industrial processes (which can be carried out in any residential area without causing detriment to the amenity of the area)	1 per 37m ² GFA	1 per 37m ² GFA	1 per 45m ² GFA. Within town centre boundaries, can be provided by existing public provision	1 per 45m ² GFA. Within town centre boundaries, can be provided by existing public provision
Class B2 Industrial	1 per 45m ² GFA	1 per 45m ² GFA	1 per 45m ² GFA	1 per 45m ² GFA
Class B8 Storage and distribution	1 per 200m ² GFA	1 per 200m ² GFA	1 per 200m ² GFA, can be reduced through Travel Planning	1 per 200m ² GFA, assumed to be provided through existing public provision
Class E Clinics and health centres	4 per consulting room	4 per consulting room	2 per consulting room. Within town centre boundaries, can be provided by existing public provision	2 per consulting room. Within town centre boundaries, can be provided by existing public provision

Proposed development/ use	Standard for rural areas/ low accessibility	Standard for suburban areas/ moderate accessibility	Standard for town centres and vicinity / high accessibility	
			New development	Change of use of existing building
Class E Crèches/day nurseries/day centres	1.5 per 2 staff plus drop-off zone of 1 space per 10 children	1.3 per 2 staff plus drop-off zone of 1 space per 10 children	1 per 2 staff plus drop-off zone of 1 space per 10 children. Further reductions acceptable through Travel Planning	1 per 2 staff plus drop-off zone of 1 space per 10 children. Further reductions acceptable through Travel Planning
Class F1 Schools and sixth forms	1 per classroom/activity area	1 per classroom/ activity area, minus Travel Plan reductions	1 per classroom/ activity area, minus Travel Plan reductions	1 per classroom/ activity area, minus Travel Plan reductions
Class E/F1 Non-residential education and training centres / further and higher education	1 per 2 full-time staff (any residential element considered separately under C2)	1 per 2 full-time staff, minus any Travel Plan reductions (any residential element considered separately under C2)	1 per 2 full-time staff minus Travel Plan reductions (any residential element considered separately under C2)	1 per 2 full-time staff minus Travel Plan reductions (any residential element considered separately under C2)

5. Design, dimensions and layout of parking

- 5.1 Local Plan and national policy place great emphasis on the importance of good design in developments. A key element of good design is the overall layout of development and how the different elements of any development, which will usually include parking, come together to make an attractive and well-functioning whole, within the context of the wider setting. Key elements of this include the functionality of parking areas including sizes and detailed layout, relationship with landscaping and positioning within the site.

Siting of Parking Areas Within Development Sites

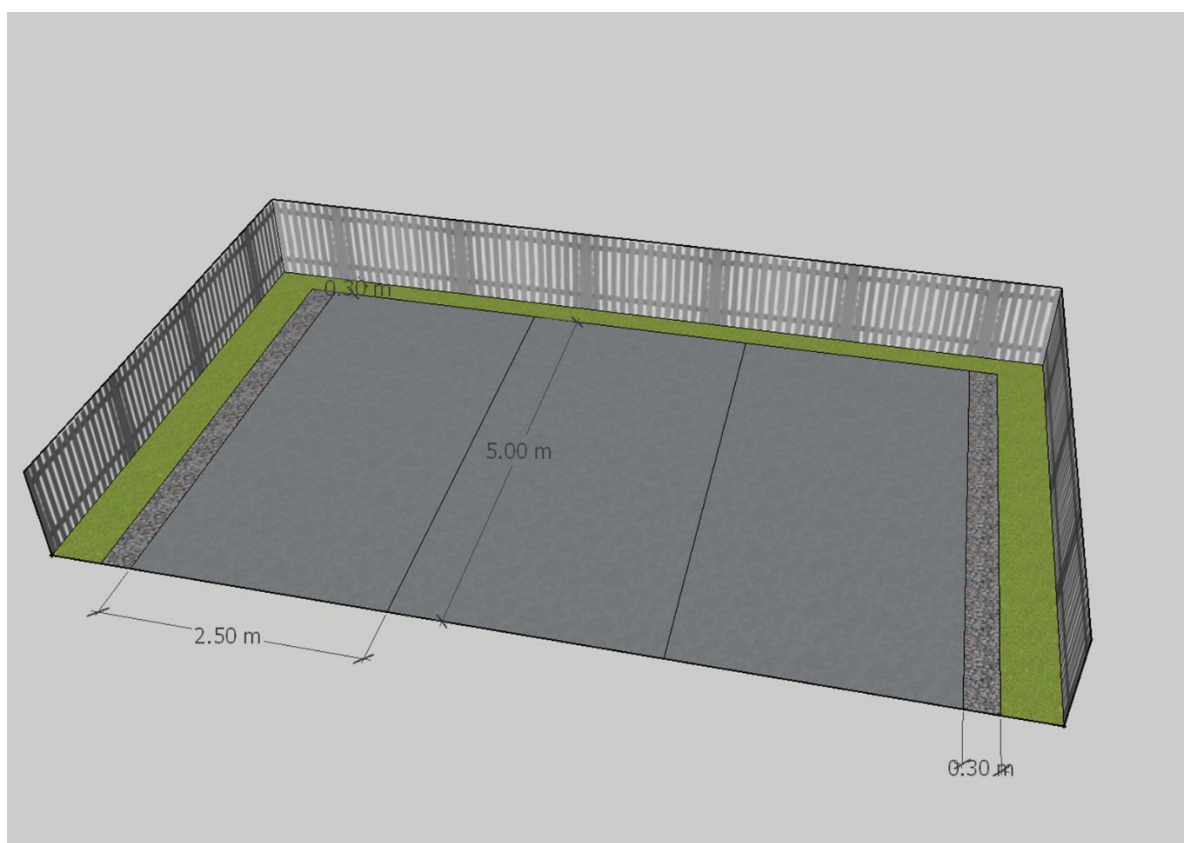
- 5.2 The siting of parking spaces within the overall layout of development sites is a critical element in the overall strategy for the layout of development sites. It is therefore necessary to consider it at the earliest stage of the design process.
- 5.3 In any type of development, the siting of parking should not result in a development that faces inwards upon its curtilage, creating effectively an enclosed compound; wherever the parking is located, the development and its principal entrance should face the street.
- 5.4 Within new residential layouts, in the case of houses, it is preferable that parking spaces for cars are located within the curtilage of the dwelling in order to provide for electric vehicle charging. Parking should be accessed from the front where the overall street layout allows, otherwise to the side (e.g. on a corner plot): “Radburn”-style arrangements where the vehicular entrances are at the rear and separated from the pedestrian entrances across the site should be avoided. The area devoted to parking should not fill the frontage of any dwelling however: the layout will need to incorporate sufficient space to accommodate soft landscaping as described in the Landscaping and Materials section below, and for separate pedestrian access, as described in the Provision for Pedestrian Movement section also below. Where insufficient space is available due to the narrow frontage of the dwelling, it may be preferable to site the pedestrian footway between the parking spaces and the dwellings; in such cases the electricity supply for electric vehicle charging will need to be pre-installed via conduits underneath and across the footway. Parking spaces should be positioned offset as far to the side of the frontage as can be achieved, in order that the parking does not appear to be directly in front of the dwelling.
- 5.5 Where flats are proposed, parking should be sited wherever possible in a single area, designed to minimise the impact on the street scene and on residential amenity. In particular, the use of ground floor or below ground level undercourts for parking on new-build schemes is encouraged. The Council will discourage flat schemes dependent on large areas of hardstanding in the front of the curtilage, prominent in the street scene, and will require careful and effective use of soft landscaping to mitigate effects on the street scene in order for such proposals to be acceptable. Where flats are proposed either through new build or through a conversion of a dwelling, the use of a large proportion of the rear of the site for parking will not be accepted where the curtilage adjoins private domestic gardens or yards, or where parking and access would be close to neighbouring habitable rooms.
- 5.6 On new-build commercial sites and other non-residential uses, the layout of the site should ensure that access to the development for pedestrians is prioritised. For developments where large numbers of members of the public will visit, such as retail and leisure uses, this will

normally mean locating the building close to the highway, so that the access route for pedestrians is short, with parking placed to the side. For any uses with extensive parking areas, the area close to the front of the building should be dedicated to disability, visitor and cycle parking, together with soft landscaping to minimise the effect of parking on the street scene; where extensive parking is required for employees rather than visitors, this should be to the rear of the building; however in such cases the main entrance should nevertheless face the street. For smaller new-build commercial uses, it may be possible to accommodate all parking at the front of the site but this should not be the approach where it leads to the main building being set back within to site to a degree that is incongruous with the character of the area.

Dimensions and Spacing

- 5.7 This section sets out requirements for the dimensions of parking spaces in different circumstances, and requirements for additional space adjoining spaces. It should be read in conjunction with the section on manoeuvring space below.
- 5.8 The basic dimension of a parking space is 2.5m x 5.0m. This assumes that either the parking space adjoins other parking spaces on either side, or that additional space is available to the side of the space. Where additional space to the side of the space is provided, it should provide at least 0.3m of additional width. Such space should be hard surfaced and should not involve areas of soft landscaping unless the space available is very restricted.

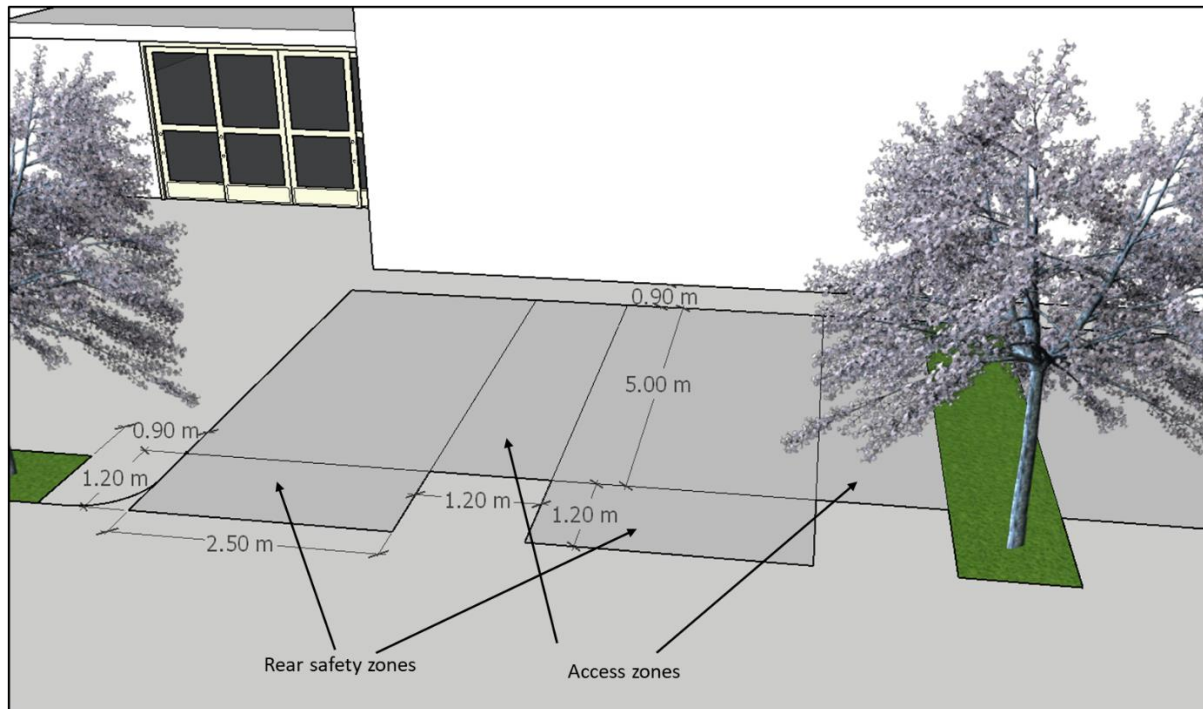
Fig. 5 Basic Spacing



- 5.9 Disability spaces should be 2.5m x 5.0m with a 1.2m marked access zone between the spaces. A 1.2m wide rear safety zone for boot access should be provided. Although the rear safety

zone may be provided at either end of the parking space, if it is provided at the end of the vehicle access lane, the vehicle access route should be widened at that point by 1.2 metres to accommodate it; if it is provided at the opposite end of the parking space, the rear safety zone should not encroach on pedestrian access routes which should be widened to accommodate it. In either case, safe access routes for the disabled person to leave and return to the vehicle will need to be provided, reachable from all sides of the space.

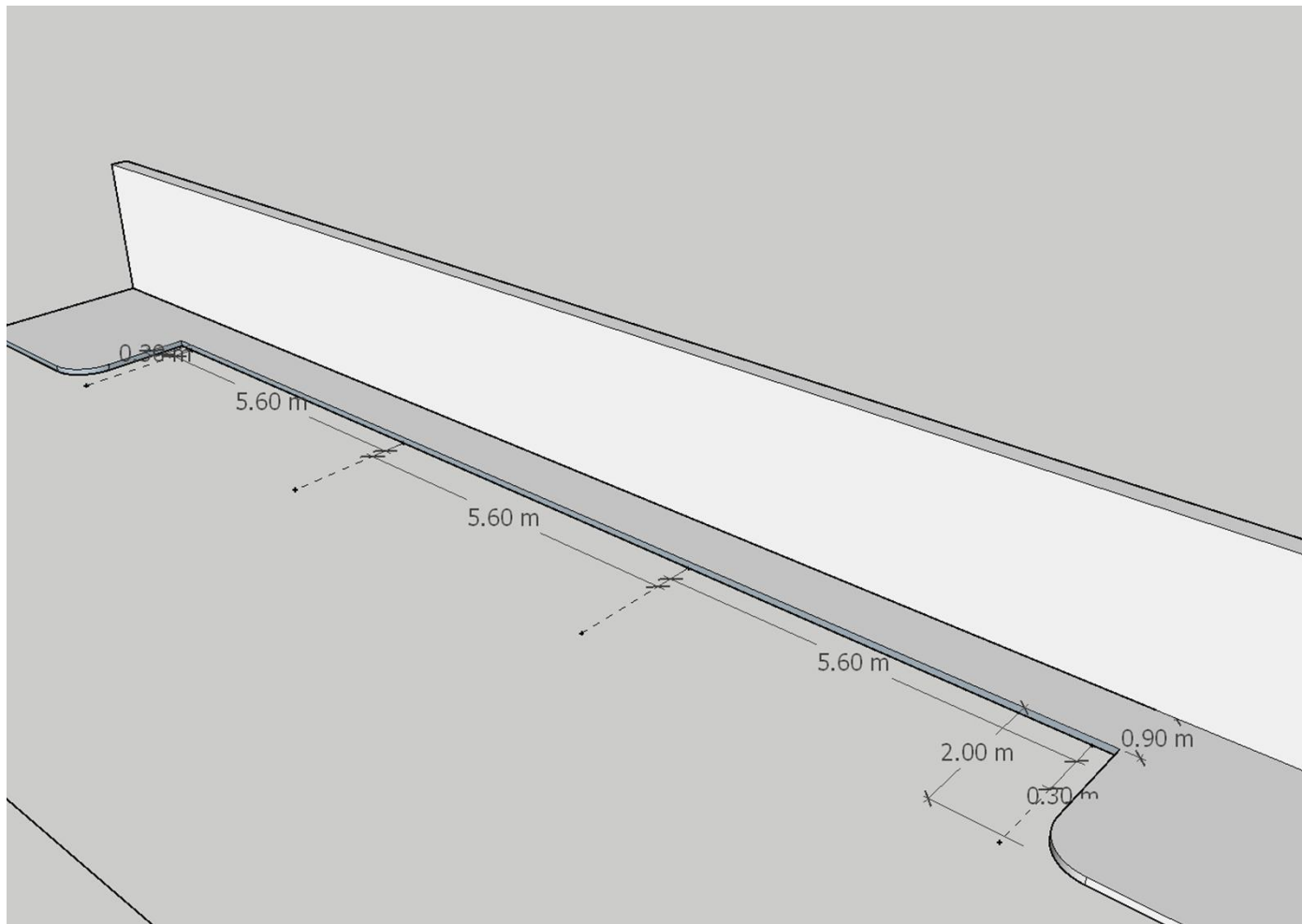
Fig. 6 Disability spaces



- 5.10 Where one end of a parking space is against a hard barrier such as a wall or posts, or a soft landscaping barrier such as a hedge, either the parking spaces should be lengthened by 0.3m or additional hard-surfaced space 0.3m wide should be provided.
- 5.11 Where a single width of parallel parking spaces alongside an access roadway are provided, they should be 2.0 metres wide. Given the significant variation in length between vehicles, it is not necessary to set markings for length; however, for the purpose of assessing the number of spaces provided, a space will be considered to be 5.6 metres long⁴. At each end of the parallel parking area, an additional 0.3m of unobstructed space will be required to allow vehicles to enter and exit the area with parallel parking movements. Parallel parking spaces will require provision of additional paved width of 0.9m for pedestrian access on the opposite side to the vehicular access route, such as through provision of a kerbed pedestrian footway on that side.

⁴ The AA recommends drivers should leave 0.6m of space at each end when parallel parking. Therefore, each space is the standard length (5.0m) plus half-shares of the 0.6m space at each end: $5.0 + 0.3 + 0.3 = 5.6$. <https://www.theaa.com/driving-school/driving-lessons/advice/parallel-parking>

Fig. 7 Parallel parking minimum dimensions



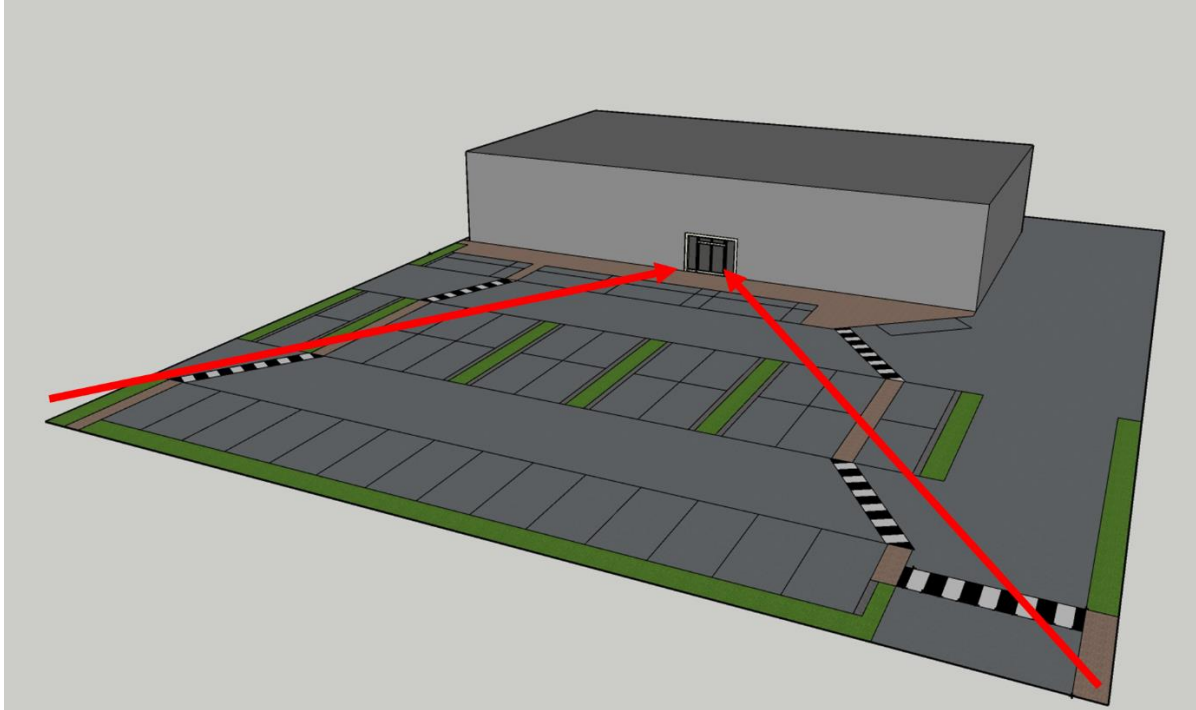
- 5.12 The end of a parking space should not be directly adjacent to an openable window to a habitable room, or an openable window to a room used as office accommodation.
- 5.13 In addition, the spacing required will need to have regard to pedestrian access and specific issues relating to garages, considered below. Requirements for different types of motor vehicle other than cars and for cycle parking are considered separately in Chapter 6.

Provision for Pedestrian Movement

- 5.14 Pedestrians should be given priority over vehicles, as set out in Local Plan policy, the Framework and the Highway Code. This requirement applies within and around parking areas as elsewhere. The design of parking areas needs to include pedestrian-only safe routes through and around parking areas.
- 5.15 Pedestrians should be able to move around parking areas safely and easily. Provision for pedestrians will need to reflect desire lines, rather than providing segregated but circuitous routes. However, this should not be used as an excuse not to provide segregated routes on the assumption that pedestrians will just walk across the parking spaces and vehicle access routes. Such an approach is fundamentally unsafe for vulnerable users, especially small children, the frail elderly and people with a sight impairment.

- 5.16 The design of parking areas will therefore need to consider likely pedestrian desire lines, both in respect of pedestrians arriving from outside the site and walking towards the entrances, and in respect of people arriving in cars, and the movements they will make between where they will park and the entrances to the development. This should be an early consideration in determining the overall layout of the site, and the layout of the spaces.

Fig. 8 Provision for Pedestrians on Commercial Sites Example layout showing pedestrian routes reflecting desire lines. Trees and cycle stands are omitted for clarity.



- 5.17 On commercial developments, the following principles should be followed:

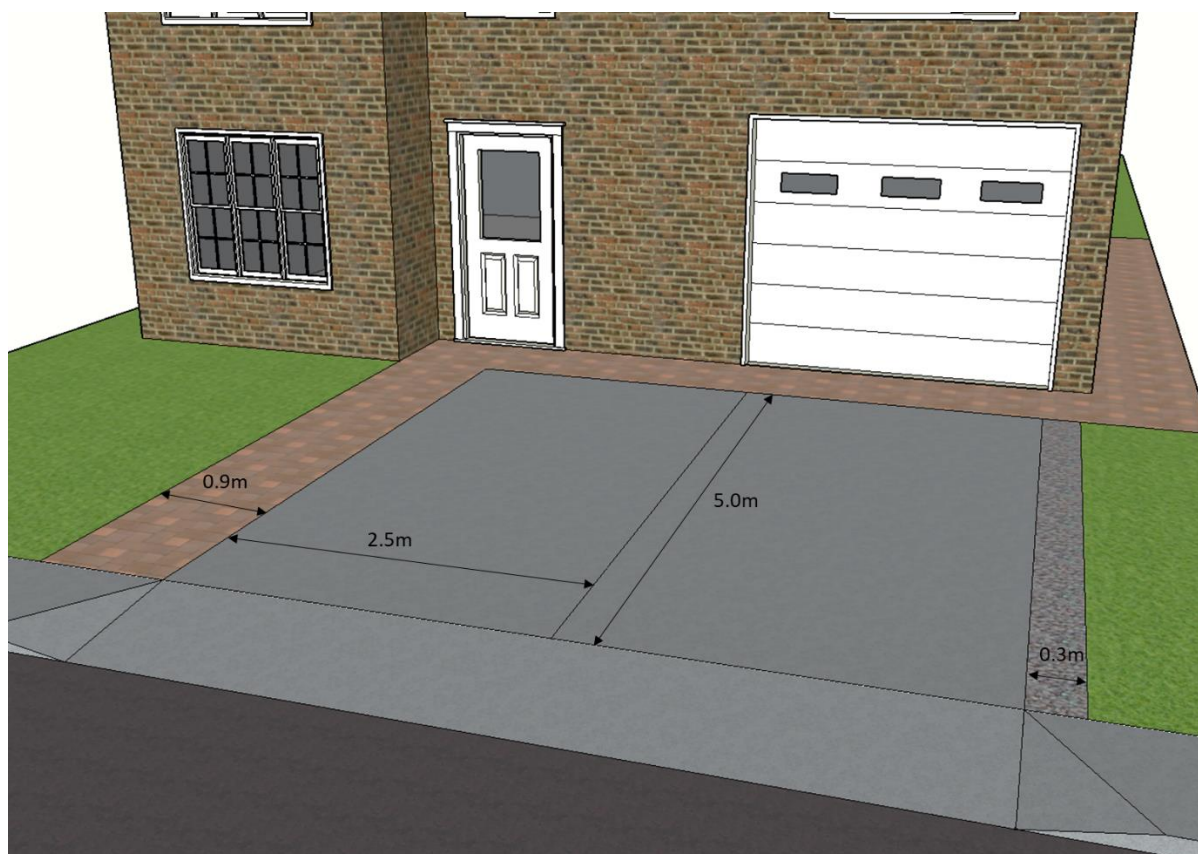
- A segregated pedestrian path, of minimum width 0.9m (as required by the Building Regulations), should extend from the street edge of the curtilage to the main entrance, through any car parking area in between;
- The pedestrian route should be reasonably direct, and should not skirt the site perimeter;
- Where the frontage of the site is wider than 20m, there should normally be two such pedestrian routes, each extending from reasonably close to each end of the frontage;
- The pedestrian routes should adjoin parking spaces so as to provide a pedestrian route for the occupants of the vehicles to the main entrance;
- Where pedestrian routes cross access roadways through the parking area, they should be surfaced with zebra striping to show priority for pedestrians

- 5.18 On individual residential dwellings, driveways should include sufficient space to allow for pedestrian access. The Building Regulations require a separate 0.9m wide pathway leading directly from the street footway to the main entrance door to be provided; this should use a surface material different from that used for the driveway. Lowered kerbs should not extend to include the area directly in front of the pedestrian pathway.

- 5.19 On individual residential dwellings, where the dwelling has a garage or a side gate providing access to the rear, a minimum of 0.9m width of additional hard surfacing, surfaced in the same

materials as for the pedestrian pathway described above, should be provided in front of the dwelling and garage to allow access to the garage and/or rear access by pedestrians. Parking spaces should not include any of this area.

Fig. 9 Pedestrian Access Around Residential Parking Spaces



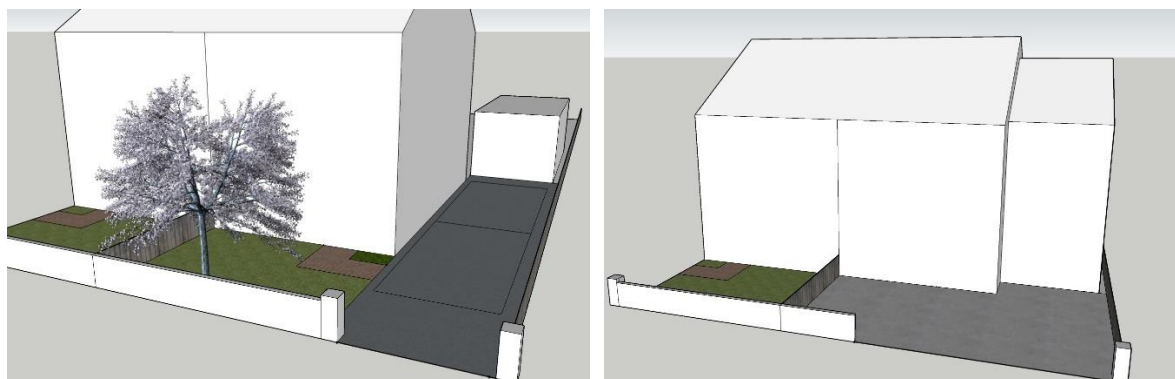
- 5.20 In the case of flats, 0.9m wide pathways into the car parking areas should be provided, with the approach to the rear doorway by a path, kept clear of vehicle encroachment by soft landscaping or bollards.

Alterations to Existing Residential Parking Arrangements

- 5.21 Existing residential dwellings may have generous, sufficient or inadequate parking. Proposed alterations to existing parking arrangements on an individual dwelling will be informed by the principles of good design as applied to the application site, and the parking standards. Local plan policy GD7 states that development should not normally result in the number of parking spaces on the site being reduced unless otherwise justified. A development proposal for an extension occupying an area formerly providing usable parking space, where this reduces the number of parking spaces below the standard, would need additional space *in lieu* provided. However, where this additional space would be harmful to character and appearance of the area, for instance where all soft landscaping were lost or the frontage became dominated by hardstanding, the Council will need to carefully consider whether the proposed development is acceptable and may lead to the refusal of the application.
- 5.22 Where the existing character of the area involves parking on-street, it will be appropriate to maintain this, as the alteration of front gardens piecemeal to accommodate vehicles leads to difficulties for the remaining vehicles attempting to use the constricted room remaining on

the street between the new access points, and the loss of front gardens and their features is likely to cause harm to the character of the area. Where the Council has concern that this might occur, it will consider applying Article 4 directions where needed, on streets where express permission is not needed currently. Where permission is required, in circumstances where the harmful effects described above would result, the application will be refused.

Fig.10: Unacceptable loss of front garden to parking. (Before and after views)



- 5.23 In dwellings constructed from the 1970s onwards, in general principle the original layout will have provided sufficient parking. Proposals to extend the areas devoted to parking, especially at the front of properties, including cases where this is proposed as part of a wider scheme to extend a property or convert a garage to habitable use, will be considered carefully as to whether the proposal will result in harm to the character and appearance of the area. In cases where the impacts are unacceptable, the application will be refused.

Garages

- 5.24 Garages are often provided on development sites with the intention that they will act as functional parking spaces. The Council will only consider garages to provide a functional car parking space where the design of the proposed development genuinely provides for them to be usable on a casual daily basis. Where a new garage is provided, whether on a new development site or within the curtilage of an existing dwelling, and is proposed to be counted within the required spaces for car parking, the following will be required:

- Minimum internal dimensions 6.4m x 3.0m for a single garage;
- Minimum internal dimensions 6.4m x 5.5m for a double garage;
- Any door at the side intended to open inwards will need to be at least 5m from the garage door (measured internally);
- Where a parking space is to be provided in front of the garage, a buffer of 0.9m will be required between the garage and the space;
- Doorway width for a single garage to be a minimum of 2.5m
- Doorway width for a double garage to be a minimum of 5m. Where two individual doors are to be fitted, they should each be a minimum 2.5m wide.

- 5.25 Electric vehicle charging infrastructure in garages will normally be provided by a wall-mounted box. Dimensions of typical boxes are generally less than 500mm (height) x 300mm (width) x 150mm (depth) meaning that, providing that a sufficient power supply can reach the garage, charger boxes need not encroach significantly on the available space for the vehicle, where the garage dimensions are sufficient, in line with the requirements above.

Fig. 11: Single Garage Dimensions

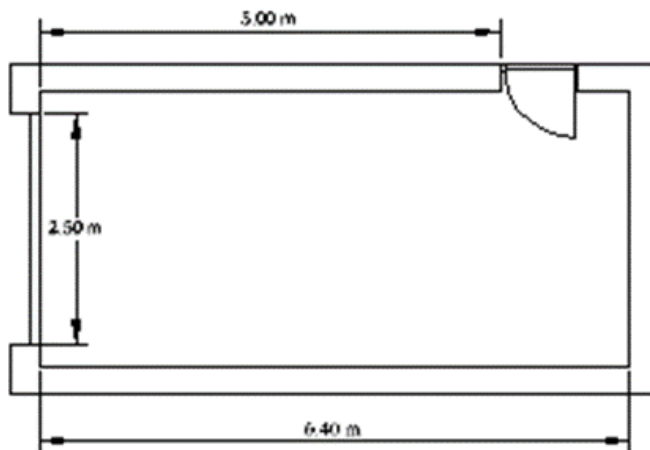
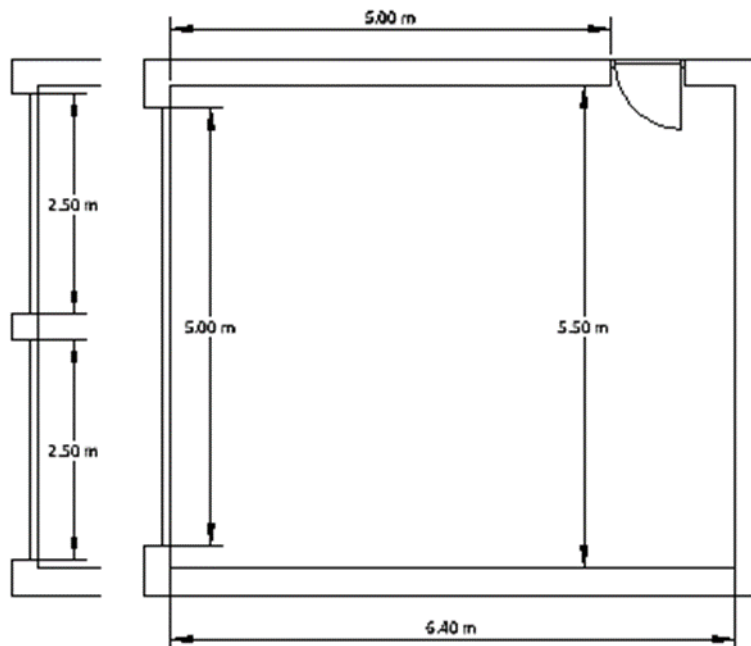


Fig.12: Double Garage Dimensions



- 5.26 Where a garage is intended to function for other purposes in addition to car storage, for instance to provide storage space for a workbench, toolboxes etc or to provide a utility area for washing machines and dryers or a boot room function, the dimensions will need to be increased to provide for the additional functionality, so that 6.4m x 3.0m remains clear for the vehicle and clearances around it.
- 5.27 A garage of the size described above is considered to allow for bicycles and bins to be brought in and through, as well as providing a parking space, if no other access to the rear of a property is available. Clearance of 0.6m is needed for the handlebars of a cycle to pass; the same width is needed for bins to be wheeled past; this may require the vehicle to be parked slightly to one side (which is usual anyway, to allow the driver to exit. Normally an external door at the rear of the garage (that does not require access through habitable accommodation) will be

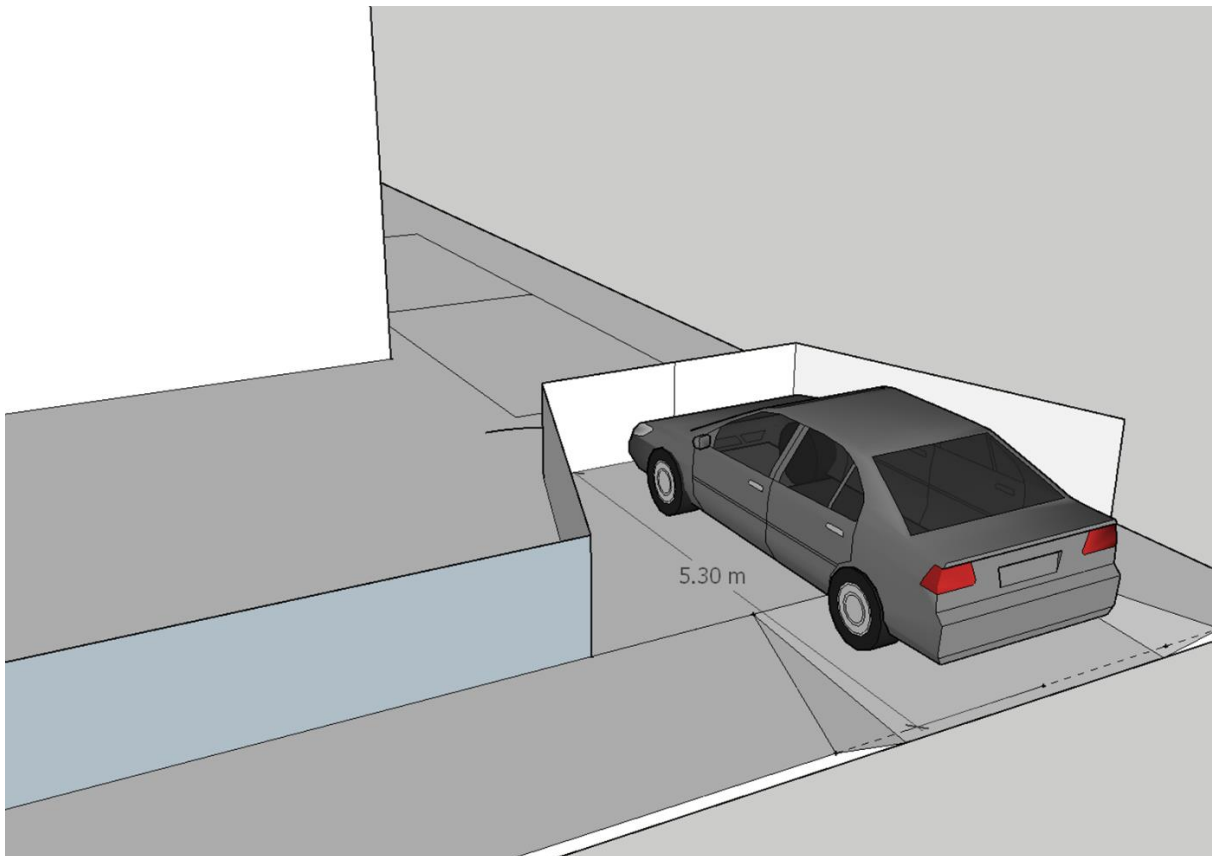
required to allow rear access and allow for cycle storage in a shed. Normally, a garage of 6.4m x 3.0m will provide storage for a car and bicycles.

- 5.28 There are circumstances where a garage provides a functional parking space for a residential property, as a fundamental part of the initial layout of a residential area that ensures good design is not compromised by a surfeit of visible parking and excessive areas of hardstanding. In such circumstances, the creation of additional hardstanding would be harmful to the amenity of the area through fundamentally poor design.
- 5.29 In such cases, restriction of permitted development rights to create additional hardstanding will be appropriate, through condition on the application for reserved matters or full approval. In addition, restriction of permitted development rights, to prevent the change of use of the garage to habitable accommodation, will also be appropriate.
- 5.30 Where an existing garage is attached or integral to a dwelling, but is of sub-standard dimensions, it is still capable of providing storage for a small car, motorcycle or cycles. Where permitted development rights have been removed to retain the garage for the storage of vehicles and prevent conversion to habitable accommodation, the Council will apply a presumption against granting planning permission for conversion, unless it can be demonstrated that sufficient parking spaces excluding the garage (based on the standards in Table 2) were provided in the original layout, without the extension of the area of hardstanding. In such cases, permission may still be refused for conversion of the garage if access for cycle and motorcycle storage and waste disposal to and from the rear of the dwelling would be obstructed by the conversion (i.e. by “walling in” the rear of the property).
- 5.31 Where an extension is proposed to an existing dwelling, it should be assessed for its impact on the provision of parking spaces, including impact on pedestrian access routes to the dwelling. Local plan policy states that the number of parking spaces on a site should not be reduced unless material considerations indicate an exception. The number of parking spaces should not be reduced below that set out in the standard in Table 2, in any case. Any proposed extension should not require the creation of extensive areas of hardstanding at the front of the property (*in lieu* of lost spaces), or the widening of the access at the front, that would be harmful to the character and appearance of the dwelling and the area. In addition, manoeuvring space should not be compromised (see below). Where proposals for extensions would result in harm to visual amenity, local character or highway safety for these reasons, the application will be refused.

Gates

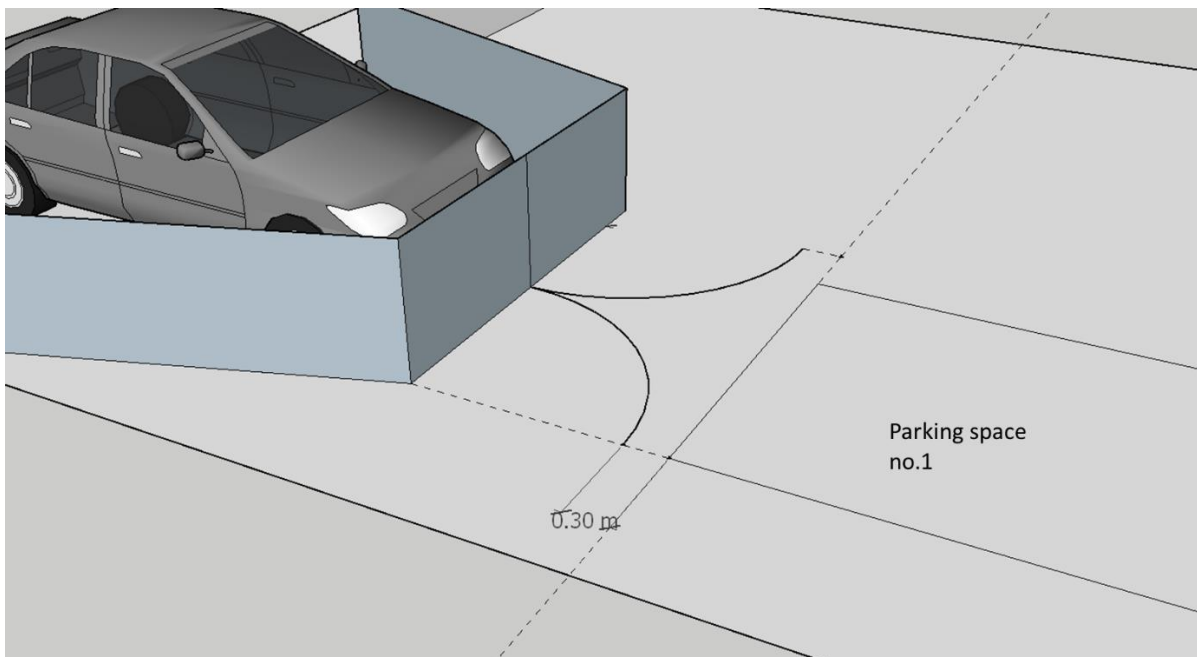
- 5.32 Manually-operated gates, and some types of automatically-operated gates, have the effect of lessening the effective area available for parking. They can also result in the obstruction of traffic on the highway when vehicles are entering and exiting parking areas. Therefore, where gates are proposed, either as part of new or existing developments, the following principles will need to be applied:
- With the gates closed, there must remain a length of 5.3 metres from the edge of the carriageway to the closed gate position, so that vehicles do not stand stationary obstructing the carriageway whilst the gates are being opened or closed. However, this requirement will be waived if gates that open and close automatically by remote control from the vehicle are to be installed (which will be secured by planning condition in circumstances where necessary).

Fig. 13 Setting back of non-automated gates



- Where gates open and close on hinges, any area to be considered to provide parking will be set back from the entrance by the radius of the swing plus 0.3m.

Fig. 14 Allowance for gate swing



Manoeuvring, access routes and operational parking

- 5.33 Although the precise situation of an individual layout will affect how vehicles move within parking areas, this section provides guidance on manoeuvring space required as a starting point to assist applicants in drawing up schemes.
- 5.34 On unclassified roads and in new residential layouts, it will normally be acceptable for the parking spaces for individual dwellings to exit directly onto the roadway, with the roadway providing any manoeuvring space.
- 5.35 Outside the settlement boundaries set out on the Local Plan Policies Map, and on any classified road within the settlements, all new developments will be required to provide the means to ensure that all vehicles that will be used in association with the development are able to enter and leave the site in forward gear. On commercial sites this will need the routing of large vehicles to be clearly indicated, with Transport Statements or Transport Assessments including swept path analysis where necessary. For residential sites, a simple diagram showing the geometry should suffice. Any proposal for an extension to an existing dwelling or for additional development on a commercial site should not compromise areas required to provide for vehicles to turn in order that they can enter and leave in forward gear.
- 5.36 Where residential developments provide communal parking areas, such as on developments of flats, and on commercial developments and community uses with parking areas to be provided within the curtilage, parking areas will need to allow at least 6.0 metres of space between rows, where the spaces are perpendicular to the access route. Where the access route meets a dead end, the access route will need to extend at least 1.3 metres beyond the final spaces, to allow for vehicles to manoeuvre into and out of the end spaces
- 5.37 Reductions in access route width can be made possible by setting the parking spaces obliquely to the access route. Where spaces are set 45° from the perpendicular, access route width may be reduced to 3m.
- 5.38 Operational and service parking can form a critical element of the design of a scheme, which can render a development proposal unacceptable if badly considered. This will include parking for vehicles delivering or despatching goods, and otherwise servicing of the premises including waste collection, removals, taxis and waiting spaces for vehicles picking up visitors/customers.
- 5.39 In rural areas any operational space should utilise existing developed hardstanding wherever possible and should not normally result in the extension of the site onto greenfield areas.
- 5.40 Within the existing developed areas in the towns and local service centres where commercial development is found, whether in the town centre or not, it is recognised that servicing will make use of streets for manoeuvring, and in some cases for loading/unloading. Local plan policy presumes the retention of employment premises in employment use; the Council will not compromise this by making unreasonable requirements for access and operational parking on new commercial users of existing commercial premises, or premises returning to commercial use, in such areas.
- 5.41 Where new larger-scale commercial development is proposed, the presumption will be that servicing and operational space will be provided within the development site. This will need to include provision for vehicles of any size that will be based at or visit the site to enter and leave the site in forward gear. It will often be necessary for this to be illustrated by swept path

analysis. The advice provided by the HSE on its website⁵ may be useful in devising a scheme. Transport statements or transport assessments accompanying such applications will need to set out working arrangements proposed for the site including parking for all types of vehicles involved, and demonstrate that the layout put forward is satisfactory.

- 5.42 Leisure, health and larger scale retail developments should include pick up / drop-off zones close to the main entrance, that can be used by taxis and private vehicles.

Landscaping and Materials

- 5.43 Good design requires parking to be well-landscaped and sensitively integrated into the built form, incorporating green infrastructure including trees to soften the visual impact of vehicles, help improve air quality and contribute to biodiversity.
- 5.44 The design of the parking area should be informed by and reflect from the very outset the overall landscaping strategy for the whole development site and should result in a coherent whole development approach. The landscaping strategy for the site will in turn have reflected the external context to the site at least at a street and neighbourhood level.
- 5.45 On residential sites where significant numbers of vehicles need to be accommodated on limited space, there will be an expectation that parking spaces will be interrupted by areas of soft landscaping of trees and shrubs growing to approximately 1 metre in height, in order to reduce the visual impact of the parking area. These soft landscaped areas should be at least 1 metre wide, and set so that there are no more than two parking spaces between such soft landscaping spaces, as illustrated below.

Figure 15: Landscaping of Limited Spaces



⁵ <https://www.hse.gov.uk/workplacetransport/vehiclehandling.htm> , in particular the three diagrams showing possible turning arrangements for articulated vehicles.

- 5.46 On all new commercial sites, and any other newly laid out non-domestic parking areas (including health, education, municipal, government, defence establishments), landscaping will normally be required to involve the use of trees, with the scheme designed to provide as great a degree of shading (when mature) as can reasonably be achieved to the whole parking area in order to avoid the heating effect from solar radiation on surfaces and vehicles. As a general benchmark, using smaller ornamental tree species, this would require one standard tree per two car parking spaces over larger parking areas.
- 5.47 On all sites, use of soft landscaping along margins and within the car parking areas will be required, in such a way to ensure that the overall appearance is attractive and that cars will not be visually prominent within the overall street scene from all main internal and external vantage points. The Council will expect sufficient space dedicated to soft landscaping within the overall parking area that will achieve this.
- 5.48 Fylde is a low-lying Borough and consequently surface water runoff from extensive paved surfaces can result in flooding, either on the site or downstream. In accordance with Local Plan Policy CL2, the Council will therefore require that **all** newly-laid parking areas are constructed using pervious paving, as described in paragraphs 2.9 to 2.13 of Approved Document H⁶ of the Building Regulations, unless the applicant can demonstrate to the satisfaction of the Council and Lead Local Flood Authority that this is not possible. Further guidance on sustainable drainage can be found in the Council's Flooding, Water Management and Sustainable Urban Drainage Systems (SuDS) Supplementary Planning Document.
- 5.49 Maintenance of the agreed scheme will be essential. The Council may impose planning conditions to require the upkeep of landscaping, cleaning of surfaces and emptying of oil traps.

Lighting and security

- 5.50 On commercial sites and others with visitors or more than five employees (including education, health, defence, the prison), provision of good quality lighting providing complete coverage of the parking area is essential. The design of the lighting scheme should specifically highlight pedestrian routes through the provision of specific lighting to those routes, rather than coverage of these just being incidental to the overall lighting scheme.
- 5.51 Natural surveillance should be maintained as far as possible, without compromising the provision of soft landscaping and tree shading. In some cases, the use of CCTV may be the most appropriate method of providing surveillance to ensure that Secured by Design principles are followed in accordance with Local Plan policy. In the case of cycle parking, the location should maximise natural surveillance, but where there is nowhere constantly observed, CCTV will be essential.

Signage

- 5.52 Signage must be provided at the entrance to the development to clearly indicate the location of and route to access the parking for cars, and separately for cycles (and motorcycles if appropriate).

⁶ <https://www.gov.uk/government/publications/drainage-and-waste-disposal-approved-document-h>

- 5.53 For large car parks (over 50 spaces) that will be utilised by the public, signage should be provided on main routes leading to the site in liaison with the Highways Authority, or National Highways with respect to trunk roads.

6. Parking for Cycles and Other Vehicles

- 6.1 This section sets out requirements for the parking of cycles, motorcycles, vehicles used by disabled people, mobility scooters, lorries and coaches.
- 6.2 Local Plan and national policy support encouragement of increased cycle use. The Government's Gear Change strategy aims to make half of all journeys in towns and cities on foot or by cycle by 2030. Further development towards the achievement of a continuous coastal cycle route from Fleetwood and Blackpool to Lytham and on to Preston, as set out in the Local Plan, is likely to result in increased cycle use in the Borough. The programme of Lancashire Cycling and Walking Infrastructure Plans will provide a boost for infrastructure provision for cycling and walking. Therefore, it is important that new developments provide sufficient cycle parking not just based on existing usage levels but also to allow for and promote significant growth.
- 6.3 The Department for Transport's document Cycle Infrastructure Design⁷ principally deals with street infrastructure such as cycle lanes but in its Chapter 11 provides guidance on the design of cycle parking areas and provides national minima for cycle parking. However, in view of the objectives of the government's Gear Change strategy to fundamentally increase cycling and walking, this SPD includes local standards as allowed for in the guidance. The Council's requirements are set out in the following sections.

Cycle Storage for Residential Dwellings

- 6.4 For residential dwellings, cycle storage will be required, rather than parking. Space will be required for one cycle for one-bedroom properties, two cycles for two- or more bedroom properties. This need not be a bespoke facility specifically for cycle storage. Sufficient space within a garage (that does not compromise the space needed to accommodate a car, where this is needed to comply with the parking standards) is often suitable: the requirements for the size of a garage for sufficient space to provide for a car and cycles is set out in Chapter 5. Where a garage is provided that is substandard such that it is unlikely to be used for a car, it will nonetheless be satisfactory provision for cycle storage. Where a dwelling has an external access route to a rear curtilage, space within the curtilage to provide a shed (whilst leaving sufficient external amenity space as required by Local Plan policy) will be sufficient.
- 6.5 It will not be considered acceptable for cycle storage to be assumed to be within habitable space within the dwelling; neither should it be assumed that a bicycle should be carried up or down steps. In new flat developments, ideally cycle storage will be internal to the building within a ground floor area close to the entrance; however in conversions from traditional buildings an external storage facility will often be needed. For flat developments, the Council will require provision of the chosen cycle storage facility to be included as part of the planning application and its provision will be secured through a planning condition.
- 6.6 The design of residential properties can cause a barrier to cycle use. This is particularly likely where extensions are added to existing dwellings which seal the rear curtilage of the dwelling and prevent access to it other than through the front door. This can occur through side

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https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/951074/cycle-infrastructure-design-ltn-1-20.pdf

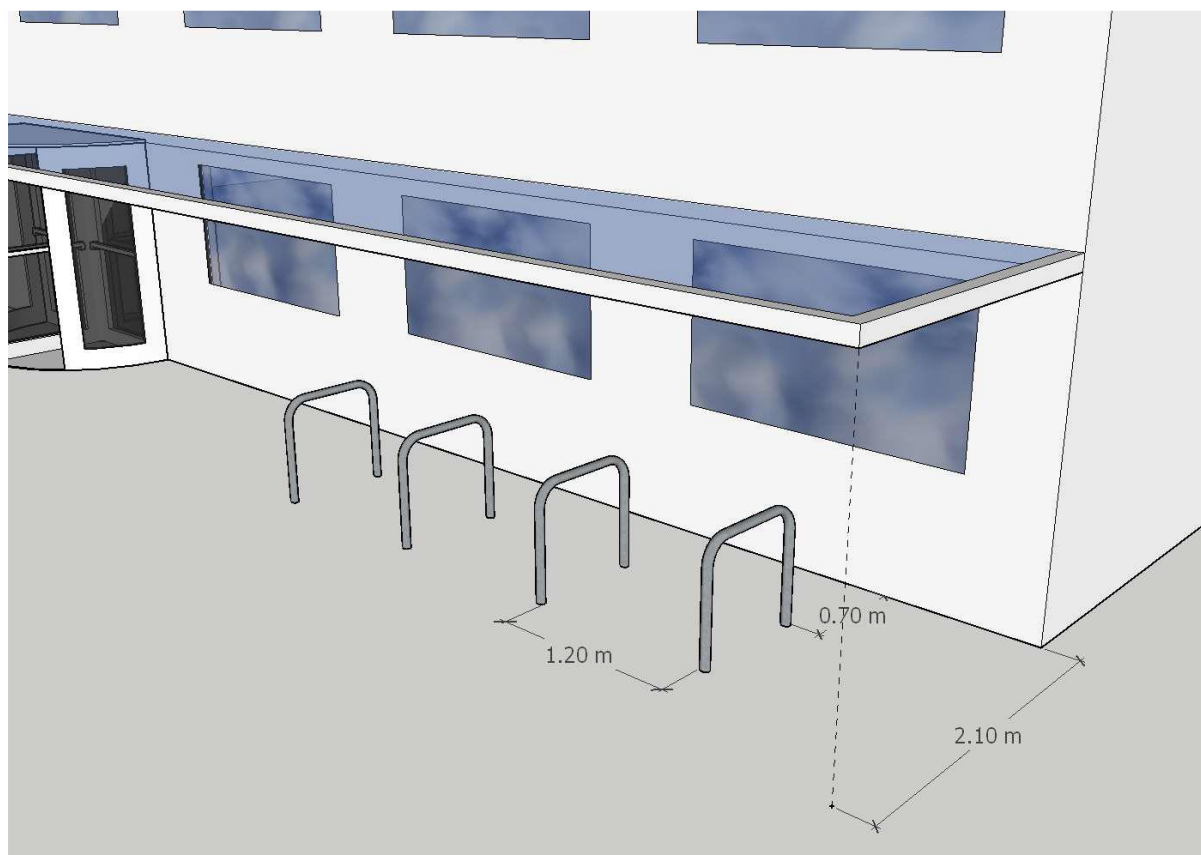
extensions or garage conversions into habitable accommodation. Many such cases occur under permitted development rights. However, where side extensions or garage conversions require planning permission, they will only be permitted where access to either a garage or to the rear of the property externally is maintained.

- 6.7 The Council will ensure that the availability of cycle storage is available to occupants for the lifetime of a development. Therefore, where there is the possibility that a new dwelling could be extended to the side at a later date, in a way that would obstruct any access to the rear for cycle storage (without providing it through a garage), or would result in the conversion of a garage that provides for cycle storage, the Council will consider imposing planning conditions withdrawing permitted development rights accordingly where required.

Cycle Parking on Commercial and Community Developments

- 6.8 Census data from 2011 shows that the numbers cycling to work were between 5-10% of the numbers driving to work, varying between different small areas. The amount of cycle parking required on commercial developments therefore needs to exceed this rate, in order to ensure existing demand is not constrained, and provide for its significant growth in the future. To ensure that this need is met, the Council will require one cycle parking stand for every five car parking spaces required by the standards set out in Table 2. Where the number of car spaces required is not divisible by five, a further cycle stand will be required in lieu of the remainder; i.e. where 22 car spaces are required, five cycle stands will be needed. Where the number of car parking spaces actually provided is lower than the standard due to Travel Planning, or being otherwise considered acceptable by the Council, the number of cycle stands should still be based on the basic requirement in the standard in Table 2.
- 6.9 Cycle parking for employees will be required to be under cover. The standard requirement is for the use of “Sheffield stands” which are tubular metal stands, fixed to the ground at two points; alternatives will be considered at the Council’s discretion, but will need to achieve the same degree of security (allowing two-point locking).
- 6.10 The required spacing between stands is 1.2m, with 0.7m spacing between the stands and any wall/fence/part of the shelter/other obstruction. If more than one row of stands is needed, the rows should have 3.0 metres of space between them. It is not considered that the use of unconventional designs of cycle stand or storage, such as those involving tilting cycles at an angle, or in tiered racks, should be necessary in Fylde.

Fig. 16 Cycle parking spacing. Example shows cover provided by use of canopy integrated into the design of the building



- 6.11 In town centre locations, cycle parking should be provided within the rear servicing areas where such an area exists for the premises, and should be a secure lockable building or enclosure, under cover.
- 6.12 Outside of town centre locations, and where the provision is principally for customers (such as convenience retail or leisure facilities, the Council will require that cycle parking is located directly adjacent to (or directly opposite and within 8m from) the main entrance to the building, in a location that maximises natural surveillance.
- 6.13 On developments where 10 or more cycle stands are to be provided, the Council will require the development to include provision for changing and showering facilities for staff.
- 6.14 Planning conditions will be imposed to require that the requirements noted above are implemented before a development is brought into use (generally as part of a similar condition for the wider parking area) and thereafter retained.

Motorcycle parking

- 6.15 In residential developments, prevailing rates of motorcycle ownership means specific provision is not necessary. A sufficient proportion of developments include garages, which can provide for a motorcycle; otherwise, access to the private area of the curtilage will allow for a small bespoke building to be added in many cases. Providing that private outside space is accessible other than through the dwelling (i.e. it is not walled in) (as also necessary for cycles and mobility scooters), this will ensure that residents of new houses will be able to keep motorcycles.

- 6.16 In the case of newly-built flats, motorcycles would normally be kept in the allocated car parking spaces. Ideally, for a motorcycle this would include a post or railing, against which to lock the motorcycle; however given the relatively small numbers it is not justified to require this on all such spaces. In most cases, the subsequent installation of a post or wall-mounted rail would be possible to provide for a motorcycle on an individual space. Therefore, no specific provision is required of developers at the outset.
- 6.17 For commercial uses, in many circumstances bespoke motorcycle parking will not be required as standard car parking spaces will provide for the small numbers of motorcycles. However, there are situations where motorcycles may need to be specifically provided for. Where there are significant numbers of employees or visitors overall, it may be advantageous to developers, and desirable, for motorcycle spaces to be grouped together, as this will achieve a significant space saving.
- 6.18 Where spaces specifically allocated for motorcycles are provided, spaces should be provided with anchorage points or a rail, ideally 60 cm from the ground, to which the motorcycles can be secured. Such spaces should be in a well-lit area with constant natural surveillance easily visible from the entrance to the premises.
- 6.19 Where long-stay motorcycle parking (over 4 hours) is to be provided, it should be in a secure covered structure that may be shared with cycles.

Vehicles used by Disabled People

- 6.20 Car parks will need to provide for disabled users, in line with the requirements of the Equality Act. Parking spaces for disabled users (laid out in accordance with the dimensions in Chapter 5) will be required as follows:
- For commercial uses where parking is principally for visiting users, i.e. retail, leisure and recreation facilities, and for places open to the general public, one space in every 10 spaces provided in total should be a space for disabled users.
 - For commercial uses where parking is principally for employees, i.e. offices, research and development, industrial and storage/distribution, one space in every 20 spaces provided should be a space for disabled users.

Mobility scooters

- 6.21 One of the most significant features of Fylde that needs to be planned for is the ageing population. The Local Plan indicates that all of the population increase in the Borough between 2011 and 2030 is made up of people of 65 and over; the numbers with a mobility impairment will increase substantially.
- 6.22 It is important that users of mobility scooters are able to access facilities. Users of mobility scooters are unable to walk more than a short distance and therefore it is important that users are able to leave their vehicles as close as possible to the entrance, in a place that is secure.
- 6.23 In residential developments, there will be a need to ensure that there is at least the potential for the storage of mobility scooters in a secure building, or within a secure part of the curtilage under cover, such as a car port. Level access will be required to a private area of the property in order for this to be achievable. Alternatively, if a mobility scooter is to be stored within the dwelling, the current building regulations require all dwellings to be “visitable dwellings”: these measures are designed for a wheelchair user, but would be sufficient for a small mobility

scooter which would be able to turn within the dwelling. Therefore, on smaller dwellings it will be necessary (as with cycle parking) to ensure there is step-free external access to the private areas of the property, whilst with larger dwellings step-free access into the dwelling as provided by building regulations will be sufficient.

- 6.24 With commercial developments, for visitors/clients sufficient space to park a mobility scooter on the forecourt close to the entrance in a location highly publicly visible (similar to any cycle parking) will suffice in most circumstances. This does not need to be marked; there simply needs to be sufficient space. Special arrangements will be needed where the internal area of the development is large, as mobility scooter users would need to be provided with suitable assistance for within the building; however this falls under disability legislation and does not need to be covered by planning control.

Parking for lorries and other commercial vehicles

- 6.25 It is essential that the layout of commercial developments provides for the needs of the vehicles that will either operate from or service the premises, whatever form these take.
- 6.26 Dependent on the circumstances of the application and the nature and purpose of vehicle movements, it may be appropriate to consider lorry/commercial vehicle parking as servicing, or as operational parking, or as a combination of both.
- 6.27 Applicants will be required to set out how any proposed arrangement will work within the Transport Assessment or Transport Statement.

Coach parking

- 6.28 Fylde is an important leisure destination and has a significant number and wide range of visitor-based leisure uses such as stadia, hotels and holiday parks. Applications for new such uses, or alterations to existing uses, may require provision of coach parking for the facility. The parking standards in Table 2 in Chapter 4 highlight the specific cases where these will be needed.
- 6.29 Off-site provision can be accepted within certain established tourist areas, where the use of land within a development site for coach parking would represent inefficient use of land. In particular, developments on St Annes promenade and on Clifton Drive within the designated town centre of St Annes will only need to provide an arrangement for coach drop off and pick up, to be set out within the Transport Assessment or Transport Statement.

7. Electric Vehicle Charging

- 7.1 The Local Plan and national policy stress the need to provide electric vehicle charging infrastructure, to allow for the phasing out of petrol and diesel vehicles. This section provides guidance on how the necessary infrastructure can be provided for new developments.
- 7.2 Approved Document S⁸ of the Building Regulations sets out requirements for the number of electric vehicle charging points that need to be included on a development site, including changes of use. Planning policy should not duplicate other areas of legislation; however, there are implications arising from the Building Regulations requirements that will need to be considered to ensure that a development granted planning permission can subsequently be constructed.

Permitted development rights

- 7.3 In certain circumstances, planning permission is not required for the installation of electric vehicle charging points. The Town and Country Planning (General Permitted Development (England) Order 2015 (as amended), Schedule 2 Part 2 Minor Operations gives permitted development rights for certain facilities in respect of electric vehicle charging. Class D of Part 2 allows *“The installation, alteration or replacement, within an area lawfully used for off-street parking, of an electrical outlet mounted on a wall for recharging electric vehicles”* providing that the outlet and casing would not exceed 0.2m³, face onto and be within 2m of a highway, be within a site designated as a scheduled monument or be within the curtilage of a listed building.
- 7.4 Class E of Part 2 allows *“The installation, alteration or replacement, within an area lawfully used for off-street parking, of an upstand with an electrical outlet mounted on it for recharging electric vehicles”* providing that it is within the curtilage of a dwellinghouse or flats, it does not exceed 1.6m in height, or in any other case it would not exceed 2.3m in height, it would not be within 2m of a highway, would not be within the curtilage of a listed building and would not result in more than one upstand for each parking space.
- 7.5 Therefore, it is possible without express planning permission to install charging points to most dwellings that have off-street parking.

Commercial developments

- 7.6 The Building Regulations require new non-residential buildings which have 10 or more parking spaces to include one charging point, together with sufficient cable routes installed to allow for one fifth of the remaining spaces
- 7.7 In most cases, cars visiting commercial premises will be charged domestically. Charging points for commercial businesses will therefore be needed principally for top-up situations, where visitors to the premises have travelled further than locally. Chargers provided at commercial premises could also be used by members of the workforce who would otherwise have to depend on on-street chargers which may not always be available. The number of vehicles

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https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1057375/AD_S.pdf

which may require charging at commercial premises will increase as the proportion of electric vehicles increases. Where it is proposed to include larger numbers of charging points or cable routing than required by Building Regulations, the Council will accept this where the development is acceptable in all other respects.

- 7.8 At present, charging for commercial vehicles will usually be limited to smaller vehicles undertaking “last-mile” elements of distribution or for local tradespeople (the latter often charging vans domestically). It is not considered appropriate for the SPD to be prescriptive on charging facilities for such vehicles. Where a development is otherwise acceptable and requires charging facilities for commercial vehicles, the provision of charging will be supported; the Council will require this to be undertaken on-site, and sufficient suitable parking spaces provided to achieve it.

Service areas on major routes

- 7.9 National policy supports the roll-out of charging infrastructure at service areas on major routes. There are no motorway service areas within the Borough at present. Minor service areas on the A585 Trunk Road are found at Esprick and Four Lane Ends (Singleton). Provision of charging infrastructure on these established service areas on this major route may be brought forward, subject to compliance with other relevant policies of the Local Plan.

Residential sites

- 7.10 The Building Regulations require new residential dwellings with “associated parking” to “have access to” a charging point for each dwelling, or in a development with fewer parking spaces than dwellings, a charging point for each parking space. In addition, cable routes are required to serve additional spaces in flat developments with more than 10 spaces.
- 7.11 Electric vehicle charging can usually be achieved direct from the dwelling. This highlights the importance of the position of parking in relation to the dwelling, the likely source point of the electricity supply to the cable and the need to design out trip hazards.
- 7.12 As noted in Chapter 5, typical wall-mounted boxes generally measure less than 500mm (height) x 300mm (width) x 150mm (depth). Providing that either a side wall or a garage is available, an installation can usually be included without encroachment on necessary parking areas or detriment to the design of the dwelling. Plans for dwellings on new development sites will need to indicate the location of the charging point in order to demonstrate that:
- The location of the charging point is suitable: in general, the Council will not accept charging points attached to the front elevation of a dwelling;
 - The location and layout of parking spaces in relation to the charging points is suitable. In particular this will mean that the route on which the cable is likely to lay during charging will not cross the principal pedestrian access routes to the dwelling.

On-street EV charging

- 7.13 National policy supports major increases in provision of on-street electric vehicle charging points. Lancashire County Council (LCC) is developing approaches as to how this can be achieved in practice, having regard to existing street furniture such as street lighting (at present the standard siting of street lighting columns is at the property edge of the footway rather than the road edge, which poses difficulties in utilising these to provide charging infrastructure). The Council will support the LCC’s efforts.

- 7.14 Development proposals that rely on on-street parking to meet parking needs may be required by the Council to contribute to the installation of on-street electric vehicle charging points.

8. Travel Plans, Transport Assessments and Transport Statements

- 8.1 National planning policy and PPG set out the role of Travel Plans, Transport Assessments and Transport Statements in supporting planning applications (as described in Chapter 2). This SPD will explore how developers should apply the national guidance in the context of Fylde.
- 8.2 The PPG states that a Travel Plan will be needed when “significant amounts of movement” results from the development, which should be assessed on a case-by-case basis. Whether a transport assessment is required in support of an application will depend on the level of information needed by the Highway Authority to provide a conclusive view on the acceptability of the application. Applicants for large developments are advised to seek pre-application advice from the highway authority, which will help determine the level of information needed.
- 8.3 However the following table provides an indication of when Transport Assessments and Travel Plans will be required:

Table 3: Applications requiring Travel Plans, Transport Assessments and Transport Statements

Proposed use	Transport Assessment and Travel Plan required for development larger than shown below	Transport Statement required for development of the sizes shown below
Class F2/E Food Retail	800 m ² Gross Floor Area (GFA)	Between 250m ² and 800m ² GFA
Class E Non Food Retail	1,500 m ² GFA	Between 800m ² and 1,500m ² GFA
Class E Financial and Professional Services (not medical)	2,500 m ² GFA	Between 1,000m ² and 2,500m ² GFA
Class E café or restaurant	2,500 m ² GFA	Between 300m ² and 2,500m ² GFA
Class E Offices	2,500 m ² GFA	Between 1,500m ² and 2,500m ² GFA
Class E Light Industry, Research and Development	2,500 m ² GFA	Between 1,500m ² and 2,500m ² GFA
Class B2 Industrial	4,000 m ² GFA	Between 2,500m ² and 4,000m ² GFA
Class B8 Storage and Distribution	5,000 m ² GFA	Between 3,000m ² and 5,000m ² GFA
Class C1 Hotels, motels, boarding and guest houses	100 bedrooms	Between 75 and 100 bedrooms

Class C2 Hospitals and nursing homes	50 beds	Between 30 and 50 beds
Class C2 Residential colleges, residential training centres, residential schools	150 students	Between 50 and 150 students
Class C3 Dwelling Houses	80 dwellings	Between 50 and 80 dwellings
Class F1 Schools, museums, public libraries, public halls, exhibition halls, places of worship, law courts	1,000 m ² GFA	Between 500m ² and 1,000m ² GFA
Class F2 Indoor or outdoor swimming baths, skating rinks, and outdoor sports or recreations not involving motorised vehicles or firearms, community halls and meeting places	1,500 m ² GFA	Between 500m ² and 1,500m ²
Class E Indoor sport and recreation	1,500 m ² GFA	Between 500m ² and 1,500m ²
Cinemas, theatres, amusement centres, concert halls, bingo halls, dance halls, nightclubs, public houses (<i>sui generis</i>)	1,500 m ² GFA	Between 500m ² and 1,500m ²

Travel Plans

- 8.4 Travel Plans are required of all developments that generate significant amounts of transport movement. An indication of when this is likely to apply is set out in Table 3 above. The role of Travel Plans is to set out measures that encourage the use of sustainable transport options, particularly active travel options, in order to lessen the impact of the development on the local highway network, including to reduce pressure on parking provision. They should be considered in parallel to development proposals and integrated into the design and operation of the new site, rather than being a series of measures retrofitted to a completed development.
- 8.5 Development proposals may include measures that result in a reduced need for parking on the site, or for any adverse effects of parking on sites to be reduced or eliminated. The effects of any development proposal are considered net of any such mitigation measures provided. In assessing any development proposal, the measures put forward as mitigation will need to be over and above the standard requirements of policy for the prioritisation of sustainable transport modes and active travel. For instance, cycle racks or sheds should not be considered as mitigation, but as a basic requirement on all sites. Furthermore, mitigation measures must be actual mitigation for effects, not contributions to provide funding for workplace co-ordinators or council officers to monitor whether mitigation is needed or successful.
- 8.6 The Council will seek mitigation measures that promote choice of travel modes in line with national and Local Plan policy. The appropriate measures are likely to differ between

workplace travel plans, and those concerned with commercial units with large numbers of customers or clients. Typical measures could include:

- Contributions towards higher frequencies of bus services or additional routes;
- Off-site contributions towards the creation of cycle routes linking to the development within surrounding areas
- The provision of works transport for employees
- All tickets to use the facility to include travel by public transport from the purchasers' home address within a certain distance
- Provision of public transport vouchers/passes/season tickets to employees
- Operation of cycle-to-work schemes through, for instance, the provision of subsidised cycle purchase
- Measures to provide for a shared vehicle scheme in which residents would be required to participate
- Measures to require employees to use shared company vehicles
- Provision of on-street publicly-available electric vehicle charging points
- A requirement for a certain proportion of staff to car share, including the operation of a register
- Provision for the introduction of a residents parking scheme that would prevent employees from parking nearby off-site
- Measures to prioritise the use of parking within the site for visitors and clients rather than employees
- Agreements to restrict the employment of those beyond walking distance in certain roles
- Agreements with owners of neighbouring sites to jointly use parking, where it is needed at different times of the day or week by each, or to provide for public use of parking when not required by the business and locally beneficial.
- Measures to provide for loading and servicing jointly with neighbouring premises or otherwise off-site

8.7 Mitigation measures may allow for a reduction (or in some cases elimination) of parking needed on site, and/or operational parking and access space. This may be essential in allowing the site to accommodate the amount or type of development proposed.

Transport Assessments

8.8 Transport Assessments are detailed assessments of the anticipated transport effects of a development proposal. They are needed to ensure that the transport impacts of the development are understood, in order that these can be assessed for compliance with policy. Transport Assessments require significant amounts of data and access to professional modelling tools, and as such are generally carried out by specialist transport planning consultants. They are most relevant for large development proposals.

8.9 In most respects the outputs of the Transport Assessment are an understanding of the numbers of trips and likely modes. The main purpose of this will be to ensure safe access to and from the site, and to establish whether any measures are needed to mitigate the effects of the numbers of additional vehicles using the highway; these matters are outside the scope of this SPD. In respect of parking, the Transport Assessment will provide an indication of the

numbers of vehicles that will need to be provided for, and this can then be related to the benchmark requirement in the standards in Chapter 4. However, care is needed as, in order to make an assessment of the effects on the wider highway network and ensure provision of necessary highway works are carried out, it is sometimes necessary to undertake the Transport Assessment based on “robust” (i.e. worst-case) assumptions regarding traffic generation. It would not be justified to base the numbers of parking spaces required on the worst-case assumptions, in view of national guidance that prioritises pedestrian and cycle access, then public transport.

Transport Statements

- 8.10 Transport Statements are simplified versions of transport assessments where it is agreed the transport issues arising from development proposals are limited and a full transport assessment is not required. Transport Statements do not necessarily need to be produced by specialist transport professionals, but sufficient information will be needed to demonstrate that the principal issues have been identified and to explain how these are addressed.
- 8.11 Some aspects dealt with by transport statements (such as details of access points, numbers of vehicle movements etc) fall outside the scope of this SPD. In respect of parking, the transport statement will need to provide:
- an explanation of the parking strategy for the development, related to the context of the development proposal and the surrounding area;
 - details of the numbers of different types of spaces, and how this will provide for the needs of the development;
 - details of any management arrangements where applicable (e.g. measures to prevent unauthorised parking, allocation of spaces)

9. Glossary

Access zone	1.2m wide zone marked by hatching between parking spaces for disabled users
Fast charger	Type of electric vehicle charge point used by Lancashire County Council which supply 7kw/h and take around three hours to charge a vehicle, but are able to charge two vehicles at a time
GFA	Gross floor area
Operational Parking	Parking spaces for vehicles regularly and necessarily used in the operation of the business
Passive Charging Points	Where the necessary underlying infrastructure (e.g. capacity in the connection to the local electricity distribution network and electricity distribution board, as well as cabling to parking spaces) is in place to ensure simple installation and activation of a charging point at a future date.
Rear safety zone	1.2m wide zone marked by hatching to provide access to the rear of a vehicle parked in spaces for disabled users
<i>Sui generis</i>	Type of use that falls into a category of its own, i.e. does not fall into one of the use classes defined by the Use Classes Order
Town centres	Areas designated in local plans where predominantly town centre uses are located. Within Fylde, areas of the Borough in central St. Annes, Lytham and Kirkham
Transport Assessment	A comprehensive and systematic process that sets out transport issues relating to a proposed development. It identifies measures required to improve accessibility and safety for all modes of travel, particularly for alternatives to the car such as walking, cycling and public transport, and measures that will be needed deal with the anticipated transport impacts of the development.
Transport Statement	A simplified version of a transport assessment where it is agreed the transport issues arising from development proposals are limited and a full transport assessment is not required.
Travel Plan	A long-term management strategy for an organisation or site that seeks to deliver sustainable transport objectives and is regularly reviewed.
Ultra Charger	Type of electric vehicle charge point used by Lancashire County Council which supply 50kw/h and allow most vehicles to take on a full charge in less than an hour
Use Classes Order	The Town and Country Planning (Use Classes) Order 1987 (as amended). This classifies uses of land and buildings into various categories known as 'Use Classes'. Generally, a change to a new use that falls within the same use class as before which does not involve building work is not development under the planning acts. Changes of use between use classes will require planning permission although in many cases this is automatic through permitted development rights, or requiring a prior notification only.

Appendix 1: Detailed Car Ownership Data

geograph y	Ward (best fit)	geography code	Household s 2011 Census	Cars registre d 2011 Q1	Cars per househol d 2011	Populatio n 2011 Census	Populatio n mid 2020 estimates	Populatio n change % 2011- 2020	Cars registre d 2021	Households 2021 based on 2011 plus LP completion s	LP sites with completion s up to 2021	LP completion s to 2021	Cars per househol d 2021	Household s with no car/van 2011	Percentage of household s with no car/van 2011	Household s with one car/van 2011	Percentage of household s with one car/van 2011	Household s with two cars/vans 2011	Percentag e of household s with two cars/ vans 2011	Household s with three cars/vans 2011	Household s with four or more cars/ vans 2011	Percentage of household s with three or more cars/ vans 2011
Fylde 001A	Elswick and Little Eccleston	E0102499 3	626	1081	1.73	1,482	1,533	3.4%	1141	661	HS56	35	1.73	22	3.5%	237	37.9%	263	42.0%	70	34	16.6%
Fylde 001B	Singleton and Greenhalgh	E0102502 6	554	979	1.77	1,330	1,484	11.6%	1038	571	HS55	17	1.82	39	7.0%	205	37.0%	204	36.8%	68	38	19.1%
Fylde 001C	Staining and Weeton	E0102502 7	708	906	1.28	1,868	1,615	-13.5%	990	728	HS54	20	1.36	98	13.8%	339	47.9%	200	28.2%	40	31	10.0%
Fylde 001D	Staining and Weeton	E0102502 8	545	749	1.37	1,373	1,661	21.0%	891	658	HS39 HS40 HS42 HS43	113	1.35	56	10.3%	232	42.6%	183	33.6%	52	22	13.6%
Fylde 001E	Warton and Westby	E0102503 1	535	1078	2.01	1,203	1,729	43.7%	1424	819	HSS6 MUS1	284	1.74	35	6.5%	234	43.7%	175	32.7%	60	31	17.0%
Fylde 002A	Kirkham North	E0102500 7	501	732	1.46	1,291	1,760	36.3%	1064	790	HSS9 HS32 HS63	289	1.35	36	7.2%	211	42.1%	200	39.9%	41	13	10.8%
Fylde 002B	Kirkham North	E0102500 8	498	672	1.35	1,151	1,144	-0.6%	674	498		0	1.35	41	8.2%	238	47.8%	177	35.5%	33	9	8.4%
Fylde 002C	Kirkham North	E0102500 9	728	695	0.95	1,454	1,614	11.0%	691	748	HS28 HS36	20	0.92	210	28.8%	350	48.1%	139	19.1%	23	6	4.0%
Fylde 002D	Kirkham South	E0102501 1	675	543	0.80	1,481	1,557	5.1%	589	713	HS34 HS35	38	0.83	235	34.8%	304	45.0%	116	17.2%	15	5	3.0%
Fylde 002E	Medlar-with-Wesham	E0102501 2	795	1198	1.51	1,988	2,570	29.3%	1558	1054	HSS8 HS30 HS29	259	1.48	77	9.7%	342	43.0%	296	37.2%	58	22	10.1%
Fylde 002F	Medlar-with-Wesham	E0102501 3	716	576	0.80	1,628	1,802	10.7%	741	864	HS31 HS33 HSS10	148	0.86	187	26.1%	356	49.7%	144	20.1%	21	8	4.1%
Fylde 002G	Ribby-with-Wrea	E0102501 9	620	972	1.57	1,380	1,798	30.3%	1226	824	HSS11 HS44 HS45 HS46 HS48	204	1.49	58	9.4%	229	36.9%	249	40.2%	71	13	13.5%
Fylde 003A	Freckleton East	E0102499 8	721	834	1.16	1,826	1,820	-0.3%	965	725	HS38	4	1.33	120	16.6%	321	44.5%	211	29.3%	51	18	9.6%
Fylde 003B	Kirkham South	E0102501 0	524	699	1.33	1,856	1,775	-4.4%	702	524		0	1.34	69	13.2%	233	44.5%	180	34.4%	28	14	8.0%
Fylde 003C	Newton and Treales	E0102501 4	685	1063	1.55	1,688	1,723	2.1%	1154	744	HS49	59	1.55	50	7.3%	241	35.2%	275	40.1%	83	36	17.4%
Fylde 003D	Newton and Treales	E0102501 5	634	926	1.46	1,543	1,442	-6.5%	893	666	HS57 HS70	32	1.34	41	6.5%	252	39.7%	257	40.5%	59	25	13.2%
Fylde 004A	Kilnhouse	E0102500 4	600	669	1.12	1,329	1,396	5.0%	706	600		0	1.18	97	16.2%	311	51.8%	140	23.3%	38	14	8.7%
Fylde 004B	Kilnhouse	E0102500 6	667	508	0.76	1,321	1,315	-0.5%	525	667		0	0.79	219	32.8%	336	50.4%	90	13.5%	18	4	3.3%
Fylde 004C	St Leonards	E0102502 3	604	819	1.36	1,334	1,256	-5.8%	785	604		0	1.30	58	9.6%	292	48.3%	212	35.1%	31	11	7.0%
Fylde 004D	St Leonards	E0102502 4	699	662	0.95	1,307	1,883	44.1%	947	1078	HSS4 HS21 HS23	379	0.88	202	28.9%	343	49.1%	133	19.0%	15	6	3.0%
Fylde 004E	St Leonards	E0102502 5	695	653	0.94	1,539	1,642	6.7%	711	727	HS18	32	0.98	157	22.6%	331	47.6%	164	23.6%	35	8	6.2%
Fylde 005A	Heyhouses	E0102500 1	793	784	0.99	1,566	1,959	25.1%	1183	993	MUS4 HSS1	200	1.19	215	27.1%	388	48.9%	146	18.4%	29	15	5.5%
Fylde 005B	Heyhouses	E0102500 2	664	713	1.07	1,480	1,380	-6.8%	690	664		0	1.04	127	19.1%	317	47.7%	185	27.9%	28	7	5.3%
Fylde 005C	Kilnhouse	E0102500 5	736	797	1.08	1,440	1,508	4.7%	811	736		0	1.10	114	15.5%	394	53.5%	184	25.0%	35	9	6.0%
Fylde 005D	Park	E0102501 6	1024	1502	1.47	2,381	2,508	5.3%	1544	1024		0	1.51	43	4.2%	432	42.2%	437	42.7%	81	31	10.9%
Fylde 005E	Park	E0102501 8	565	780	1.38	1,236	1,223	-1.1%	807	565		0	1.43	67	11.9%	252	44.6%	185	32.7%	40	21	10.8%
Fylde 006A	Ashton	E0102498 4	670	812	1.21	1,444	1,454	0.7%	845	670		0	1.26	106	15.8%	311	46.4%	191	28.5%	49	13	9.3%
Fylde 006B	Ashton	E0102498 5	627	801	1.28	1,395	1,353	-3.0%	827	667	HS19 HS62	40	1.24	121	19.3%	259	41.3%	192	30.6%	41	14	8.8%
Fylde 006C	Ashton	E0102498 6	916	693	0.76	1,530	1,640	7.2%	726	996	HS5 HS7 HS16	80	0.73	380	41.5%	397	43.3%	107	11.7%	30	2	3.5%
Fylde 006D	Central	E0102498 7	753	465	0.62	1,286	1,402	9.0%	437	765	HS59	12	0.57	353	46.9%	312	41.4%	71	9.4%	14	3	2.3%
Fylde 006E	Central	E0102498 8	844	547	0.65	1,602	1,586	-1.0%	613	899	HS4 HS8	55	0.68	328	38.9%	380	45.0%	106	12.6%	21	9	3.6%
Fylde 006F	Central	E0102498 9	656	742	1.13	1,502	1,523	1.4%	770	666	HS68	10	1.16	157	23.9%	284	43.3%	165	25.2%	32	18	7.6%
Fylde 006G	Fairhaven	E0102499 6	639	576	0.90	1,229	1,226	-0.2%	601	671	HS9	32	0.90	230	36.0%	277	43.3%	98	15.3%	24	10	5.3%

Fylde 007A	Freckleton East	E0102499 7	671	818	1.22	1,423	1,456	2.3%	844	680	HS66	9	1.24	86	12.8%	318	47.4%	208	31.0%	44	15	8.8%
Fylde 007B	Freckleton West	E0102499 9	691	821	1.19	1,517	1,480	-2.4%	880	692	HS69 HS37	1	1.27	130	18.8%	312	45.2%	195	28.2%	43	11	7.8%
Fylde 007C	Freckleton West	E0102500 0	596	722	1.21	1,276	1,244	-2.5%	752	596		0	1.26	70	11.7%	316	53.0%	156	26.2%	42	12	9.1%
Fylde 007D	Warton and Westby	E0102502 9	924	1206	1.31	1,940	2,455	26.5%	1560	1115	HS25 (52 of) HSS2 HS24 HS25 (23 of) HSS7 HS26	191	1.40	126	13.6%	449	48.6%	254	27.5%	64	31	10.3%
Fylde 007E	Warton and Westby	E0102503 0	683	725	1.06	1,656	1,921	16.0%	1028	912		229	1.13	119	17.4%	352	51.5%	164	24.0%	35	13	7.0%
Fylde 008A	Ansdel	E0102498 1	685	819	1.20	1,332	1,379	3.5%	804	685		0	1.17	93	13.6%	342	49.9%	188	27.4%	54	8	9.1%
Fylde 008B	Ansdel	E0102498 2	622	638	1.03	1,377	1,416	2.8%	672	622		0	1.08	162	26.0%	267	42.9%	155	24.9%	30	8	6.1%
Fylde 008C	Ansdel	E0102498 3	625	768	1.23	1,476	1,559	5.6%	810	625		0	1.30	93	14.9%	258	41.3%	221	35.4%	40	13	8.5%
Fylde 008D	Fairhaven	E0102499 4	722	966	1.34	1,589	1,583	-0.4%	969	757	HS1	35	1.28	78	10.8%	327	45.3%	244	33.8%	61	12	10.1%
Fylde 008E	Fairhaven	E0102499 5	664	855	1.29	1,406	1,315	-6.5%	807	664		0	1.22	96	14.5%	294	44.3%	212	31.9%	47	15	9.3%
Fylde 008F	Heyhouses	E0102500 3	792	920	1.16	1,644	1,662	1.1%	938	792		0	1.18	139	17.6%	380	48.0%	230	29.0%	34	9	5.4%
Fylde 008G	Park	E0102501 7	813	699	0.86	1,414	1,416	0.1%	688	813		0	0.85	285	35.1%	348	42.8%	153	18.8%	24	3	3.3%
Fylde 009A	Clifton	E0102499 0	815	816	1.00	1,597	1,347	-15.7%	834	815		0	1.02	190	23.3%	381	46.7%	209	25.6%	28	7	4.3%
Fylde 009B	Clifton	E0102499 1	517	539	1.04	1,012	1,114	10.1%	615	517		0	1.19	150	29.0%	212	41.0%	123	23.8%	29	3	6.2%
Fylde 009C	Clifton	E0102499 2	734	783	1.07	1,347	1,499	11.3%	855	766	HS17 HS15 HSS3 (89 of)	32	1.12	125	17.0%	435	59.3%	147	20.0%	23	4	3.7%
Fylde 009D	St Johns	E0102502 0	559	620	1.11	1,298	1,478	13.9%	711	648		89	1.10	121	21.6%	237	42.4%	152	27.2%	38	11	8.8%
Fylde 009E	St Johns	E0102502 1	681	804	1.18	1,441	1,463	1.5%	788	681		0	1.16	108	15.9%	306	44.9%	212	31.1%	43	12	8.1%
Fylde 009F	St Johns	E0102502 2	874	871	1.00	1,890	2,143	13.4%	1062	905	HSS3 (31 of)	31	1.17	133	15.2%	432	49.4%	271	31.0%	27	11	4.3%
Fylde	Borough		34885	40616	1.16				44886	37864			1.19	6652		15906		9569		2040	718	
Source: Census 2011 and Vehicle Licensing Statistics, Department for Transport/DVLA									10.5%	8.5%												



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Date: January 2023
Our Ref: PSPD

Review Date: TBC
Authorised by: Julie Glaister, Planning Policy Manager



Statement of Consultation

to the Draft Provision of Parking on New Developments Supplementary Planning Document

**In accordance with Regulation 12 (a) of The Town and Country Planning
(Local Planning) (England) Regulations 2012**

January 2023

Information on the Consultation

Regulation 12(a)(i)

Consultation was undertaken on the scoping of the Provision of Parking on New Developments Supplementary Planning Document between 9th June 2022 and 7th July 2022.

The scoping consultation provided a document. The scoping document was set out following the structure intended for the completed document, with 14 chapters. In each, the content proposed to be included was summarised. Consultation questions were set out inviting comments on the scope of the particular chapter, what should be included or not etc. The questions are set out in the later section of this statement providing the responses to the consultation.

The consultation on the Scoping of the Provision of Parking on New Developments SPD was sent to all consultees registered on the Fylde Council Planning Policy database.

Information on the responses received is set out in the following section.

Summary of Representations Received and How These Have Been Addressed in the Draft SPD
Regulation 12(a)(ii) and (iii)

The consultation on the Scoping of the SPD resulted in responses from 18 consultees. The points raised in representation are set out below in accordance with Regulation 12(a)(ii) and the Council's response is shown in the right hand column, indicating how the issues raised have been addressed in accordance with Regulation 12(a)(iii). The responses are ordered in accordance with the structure of the Scoping document, with the chapter headings and consultation questions set out for reference.

Consultee	Key text from representation	Council Response
General		
Hugh Beaton	On reviewing this I feel this is a step in the right direction and hopefully many others will be in agreement from Councils, Developers and the local communities. Trying to develop a better environment that we all live in.	Comment noted
Warren Hilton, National Highways	National Highways has no comments to make on the scope of either of these SPDs	Comment noted
Dominic Rogers, Natural England	<p>While we welcome this opportunity to give our views, the topic this Supplementary Planning Document covers is unlikely to have major impacts on the natural environment. We therefore do not wish to provide specific comments, but advise you to consider the following issues: [considered within relevant sections below]</p> <p>Protected species: Natural England has produced Standing Advice to help local planning authorities assess the impact of particular developments on protected or priority species.</p> <p>Strategic Environmental Assessment/Habitats Regulations Assessment: A SPD requires a Strategic Environmental Assessment only in exceptional circumstances as set out in the Planning Practice Guidance here. While SPDs are unlikely to give rise to likely significant effects on European Sites, they should be considered as a plan under the Habitats Regulations in the same way as any other plan or project. If your SPD requires a Strategic Environmental Assessment or Habitats Regulation Assessment, you are</p>	Comment noted

	required to consult us at certain stages as set out in the Planning Practice Guidance.	
Deb Roberts, The Coal Authority	As you are aware, Fylde Council lies outside the defined coalfield and therefore the Coal Authority has no specific comments to make on your Local Plans / SPDs etc.	Comment noted
Julie Hartley, School Planning Team, Lancashire County Council	We have reviewed the two Supplementary Planning Documents (SPD's) you emailed as part of the consultation process, and the SPT cannot see that either SPD's would require our input, thank you for sharing them with us.	Comment noted
Emily Hrycan, Historic England	Thank you for consulting Historic England on the above document. At this stage we have no comments to make on its content.	Comment noted
Nicola Elsworth, Homes England	Homes England does not wish to make any representations on the above consultation. We will however continue to engage with you as appropriate.	Comment noted

	<p>health and wellbeing. The guidance sets out ten key principles for ensuring new developments incorporate opportunities for people to take part in sport and physical activity. The Active Design principles are aimed at contributing towards the Government's desire for the planning system to promote healthy communities through good urban design. Sport England would commend the use of the guidance in the development of the SPD, particularly principles 6, 7 and 8. The document can be downloaded via the following link:</p> <p>https://www.sportengland.org/how-we-can-help/facilities-and-planning/design-and-cost-guidance/active-design</p> <p>The section on our web page now contains updated case studies and more information regarding putting the principles of Active Design into practice. In order to bridge the gap between the high-level principles of Active Design and delivery in practice, we have worked with the Building Research Establishment (BRE) (BREEAM).</p>	
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Jane Lingings, Treales, Roseacre and Wharles Parish Council	Unfortunately I have not had a response from the Council, and therefore please take this email as no comments submitted.	Noted
N Bibby, Freckleton Parish Council	FPC support both of the supplementary planning consultations	Comment noted
Alex Hazel, Environment Agency	Our remit in relation to this SPD is limited, but we have the following comments. We would recommend the SPD seeks to address climate change mitigation and adaption where possible.	Comment noted. The Draft SPD includes measures to require tree cover in car parking areas to create shade, and sustainable drainage to reduce flood risk
Introduction		
Q1. Do you agree that the Council should produce an SPD to provide detailed guidance on parking on development sites?		
Chris Hibbert, Henco	We have undertaken a wide variety of commercial/out of town developments in Fylde over the years and so our comments are largely focused on this sector rather than residential/in town development. Car parking requirements and guidance already form part of the planning process and discussion with the allocated planning officer through the application process. Any further guidance documents should be used as such, guidance, with parking standards for commercial developments assessed on a case by case basis reflecting on location, user demand and availability/likelihood of use of alternate methods of transport.	Comments noted. The approach of the SPD is to provide minimum standards and requirements, to ensure that applicants understand what is required to ensure policy compliance. As with all planning applications, the circumstances of the individual site will be taken into account in decision-making.
Kevin Martin, St Annes Town Council	Yes	Support noted

Peter Bull, Little Eccleston-with-Larbreck Parish Council	Yes	Support noted
Glenn Robinson, Lancashire County Council Highway Service	Yes	Support noted
<p>Vision, Issues and Objectives</p> <p>Q2. Do you agree with that the SPD should consider the issues above, and are there any others that should be added?</p>		
Chris Hibbert, Henco	They should be considered	Support noted
Kevin Martin, St Annes Town Council	Yes	Support noted
Peter Bull, Little Eccleston-with-Larbreck Parish Council	Yes but also ensure that parking spaces reflect the size and width of modern vehicles. Far too many spaces are wholly inadequate	<p>Support noted.</p> <p>The Draft SPD increases the standard size of spaces slightly from previous guidance, reflecting the Council's current practice on its own parking areas. New guidance is expected from government on the standard size for parking spaces; the sizes used in the Draft SPD will be reviewed for the final SPD in light of any new guidance produced</p>
Glenn Robinson, Lancashire County Council Highway Service	Yes. Don't consider anything needs to be added	Support noted

Q3. Do you agree with the objectives as stated? Are there any that should not be included or should be amended, or further objectives that should be added?

Chris Hibbert, Henco

The suggestion of increasing pedestrian circulation space and landscaping around parking is obviously an ideal. Constraints on space available to a development along with feasibility (particularly in the current climate) may limit options in this regard.

As an example, we have installed a number of parking shelters on developments over the last 10 years. Clients always laugh when we carry out the installation, well aware that no one in the building will ever cycle to work due to the nature of their business and ask why we are doing it – ‘because it’s a planning condition’. The structures then serve as glorified smoking shelters.

Out of town centres, a lack of “generous, convenient and usable cycle parking” isn’t the problem with low numbers of journeys by bicycle. Distinction needs to be made between town centre and out of town/commercial developments. Certain occupier types gravitate to business parks generally for their convenience/proximity to arterial routes and because the nature of their business requires frequent car/van movement. Parking happens at the end of a journey, to start with, more focus needs to be put on improving cycle lanes/infrastructure in the borough to stand a chance of increasing journey numbers by bicycle.

Regarding electric vehicle charging points again, on commercial & industrial developments, if there is a business need for charging points, the occupier/business owner can carry out these installations themselves. Often incentives around charging point installation are focused on the end user or car/business owner rather than developer. User installation also means that the correct type of charging point for their needs is met.

Good design is a basic requirement of Local Plan policy. The Local Plan was demonstrated to be viable. The Draft SPD sets out design requirements for car parking areas. It is not accepted that poorly designed development should be accepted, or that staff should be prevented from choosing to cycle to work on new development sites because of lack of suitable provision for them.

As noted in the Draft SPD, the requirement for electric vehicle charging points is now set out within Building Regulations, and therefore will need to be apparent on planning drawings.

Chris Hibbert, Henco cont'd	<p>Vehicle charging points can easily be retro fitted to buildings from the users own building electricity supply.</p> <p>As long as ducting in in place to future proof developments with car parks detached from buildings to allow for simple charging point installation at a later stage this should be enough of a requirement.</p> <p>Depending on type of charging installation, there could also be legal issues on some developments if there are conditions imposed on a developer to provide charging points and that development is then either sold or let. Where does responsibility of the asset sit, landlord or tenant?</p>	
Kevin Martin, St Annes Town Council	No – New developments are not well designed, roads too narrow, often no FPs, garages only fit to park a pram in, and no visitor parking. Most 3-4 bed houses have two vehicles without any visitors	
Peter Bull, Little Eccleston-with-Larbreck Parish Council	They appear Ok to me, but they need to be enforced	
Glenn Robinson, Lancashire County Council Highway Service	Yes. Don't consider anything needs to be added	
Policy and Guidance Review		
Marcus Hudson, Lancashire County Council	In addition to this I recommend that you make specific reference to The Department for Transport's Local Transport Note 1/20 Cycle Infrastructure Design. This note provides prescriptive and ambitious guidance in terms of implementing new infrastructure. In particular, I recommend referencing requirements set out in chapter 11 (Cycle Parking and other Equipment) as guidance to address the issues outlined in sections 7.1 -7.6 inclusive.	Comment noted: reference added

Glenn Robinson, Lancashire County Council Highway Service	Should include reference to LCC's Creating Civilised Streets	Comment noted: reference added
<p>Overall Approach to Parking Requirements</p> <p>Q4. Do you agree with the overall approach of the Council to parking requirements, as proposed to be set out in the SPD?</p>		
Kevin Martin, St Annes Town Council	Yes	Comment noted
Peter Bull, Little Eccleston-with- Larbreck Parish Council	<p>I do not agree with the response to 3.8:</p> <p><i>The needs of non-motorised users, such as pedestrians and cyclists, should be prioritised over other road users, through design measures</i></p> <p>There has to be a correct balance between all users and not at the expense of those that pay road taxation.</p>	This quote is from Local Plan policy and reflects national policy. The principle is to ensure the protection of vulnerable road users.
Glenn Robinson, Lancashire County Council Highway Service	Yes	Comment noted
<p>Q5. What comments do you have on how the Council proposes to vary standards between more and less accessible areas and different types of development?</p>		
Chris Hibbert, Henco	Standards absolutely do need to be assessed on a case by case basis.	The requirements should be assessed on a case by case basis. However national policy allows for the adoption of local standards to provide guidance.
Kevin Martin, St Annes Town Council	Not sure	

Peter Bull, Little Eccleston-with-Larbreck Parish Council	This is a dynamic planning decision, and I am sure that the planners will use their discretion for the better. Unless	The approach allows decision-makers flexibility in applying the proposed standards
Glenn Robinson, Lancashire County Council Highway Service	None	It is assumed that this means the principle is accepted.
<p>Parking Standards</p> <p>Q6. Do you agree with the Council's proposed approach to parking standards, involving allowance for high accessibility through the identification of specific areas?</p>		
Liz Squires, Kirkham Town Council	<ul style="list-style-type: none"> As a Council we occasionally object to an application because no parking is allocated. We have on-street parking and residents struggle – Freckleton Street and Preston Street are perfect examples. Extra parking from new builds also puts pressure on our existing parking. We are losing parking spaces on Market Square and possibly other areas in Kirkham because of the regen programme, so this has to be taken into consideration. A recent planning report for an application for 16 dwellings stated no parking is required because of on-street parking being available in the town centre. We believe that every application should be looked at and each town treated individually. 	<p>The Draft SPD includes a consideration of the different issues in each town, identifies the issues and proposes solutions in the particular application of the standards. In Kirkham the importance is recognised of priority of parking for business customers rather than residential overspill.</p> <p>The Draft SPD provides for a flexible approach to the application of standards, having regard to the circumstances of the locality and the nature of the development.</p>

Kevin Martin, St Annes Town Council	No	Comment noted
Peter Bull, Little Eccleston-with-Larbreck Parish Council	Yes	Support noted
Glenn Robinson, Lancashire County Council Highway Service	Yes	Support noted
Q7. If not, what alternative approach do you propose?		
Kevin Martin, St Annes Town Council	Park and Ride	This goes beyond the scope of what can be achieved by the SPD, and would require the identification of a site, capital funding for its development and current funding to provide a subsidy. This would be a decision for the Council as a whole, and require engagement with a range of other stakeholders.
Peter Bull, Little Eccleston-with-Larbreck Parish Council	N/A	

Design, dimensions and layout of parking		
Q8. Do you agree that the aspects of design of parking set out above should be included in the SPD? What specific aspects of the design of parking do you think it most important to include?		
Dominic Rogers, Natural England	<p>Biodiversity enhancement</p> <p>This SPD could consider incorporating features which are beneficial to wildlife within development, in line with paragraphs 8, 72, 102, 118, 170, 171, 174 and 175 of the National Planning Policy Framework. You may wish to consider providing guidance on, for example, the level of bat roost or bird box provision within the built structure, or other measures to enhance biodiversity in the urban environment. An example of good practice includes the Exeter Residential Design Guide SPD, which advises (amongst other matters) a ratio of one nest/roost box per residential unit.</p> <p>Landscape enhancement</p> <p>The SPD may provide opportunities to enhance the character and local distinctiveness of the surrounding natural and built environment; use natural resources more sustainably; and bring benefits for the local community, for example through green infrastructure provision and access to and contact with nature. Landscape characterisation and townscape assessments, and associated sensitivity and capacity assessments provide tools for planners and developers to consider how new development might make a positive contribution to the character and functions of the landscape through sensitive siting and good design and avoid unacceptable impacts.</p>	<p>The Provision of Parking on New Developments SPD does not cover the design of built development itself, and therefore those aspects suggested here that relate to the buildings are not covered here. However, the provision of appropriate soft landscaping including trees and shrubs has been incorporated as a requirement of the SPD and will provide for a degree of biodiversity provision within the parking areas of development sites, and soften the appearance of the parking area and the effect of the built development on the wider landscape or townscape.</p>
Kevin Martin, St Annes Town Council	Yes, new developments	Comment noted. The SPD
Alex Hazel, Environment Agency	<p>The SPD should include the following guidance:</p> <ul style="list-style-type: none"> • Developers should incorporate pollution prevention measures to protect ground and surface water. The latest Pollution Prevention Guidance is 	Comments noted.

	<p>available at https://www.gov.uk/guidance/pollution-prevention-for-businesses.</p> <ul style="list-style-type: none"> • Where applicable, prior to being discharged into any watercourse, surface water sewer or soakaway system, all surface water drainage from parking / servicing areas should be passed through an oil interceptor designed and constructed to have a capacity and details compatible with the site being drained. It should be noted that vehicle washdowns and detergents should not pass through oil separators and should be drained instead to foul sewer or sealed system. • Recommend that car parking provisions on larger schemes are 'designed' by landscape architects and should include amenity landscaping with inclusion of SuDs features and green infrastructure. Avoid the creation of large 'sterile' areas. 	<p>The issue of SuDS is cross referred in the Draft SPD to the Draft Flooding, Water Management and Sustainable Urban Drainage Systems (SuDS) SPD</p> <p>The requirement for soft landscaping is incorporated into the Draft SPD</p>
Peter Bull, Little Eccleston-with-Larbreck Parish Council	<p>Make sure that the signage is clear.</p> <p>That parking spaces are large enough.</p> <p>Penalties clearly displayed for any infringements.</p>	Comments noted. Signage and dimensions are requirements of the Draft SPD. Penalties are not normally within reach of planning control
Glenn Robinson, Lancashire County Council Highway Service	Yes	Comment noted
<p>Parking for Cycles and Other Non-Car Vehicles</p> <p>Q9. What areas should guidance in the SPD cover on the matter of parking for non-car vehicles?</p>		
Marcus Hudson, Lancashire County Council	Regarding section 7 – Parking for Cycles and Other Non-Car Vehicles I am pleased to see that you refer to the Gear Change Strategy and its aspirations to increase walking and cycling levels by 2030. In addition to this I recommend that you make specific reference to The Department for Transport's Local Transport Note 1/20 Cycle Infrastructure Design. This note	The Council welcomes LCC's helpful comment signposting detailed national guidance, reference to which has been incorporated into the SPD.

	provides prescriptive and ambitious guidance in terms of implementing new infrastructure. In particular, I recommend referencing requirements set out in chapter 11 (Cycle Parking and other Equipment) as guidance to address the issues outlined in sections 7.1 -7.6 inclusive.	
Chris Hibbert, Henco	<p>As an example, we have installed a number of parking shelters on developments over the last 10 years. Clients always laugh when we carry out the installation, well aware that no one in the building will ever cycle to work due to the nature of their business and ask why we are doing it – ‘because it’s a planning condition’. The structures then serve as glorified smoking shelters.</p> <p>Out of town centres, a lack of “generous, convenient and usable cycle parking” isn’t the problem with low numbers of journeys by bicycle. Distinction needs to be made between town centre and out of town/commercial developments. Certain occupier types gravitate to business parks generally for their convenience/proximity to arterial routes and because the nature of their business requires frequent car/van movement. Parking happens at the end of a journey, to start with, more focus needs to be put on improving cycle lanes/infrastructure in the borough to stand a chance of increasing journey numbers by bicycle.</p>	It is not accepted that staff should be prevented from choosing to cycle to work on new development sites because of lack of suitable provision for them. This approach is fundamentally contrary to Local Plan and national policy, including the Gear Change strategy
Kevin Martin, St Annes Town Council	Not sure	
Alex Hazel, Environment Agency	We would recommend greater emphasis on quick wins, such as promoting cycling and providing suitable facilities and infrastructure	Comment noted
Peter Bull, Little Eccleston-with-Larbreck Parish Council	These should be clearly signposted, and Penalties clearly displayed for any infringements	Noted

Glenn Robinson, Lancashire County Council Highway Service	Will need to be agreed on a case-by-case basis	This applies to all aspects of parking, in line with the flexible approach of Policy T4. However, the provision of a standard to form a starting point is considered beneficial and in line with national policy and guidance.
<p>Electric Vehicle Charging</p> <p>Q10. What specific matters should the SPD cover regarding electric vehicle charging?</p>		
Chris Hibbert, Henco	<p>Again, the requirement should focus more around ducting/infrastructure only to, to future proof sites and allow for occupier/user charging point installations as required if points at spaces adjacent to/direct from the building are not possible.</p> <p>Ownership of asset issues as discussed above will come into play if a developer is required to carry out the full installation.</p>	Installation of EV charging points is required by the Building Regulations. The SPD cross-refers to the requirements and provides guidance on design issues resulting
Peter Bull, Little Eccleston-with- Larbreck Parish Council	Perhaps advice pointing out where subsidies for installation at residential homes can be found'	Installations are provided by many competing suppliers of vehicles; it would not be appropriate for the Council to direct potential purchasers to specific schemes.
<p>Travel Plans, Transport Assessments and Transport Statements</p> <p>Q11. What local guidance could the Council provide on Travel Planning that would assist applicants?</p>		
Kevin Martin, St Annes Town Council	Not sure	
Peter Bull, Little Eccleston-with- Larbreck Parish Council	<p>Clear and concise website advice.</p> <p>Keep it clear in understandable English.</p> <p>Do not use planning waffle.</p>	Comment noted. The use of some planning terminology has been unavoidable, reflecting legislation and national policy.

Glenn Robinson, Lancashire County Council Highway Service	Needs to be directly related to the development and appointment of a Travel Plan Co-ordinator is a key element.	Comment noted
Q12. What thresholds should the Council set for Travel Plans, Transport Statements and Transport Assessments?		
Chris Hibbert, Henco	Completing a Transport Assessment during some applications of speculative developments is not always possible as the end user/occupier of the scheme has not yet been identified. Again, this should be looked at on a case by case basis.	The PPG test is “significant amounts of movement”. The SPD makes clear that the level of information required will be that needed for the Highway Authority to establish whether the application is acceptable. Where information cannot be supplied, the Highway Authority will need to make a judgement based on the information that is available. This might involve the imposition of planning conditions to control any unknown impacts.
Kevin Martin, St Annes Town Council	Connectivity	Unclear what this comment means or how it applies to the question
Peter Bull, Little Eccleston-with- Larbreck Parish Council	All those stated	Comment noted
Glenn Robinson, Lancashire County Council Highway Service	[Provided table of threshold sizes]	The Council has incorporated these thresholds into the SPD (with expanded definitions of uses for clarity)

SEA Screening Consultation

The Council will request a Screening Opinion as to whether Strategic Environmental Assessment will be required to meet the requirements of the SEA Regulations. Once the results of the screening have been completed, they will be added to this section of the document.



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Date: July 2019

Our Ref: Reg 12a AHSPD

Review Date: N/A

Authorised by: Julie Glaister. Planning Policy Manager

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
HEAD OF PLANNING	PLANNING COMMITTEE	18 JANUARY 2023	6
SECTION 106 AGREEMENTS - PROPOSED REVISIONS TO WORKING PRACTICE AND TRANSFER OF FUNDS TO LANCASHIRE COUNTY COUNCIL			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY

On 10 November 2022, the Audit and Standards Committee considered a [progress report](#) prepared by the Council's internal auditors, MIAA, that included a review of the Council's Section 106 Agreement processes. The report provided 8 recommendations and was able to provide Moderate Assurance.

These recommendations will be addressed in line with the target dates set out in the Audit report, but this report seeks authority to action a recommendation relating to Fylde Council's established practice for the collection of Section 106 contributions associated with the delivery of infrastructure that is the responsibility of Lancashire County Council and to transfer the funds currently held by Fylde Council to Lancashire County Council, subject to entering into an agreement to indemnify this Council against any claims from a developer that the funds have been spent for purposes outside those for which they were originally secured.

RECOMMENDATIONS

1. That, in future, all Section 106 contributions related to the delivery of community infrastructure that is solely the responsibility of Lancashire County Council will be secured through a covenant in the Section 106 agreement between the developer and the county planning authority.
2. That, subject to Lancashire County Council entering into a satisfactory agreement to indemnify Fylde Council against any claim relating to the spending of Section 106 funds for purposes other than those for which they have been secured or the spending of those funds beyond a repayment date set out in a Section 106 agreement, that Council be recommended to approve a revenue budget increase of £310,455.80, fully funded from Section 106 monies held by the Council, and to authorise the contributions towards the provision of additional primary and secondary school places currently held by Fylde Council in the sum of £310,455.80 be transferred to Lancashire County Council.

SUMMARY OF PREVIOUS DECISIONS

None relating to this specific subject.

CORPORATE PRIORITIES

Economy – To create a vibrant and healthy economy	
Environment – To deliver services customers expect	✓

Efficiency – By spending money in the most efficient way	✓
Tourism – To create a great place to live and visit	✓

REPORT

Background

1. On 10 November 2022, the Audit and Standards Committee considered a [progress report](#) prepared by the council's internal auditors, MIAA, that included a review of the council's Section 106 Agreements. The S106 audit, which sought: *"To evaluate the controls in place to manage key risks which would affect the effective operation of the organisation's system for the management of Section 106 (s106) agreements, and obligations which are entered into are enforced and met"*, provided 8 recommendations and was able to provide a "Moderate Assurance" rating.
2. Overall, the review identified that there was an adequate system of internal control with some areas requiring improvements. These will be addressed as a series of service improvements to be implemented over the coming months in accordance with the implementation dates set out in the report.
3. The audit report expresses concern that the roles of the borough and county councils are not clear in the current arrangements where Section 106 payments are made by a developer to Fylde Council in order to contribute to the improvement of infrastructure that is the responsibility of the county council to deliver. Such infrastructure includes highway and public transport improvements and the delivery of additional primary and secondary education places.

Proposed change in working practice going forward

4. Whilst the audit report suggests that a service level agreement should be drawn up between the two councils, your officers consider that it would be more appropriate for a developer to covenant directly with the county council (where this is possible) in order to ensure that these contributions are paid to and spent by the county council. This would allow the county council to take full accountability for the collection and spending of such contributions and would avoid the administrative burdens currently placed on Fylde Council in collecting the funds, administering them and preparing draw down reports to authorise transfer of funds to the county council. It is understood that the majority of (if not all) district councils across Lancashire require developers to covenant directly with the county council.

Proposed transfer of education funds for existing agreements

5. Fylde Council currently holds developer contributions intended to increase the number of school places that have been collected over recent years, details of which are provided in table 1 below.

Table 1 – Funds to provide additional school places currently held by Fylde Council.

Application Number	Application Site	Amount	Date to be spent	Restrictions/ Area to be spent
12/0717	Cropper Road	£160,000.00	06/07/2023	To be used towards funding of additional primary school place to serve the needs of the development.
12/0717	Cropper Road	£218,206.74	25/06/2024	To be used towards funding of additional primary school place to serve the needs of the development.
19/0140	Moss Farm, Cropper Road	£32,101.06	05/07/2029	Intended to be used to provide additional primary school places at Weeton St Michaels CE primary school (Or subsequent name or designation by which it is known).
14/0161	Land Ballam Road (Ballam Oaks)	£60,148.00	08/01/2031	To provide additional pupil places at Lytham CE Primary School
	TOTAL	£470,455.80		

6. Excluding the £160,000 set out in line one of the above table, which has been identified to contribute towards a particular project and so is the subject of a separate report for consideration on this agenda, Fylde Council holds £310,455.80 to be used to increase the number of primary school places across the borough. It is recommended that, subject to the matters outlined below, these funds be transferred to Lancashire County Council en bloc.
7. In relation to each of the agreements in the table above, Fylde Council is under a direct obligation to return contributions to the developer if they have not been used for the purposes set out in the agreement on the expiry of the period set out in the agreement (typically ten years from the date of the agreement). Transferring the contributions to the county council would not discharge that obligation. This means that if the county council did not spend contributions transferred to them in the time allowed in an individual agreement, Fylde Council would be at risk of having to repay the amount of the contributions to the developer, even though it no longer holds the funds. So it's crucial that the county council indemnifies Fylde Council against the value of any repayment. Lancashire County Council supports the transfer of the funds to themselves and have indicated that they agree, in principle, to entering into an agreement to return the funds to Fylde Council if they are not spent by the deadline set out in the relevant agreement.
8. Of course, the county council would need to ensure that the funds are spent in line with the purposes for which they are secured as set in the individual agreements. This process could be monitored by the scrutiny committee that is proposed to be set up in the coming municipal year to allow Fylde Council to consider the activities of organisations external to the council.
9. Accordingly, the committee is recommended to adopt the new working practice that would see developers covenant directly with Lancashire County Council where they are the public body solely responsible for delivering the community infrastructure to be funded by Section 106 contributions and to recommend that Council approves a revenue budget increase of £310,455.80, fully funded from Section 106 monies held by the council, and that the £310,455.80 currently held by this council towards the increase in school places be transferred to Lancashire County Council, subject to a satisfactory indemnity agreement being in place

IMPLICATIONS	
Finance	<p>This report recommends that:</p> <ol style="list-style-type: none"> 1. the Council adopt the new working practice that would see developers covenant directly with Lancashire County Council where they are the public body solely responsible for delivering the community infrastructure to be funded by Sn 106 contributions; and 2. full Council approves a revenue budget increase of £310,455.80, fully funded from Sn 106 monies held by the council, and that this sum be transferred to Lancashire County Council towards the increase in school places.
Legal	All legal matters are addressed in the body of the report.
Community Safety	None
Human Rights and Equalities	None
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	None

LEAD AUTHOR	CONTACT DETAILS	DATE
Mark Evans	mark.evans@fylde.gov.uk & Tel 01253 658460	December 2022

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Planning permissions 12/0717, 19/0140 & 14/0161	Various	Please use the search facility at: Planning – Fylde Council

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
HEAD OF PLANNING	PLANNING COMMITTEE	18 JANUARY 2023	7
FULLY FUNDED REVENUE BUDGET INCREASE - EDUCATION CONTRIBUTION RELATING TO SECTION 106 AGREEMENT FOR DEVELOPMENT LAND MOSS FARM, CROPPER ROAD, WESTBY			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY

This report requests the transfer of Section 106 funds originally paid to Fylde Borough Council as a contribution towards the provision of additional primary school places in relation to planning application 12/0717, (Land to the rear of Moss Farm, Cropper Road) approved 16 May 2013. Lancashire County Council, in their role as local Education authority, have requested that the money that has been paid to Fylde Council by the developer of the site now be paid to fund the provision of additional primary school places to serve the needs of the development in accordance with the terms of the agreement.

RECOMMENDATIONS

1. That the Finance and Democracy Committee is recommended to approve a fully funded revenue budget increase of £160,000 in 2022/23 to be met by Section106 monies held by the Council towards the improvement of local primary school places (application reference 12/0717).
2. Subject to the approval of the fully funded budget increase, to authorise the sum of £160,000 be paid to Lancashire County Council for the provision of additional school places at Heyhouses Endowed Church of England Primary School in accordance with the terms of the agreement.

SUMMARY OF PREVIOUS DECISIONS

None

CORPORATE PRIORITIES	
Economy – To create a vibrant and healthy economy	
Environment – To deliver services customers expect	✓
Efficiency – By spending money in the most efficient way	✓
Tourism – To create a great place to live and visit	✓

REPORT

1. Planning permission was granted for a development of up to 146 dwellings at Land to the rear of Moss Farm, Cropper Road, Westby in October 2013. The planning permission was granted subject to a section 106 agreement that secured a range of contributions including a contribution towards the provision of additional primary school places to serve the needs of the residents of the development. This report relates to the first instalment of £160,000. A second payment of £218,206.74 has also been received which is still to be allocated by Lancashire County Council.
2. The agreement defines the education contribution as a contribution “... towards the funding of additional primary school place provision to serve the needs of the residents of the development...”. The agreement also makes provision for a review of the contribution due, so there is a second trigger payment still to be allocated.
3. The developer has paid Fylde Council the agreed contribution of £160,000 in line with the first trigger set out in the agreement. Following the original assessment of the impacts of the development, Lancashire County Council initially advised that there had been changes in demand for primary school places resulting in a general surplus of primary school places in the area. However, they have subsequently advised that there have been further changes in school rolls, and it is now proposed that this payment be used to assist in the provision of a further 31 additional primary school places at Heyhouses Endowed Church of England Primary School where there has been a recent increase in demand for places. Whilst there is a further primary school at Staining, Lancashire County Council have confirmed that Staining is outside their school planning areas and has not increased their admission number or net capacity, so would not serve this development.
4. Lancashire County Council consider that Heyhouses Endowed Church of England Primary School, located on Clarendon Road North, is the closest school to the development at Cropper Road and so is a local primary school that the children living at the development are most likely to attend. The transfer of funds to the Local Education Authority to increase the number of places at this school would be in line with the provisions of the legal agreement.
5. This money cannot be used other than to ensure education provision in accordance with the terms of the Section 106 Agreement. Consequently, Fylde Council will continue to ensure that the terms of any S106 reflect the requirements for appropriate education provision in the Borough. Should this contribution not be spent by the 6th July 2023 the Council will be required to repay the money to the developer.
6. Members of the Planning Committee are, therefore, asked to recommend that the Finance and Democracy Committee approve a fully funded revenue budget increase of £160,000 in 2022/23 to be met by Section 106 monies held by the Council towards the improvement of local primary school places (application reference 12/0717) and that subject to that approval the sum be paid to Lancashire County Council for the provision of additional school places at Heyhouses Endowed Church of England Primary School in accordance with the terms of the agreement.

IMPLICATIONS	
Finance	The report recommends Finance and Democracy Committee approval of a fully funded revenue budget increase of £160,000 to be met in full by Section 106 monies held by Fylde Council for this purpose and subject to this approval to authorise the sum of £160,000 be paid to Lancashire County Council for the provision of additional school places at Heyhouses Endowed County Primary School in accordance with the terms of the agreement.
Legal	The use of the funds for the purposes set out in the report are considered to be in line with the purposes set out in the Section 106 agreement.

Community Safety	None
Human Rights and Equalities	None
Sustainability and Environmental Impact	The monies would be used to increase the number of places available at a local school, thereby reducing the need to travel further afield.
Health & Safety and Risk Management	None

LEAD AUTHOR	CONTACT DETAILS	DATE
Karen Hodgkiss	karenh@fylde.gov.uk & Tel 01253 658515	24/11/2022

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Planning permission 12/0717	11 October 2013	www.fylde.gov.uk

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	PLANNING COMMITTEE	18 JANUARY 2023	8
BUDGET SETTING – FEES AND CHARGES 2023/24			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY

Each year, as part of the budget-setting process, the schedule of fees and charges for the coming year (for each of the services that the Council provides) is reviewed by budget-holders prior to that schedule being considered by the relevant Programme Committee and finally being approved at the March Budget Council meeting.

Each Programme Committee is required to recommend to the Council for approval a schedule of fees and charges for those activities within the remit of the Committee.

This report requests that Members consider the proposed schedule of fees and charges for those services within the remit of this Committee as detailed at Appendix A to this report and provide a recommendation to Council in this regard.

Note: A full schedule of proposed fees and charges for all Council services for 2023/24 is accessible at the link below:

<https://new.fylde.gov.uk/council/finance/draft-fees-charges-2023-24/>

RECOMMENDATIONS

The Committee is requested to consider the schedule of fees and charges for those activities within the remit of this committee as detailed in Appendix A to this report and:

1. To recommend to Council a proposed schedule of fees and charges applicable for 2023/24; and
2. To note that the final fees and charges for 2023/24 will be approved by the Budget Council in March 2023.

SUMMARY OF PREVIOUS DECISIONS

The proposed fees and charges for services that are within the terms of reference of each Programme Committee are recommended to Council for approval as part of the annual budget-setting process. There have been no previous decisions in respect of these fees and charges for 2023/24.

CORPORATE PRIORITIES	
Economy – To create a vibrant and healthy economy	✓
Environment – To deliver services customers expect	✓
Efficiency – By spending money in the most efficient way	✓
Tourism – To create a great place to live and visit	✓

REPORT

1. Each year, as part of the budget-setting process for the coming financial year, budget-holders are required to review the fees and charges that the Council applies to the range of services which it delivers.
2. There are different considerations for assessing changes to the level of fees and charges depending upon the nature of the service. This is explained below:
 - For certain activities, including for planning applications, fees are set by statute at a prescribed level. In respect of these types of activity the review of fees and charges is restricted to ensuring that the correct amount is approved by Council and is correctly applied for the forthcoming year;
 - For other types of charges in respect of services for which the Council has statutory responsibilities (for example in relation to licensing matters) fee levels must be set at an appropriate level such that only eligible costs are recovered. In respect of these types of activity the review of fees and charges comprises a review of costs and the adjustment of fees where necessary to avoid the under or over-recovery of costs. Where only minor discrepancies are found between costs and fee levels the charges may be left unchanged until the next review to avoid the costs associated with more regular leaflet re-printing etc.; and
 - For other activities which are not set by statute and for which the Council is not acting under statutory powers (e.g. games site fees) fee levels may be set at levels that are determined by the Council itself. In respect of these types of activity the review of fees and charges comprises a review of costs, a review of the fee levels of competitor providers and after a consideration of the likely effect on demand for the services and the total income that would be received at different fee levels.
3. Fee levels for all services have been reviewed according to the differing criteria as described above and the Programme Committee is invited to consider and provide comments as appropriate.
4. The role of the Council's Programme Committees in providing a recommendation to Council of a schedule of fees and charges for services within the remit of that Committee is a key part of the budget-setting process for the coming year. The final schedule of fees and charges for all Council services will be considered by the Budget Council in March 2023.

IMPLICATIONS	
Finance	The recommendation to Council of a schedule of proposed fees and charges for services within the remit of each Programme Committee is a key part of the budget-setting process for the coming year. This report requests that Members consider the schedule of fees and charges as detailed at Appendix A and provide a recommendation to Council as appropriate. Any financial implications from proposed changes to fees and charges will be quantified and reflected in the financial forecast contained in the final Medium Term Financial Strategy report to be considered by Budget Council in March 2023.
Legal	None arising from this report
Community Safety	None arising from this report
Human Rights and Equalities	None arising from this report
Sustainability and Environmental Impact	None arising from this report
Health & Safety and Risk Management	None arising from this report

LEAD AUTHOR	CONTACT DETAILS	DATE
Management Team		December 2022

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
n/a	n/a	n/a

DRAFT Fees and Charges 2023/24

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2022/23 Fees & Charges £	Draft 2023/24 Fees & Charges £
<u>PLANNING COMMITTEE</u>					
<u>Planning</u>					
Pre-application Advice:					
Large Scale Major Development	a	Per Enquiry	D	1,000.00	1,500.00
Significant Major Development	a	Per Enquiry	D	750.00	1,000.00
Small Scale Major Development	a	Per Enquiry	D	500.00	750.00
Minor Development (A)	a	Per Enquiry	D	350.00	450.00
Minor Development (B)	a	Per Enquiry	D	250.00	300.00
Householder Meeting	a	Per Enquiry	D	100.00	110.00
Householder Written Only	a	Per Enquiry	D	50.00	60.00
Custom and Self-Build Register	d	Per Year	D	120.00	130.00
Section 106:					
S106 Monitoring Fee	c	Per trigger	D	300.00	350.00
Printing Charges:					
A4 Documents including Decision Notes, Completion Certificates and Plans:					
Up to 14 Copies	N/A	Up to 14 Copies	D	No Charge	No Charge
15 Copies	a	15 Copies	D	2.00	2.20
Further copies	a	Per Copy	D	15p	20p
A3 Documents including Plans:					
Up to 7 Copies	N/A	Up to 7 Copies	D	No Charge	No Charge
8 Copies	a	8 Copies	D	2.00	2.20
Further Copies	a	Per Copy	D	25p	30p

VAT Codes:

a = Standard Rate c = Exempt d = Outside Scope e = Zero Rated

DRAFT Fees and Charges 2023/24

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2022/23 Fees & Charges £	Draft 2023/24 Fees & Charges £
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<p>A combination of the above shall be treated on the basis of 10p per copy for the A4 and 20p per copy for the A3. When the trigger of £1.50 is reached in any combination charging should commence.</p>					
A2 Plans:					
1 st Copy	a	1 st Copy	D	4.30	5.00
Additional Copies	a	Per Additional Copy	D	3.00	3.30
A1 Plans:					
1 st Copy	a	1 st Copy	D	8.50	9.50
Additional Copies	a	Per Additional Copy	D	5.75	7.50
Publications:					
Adopted Fylde Borough Local Plan to 2032	e	Per document	D	75.00	80.00
Fylde Borough Local Plan to 2032 Revised Preferred Option	e	Per document	D	50.00	55.00
Fylde Borough Local Plan As Altered 2005	e	Per document	D	46.00	50.00
Postage	c	Per document		3.00	5.00
Housing Land Availability	e	Per document	D	15.50	17.00
Postage	c	Per document		1.00	1.80
House Extending Your Home	e	Per document	D	30.00	35.00
Postage	c	Per document		0.60	1.80
Strategic Housing Land Availability Assessment	e	Per document	D	3.30	4.50
Postage	c	Per document		0.50	1.80

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DRAFT Fees and Charges 2023/24

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2022/23 Fees & Charges £	Draft 2023/24 Fees & Charges £
Land at Wesham Hospital	e	Per document	D	2.20	3.00
Postage	e	Per document	D	0.50	1.80
Land at Queensway	e	Per document	D	2.20	3.00
Postage	e	Per document	D	0.50	1.80
Queen Mary School	e	Per document	D	5.50	6.50
Postage	e	Per document	D	0.50	1.80
Windows Doors and Architectural Joinery	e	Per document	D	5.50	6.50
Postage	e	Per document	D	0.50	1.80
Wimbourne Stables	e	Per document	D	2.20	3.00
Postage	e	Per document	D	0.50	1.80
Policy for Shop Front Design Guide	e	Per document	D	3.30	4.00
Postage	e	Per document	D	0.50	1.80
606 Clifton Drive North (Revised Development Brief)	e	Per document	D	2.20	3.00
Postage	e	Per document	D	0.50	1.80
Land at Weeton Road, Wesham	e	Per document	D	2.20	3.00
Postage	e	Per document	D	0.50	1.80
The Conversion of Fylde's Traditional Farm Buildings	e	Per document	D	3.30	4.00
Postage	e	Per document	D	0.50	1.80
Any document not included in the above list will be charged at the relevant charge per page as set out above					

VAT Codes:

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DRAFT Fees and Charges 2023/24

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2022/23 Fees & Charges £	Draft 2023/24 Fees & Charges £
<p><u>Planning Fees</u></p> <p>Planning fees are charged at the national rates which are established and set by the Government.</p> <p>https://new.fylde.gov.uk/resident/planning/planning-application-fees/</p> <p><u>Building Control</u></p> <p><u>Full Plans</u></p> <p>Standard charge for erection of dwelling houses up to 300m2 and up to 3 storeys</p> <p>1 dwelling</p> <p>2 dwellings</p> <p>3 dwellings</p> <p>4 dwellings</p> <p>5 dwellings</p> <p>Erection or conversion of 6 or more dwellings or flats</p> <p>Erection of dwellings or flats where the total floor area exceeds 300m2</p> <p>Standard charges for dwellings formed by conversion</p> <p>1 dwelling</p> <p>2 dwellings</p> <p>3 dwellings</p> <p>4 dwellings</p>					
	a	Per application	D	690.00	720.00
	a	Per application	D	930.00	960.00
	a	Per application	D	1,170.00	1200.00
	a	Per application	D	1,410.00	1440.00
	a	Per application	D	1,650.00	1680.00
	a	Per application	D	Negotiated fee	Negotiated fee
	a	Per application	D	Negotiated fee	Negotiated fee
	a	Per application	D	550.00	600.00
	a	Per application	D	800.00	840.00
	a	Per application	D	900.00	960.00
	a	Per application	D	1,100.00	1200.00

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DRAFT Fees and Charges 2023/24

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2022/23 Fees & Charges £	Draft 2023/24 Fees & Charges £
Standard charges for dwellings formed by conversion continued:					
5 dwellings	a	Per application	D	1,400.00	1,450.00
Standard charges for extensions to existing dwellings					
Extension with floor area not exceeding 10m2	a	Per application	D	390.00	420.00
Extension with floor area exceeding 10m2, but not exceeding 40m2	a	Per application	D	500.00	540.00
Extension with floor area exceeding 40m2, but not exceeding 80m2	a	Per application	D	675.00	720.00
Extension with floor area exceeding 80m2, but not exceeding 100m2	a	Per application	D	825.00	870.00
Loft conversion up to 40m2 that does not includes a dormer window	a	Per application	D	390.00	420.00
Loft conversion up to 40m2 that includes a dormer window	a	Per application	D	500.00	540.00
Erection or extension of a detached or attached domestic garage not exceeding 40m2	a	Per application	D	300.00	390.00
Erection or extension of a detached or attached domestic garage or carport with floor area exceeding 40m2, but not exceeding 80m2	a	Per application	D	400.00	450.00
Conversion of domestic garage to habitable room	a	Per application	D	350.00	390.00
Notifiable electrical work carried out by a non-competent person (i.e. not Part P registered)	a	Per dwelling	D	300.00	300.00
Reversion work from an approved inspector	a	Per application	D	Negotiated Fee	Negotiated Fee
Building work in relation to more than one building	a	Per application	D	Negotiated Fee	Negotiated Fee
Extension to a dwelling where floor area exceeds 80m2	a	Per application	D	Negotiated Fee	Negotiated Fee
Loft conversion (with or without a dormer) to a dwelling where floor area exceeds 40m2	a	Per application	D	Negotiated Fee	Negotiated Fee
Garage or carport where floor area exceeds 60m2	a	Per application	D	Negotiated Fee	Negotiated Fee
Regularisation of any work which would normally be subject to a set charge/negotiated fee	e	Per application	D	Minimum 150%	Minimum 150%

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DRAFT Fees and Charges 2023/24

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2022/23 Fees & Charges £	Draft 2023/24 Fees & Charges £
Standard charges to other works to dwellings:					
Renovation of a thermal element of a single dwelling or flat	a	Per application	D	150.00	150.00
Renovation of a thermal element to more than one dwelling or flat	a	Per application	D	Negotiated Fee	Negotiated Fee
Replacement windows (multi flat or single dwelling , up to 10 windows)	a	Per application	D	150.00	150.00
Replacement of more than 10 windows	a	Per application	D	Negotiated Fee	Negotiated Fee
Internal alterations (Incl. structural) and installation of fittings other than electrical work	a	Per application	D	Negotiated Fee	Negotiated Fee
Fixed price based on cost of work:					
Up to £1,000	a	Per application	D	150.00	150.00
£1,000 to £5,000	a	Per application	D	250.00	250.00
£5,000 to £10,000	a	Per application	D	300.00	300.00
£10,000 to £20,000	a	Per application	D	400.00	400.00
£20,000 to £30,000	a	Per application	D	500.00	500.00
£30,000 to £40,000	a	Per application	D	600.00	600.00
£41,000 to £100,000	a	Per application	D	72.00 per £10k	72.00 per £10k
£101,000 to £1,000,000	a	Per application	D	48.00 per £10k	48.00 per £10k
Electrical Work					
Electrical work other than a rewire	a	Per application	D	Negotiated Fee	Negotiated Fee
Rewire of a dwelling including new consumer unit	a	Per application	D	Negotiated Fee	Negotiated Fee

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DRAFT Fees and Charges 2023/24

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2022/23 Fees & Charges £	Draft 2023/24 Fees & Charges £
Standard charges for work to non-domestic buildings:					
Extensions and new buildings (commercial)					
Not Exceeding 10m2 (industrial and storage)	a	Per application	D	350.00	350.00
Not exceeding 10m2 (other use classes)	a	Per application	D	400.00	400.00
Between 10m2 and 40m2 (industrial and storage)	a	Per application	D	450.00	450.00
Between 10m2 and 40m2 (other use classes)	a	Per application	D	550.00	550.00
Exceeding 40m2	a	Per application	D	Negotiated Fee	Negotiated Fee
All other work and alterations to non-domestic buildings					
Window replacement (up to 10 windows)	a	Per application	D	150.00	150.00
Window replacement (over 10 windows)	a	Per application	D	Negotiated fee	Negotiated fee
Renovation of a thermal element (cost up to £20,000)	a	Per application	D	250.00	250.00
Renovation of a thermal element (cost over £20,000)	a	Per application	D	Negotiated fee	Negotiated fee
Alterations and works not described elsewhere, including structural, shop and office fit-out and installation of controlled fittings. Based on cost of works:					
Up to £5,000	a	Per application	D	300.00	300.00
£5,000 to £10,000	a	Per application	D	350.00	350.00
£10,000 to £20,000	a	Per application	D	400.00	400.00
£20,000 to £30,000	a	Per application	D	500.00	500.00
£30,000 to £40,000	a	Per application	D	600.00	600.00
£41,000 to £100,000	a	Per application	D	72.00 per £10k	72.00 per £10k
£101,000 to £1,000,000	a	Per application	D	48.00 per £10k	48.00 per £10k

VAT Codes:

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DRAFT Fees and Charges 2023/24

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2022/23 Fees & Charges £	Draft 2023/24 Fees & Charges £
Miscellaneous Charges					
Re-open an archive file	a	Per file	D	84.00	90.00
Research and retrieval of manual records (other than for search records)	a	Per file	D	60.00	90.00
Subsequent site inspections on applications previously archived	a	Per inspection	D	72.00	90.00
Copy Decision Notices and Completion certificates and, issue of non-standard data for property sale purposes	a	Per document	D	25.00	30.00
Demolition application to demolish existing property under Section 80 of the Building Act 1984 and issuing of counter notice under Section 81 of the Building Act 1984.	a	Per application	D	150.00	150.00
Research and retrieval of computerised records where application reference is not known	a	Per application	D	-	50.00
NOTES:					
1) Where a negotiated fee is indicated factors such as design brief, competency, build duration, service level agreement, number of units/dwellings and type of construction are factored in to provide the individual charge.					
2) Where works are of estimated cost value and are being carried out simultaneously as a standard charge item for extensions to an existing dwelling the fee shall be reduced by 50%					
3) Where the person is registered disabled and the proposals are for the benefit of that person the application is exempt from charge.					
Building Notice					
Standard charge for erection of dwelling houses up to 300m2 and up to 3 storeys					
Building Notice charge is equal to the Full Plans fee plus 10%					
1 dwelling	a	Per application	D	759.00	792.00
2 dwellings	a	Per application	D	1,023.00	1,056.00
3 dwellings	a	Per application	D	1,287.00	1,056.00
4 dwellings	a	Per application	D	1,551.00	1,584.00
5 dwellings	a	Per application	D	1,815.00	1,848.00
Erection or conversion of 6 or more dwellings or flats	a	Per application	D	Negotiated fee	Negotiated fee
Erection of dwellings or flats where the total floor area exceeds 300m2	a	Per application	D	Negotiated fee	Negotiated fee
Standard Charge for dwellings formed by conversion					
1 dwelling	a	Per application	D	605.00	660.00
2 dwellings	a	Per application	D	880.00	924.00

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DRAFT Fees and Charges 2023/24

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2022/23 Fees & Charges £	Draft 2023/24 Fees & Charges £
Standard Charge for dwelling formed by conversion continued:					
3 dwellings	a	Per application	D	990.00	1,056.00
4 dwellings	a	Per application	D	1,210.00	1,320.00
5 dwellings	a	Per application	D	1,540.00	1,617.00
Building Notice charges for extensions to existing dwellings					
Extension with floor area not exceeding 10m2	a	Per application	D	429.00	462.00
Extension with floor area exceeding 10m2, but not exceeding 40m2	a	Per application	D	550.00	594.00
Extension with floor area exceeding 40m2, but not exceeding 80m2	a	Per application	D	742.50	792.00
Extension with floor area exceeding 80m2, but not exceeding 100m2	a	Per application	D	907.50	957.00
Loft conversion up to 40m2 that does not includes a dormer window	a	Per application	D	429.00	462.00
Loft conversion up to 40m2 that includes a dormer window	a	Per application	D	550.00	594.00
Erection or extension of a detached or attached domestic garage not exceeding 40m2	a	Per application	D	330.00	429.00
Erection or extension of a detached or attached domestic garage or carport with floor area exceeding 40m2, but not exceeding 80m2	a	Per application	D	440.00	495.00
Conversion of domestic garage to habitable room	a	Per application	D	385.00	429.00
Notifiable electrical work carried out by a non-competent person (i.e. not Part P registered)	a	Per application	D	250.00	250.00
Reversion work from an approved inspector	a	Per application	D	Negotiated Fee	Negotiated Fee
Building work in relation to more than one building	a	Per application	D	Negotiated Fee	Negotiated Fee
Extension to a dwelling where floor area exceeds 80m2	a	Per application	D	Negotiated Fee	Negotiated Fee
Loft conversion (with or without a dormer) to a dwelling where floor area exceeds 40m2	a	Per application	D	Negotiated Fee	Negotiated Fee
Garage or carport where floor area exceeds 60m2	a	Per application	D	Negotiated Fee	Negotiated Fee
Building Notice charges to other works to dwellings:					
Renovation of a thermal element of a single dwelling or flat	a	Per application	D	165.00	165.00

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DRAFT Fees and Charges 2023/24

	VAT Code	Unit Of Charge	Variable Charge Discretionary (D) Prescribed (P)	Approved 2022/23 Fees & Charges £	Draft 2023/24 Fees & Charges £
Building Notices charges to other works to dwellings continued:					
Renovation of a thermal element to more than one dwelling or flat	a	Per application	D	Negotiated Fee	Negotiated Fee
Replacement windows (multi flat or single dwelling , up to 10 windows)	a	Per application	D	165.00	165.00
Replacement of more than 10 windows	a	Per application	D	Negotiated Fee	Negotiated Fee
Internal alterations (Incl. structural) and installation of fittings other than electrical work	a	Per application	D	Negotiated Fee	Negotiated Fee
Fixed price based on cost of work:					
Up to £1,000	a	Per application	D	165.00	165.00
£1,000 to £5,000	a	Per application	D	275.00	275.00
£5,000 to £10,000	a	Per application	D	330.00	330.00
£10,000 to £20,000	a	Per application	D	440.00	440.00
£20,000 to £30,000	a	Per application	D	550.00	550.00
£30,000 to £40,000	a	Per application	D	660.00	660.00
£41,000 to £100,000	a	Per application	D	£80.00 per £10k	£80.00 per £10k
£101,000 to £1,000,000	a	Per application	D	£50.00 per £10k	£50.00 per £10k
Electrical Work					
Electrical work other than a rewire	a	Per application	D	Negotiated fee	Negotiated fee
Rewire of a dwelling including new consumer unit	a	Per application	D	Negotiated fee	Negotiated fee

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INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	PLANNING COMMITTEE	18 JANUARY 2023	9
BUDGET SETTING – REVENUE BUDGET 2023/24 - FIRST DRAFT			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY OF INFORMATION

The first draft of the revenue budget for 2023/24 has been prepared and is available via the link below. As in previous years, the budget has been prepared on a continuation basis and has been updated to reflect all Committee and Council decisions made to date, the outcome of the budget-rightsizing exercise and all virements.

SOURCE OF INFORMATION

Revenue Budget Book 2023/24 – First Draft

LINK TO INFORMATION –

<https://new.fylde.gov.uk/council/finance/budget-book-2023-24-first-draft/>

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

The provision of a first draft of the 2023/24 Revenue Budget to the Council's Programme Committees allows Members of each Programme Committee to review the draft revenue budget for the services within the Committee's terms of reference and to provide any comments or feedback as appropriate to the Committee Lead Officer, Service Director or budget holders.

This first draft does not reflect any changes to fees and charges for 2023/24 as these will be considered by Programme Committees during the January cycle of meetings. Nor does it reflect any revenue growth items or the revenue implications of capital bids. At this stage the draft budget for 2023/24 does not include recharges in respect of support services and service management costs as these elements remain to be finalised. A further budget-rightsizing exercise will be carried out early in 2023 and this first draft will be updated to reflect any changes arising from that piece of work.

The final revenue budget for 2023/24 will include any subsequent decisions made and will be presented to Members for approval at the Council meeting on 2nd March 2023.

FURTHER INFORMATION

Contact: Paul O'Donoghue, Chief Financial Officer or the relevant budget holder.
Tel 01253 658566 e-mail: paul.o'donoghue@fylde.gov.uk

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	PLANNING COMMITTEE	18 JANUARY 2023	10
CAPITAL PROGRAMME MONITORING REPORT 2022/23 – POSITION AS AT 30 th NOVEMBER 2022			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY OF INFORMATION

The purpose of this report is to provide an update on the approved Capital Programme of the Council as at 30th November 2022 and specifically for those schemes under the remit of the Committee.

SOURCE OF INFORMATION

The report is based upon information extracted from the financial ledger system of the Council for the period to 30th November 2022 and updates provided by budget holders.

LINK TO INFORMATION

Capital Programme Monitoring Report to 30th November 2022:

<http://www.fylde.gov.uk/council/finance/budget-monitoring/>

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

This information is provided to enable the Committee to consider and scrutinise the Capital Programme monitoring reports for those schemes under the remit of the Committee.

FURTHER INFORMATION

Contact: Paul O'Donoghue, Chief Financial Officer.

Tel 01253 658566

e-mail: paul.o'donoghue@fylde.gov.uk

Summary

The purpose of this report is to provide an in-year progress update in respect of those schemes within the Capital Programme that have been approved for delivery in 2022/23, together with an update on the overall Five-Year Capital Programme of the Council. This report includes a narrative description of some of the more significant schemes within the Capital Programme and details any risks and the actions required to address these. Appendix A to this report provides an update by Committee on schemes scheduled for commencement or delivery in 2022/23. Appendix B provides a summary of the latest position for the 5-year Capital Programme and Appendix C provides details of the financing of the programme.

1. Background

The Council approved the Capital Programme on 3rd March 2022. That update showed a balanced capital programme position from 2021/22 onwards. This report includes year to date expenditure and sets out the latest phasing of the programme and any additions or changes since the capital programme was presented to Council in March 2022. The Programme has also been rolled forward to include the year 2026/27.

2. Notes on Specific Schemes

There are a number of schemes for which further information is provided below:

(i) Town Centre Regeneration Kirkham

Following the Government's Future High Street funding initiative (FHSF), the Planning Committee resolved, in the autumn of 2019, to choose Kirkham Town Centre as its choice to pursue any bids for funding under the scheme. The first opportunity, being part of the broader FHSF, named the High Street Heritage Action Zone initiative (HS HAZ) was launched. This was a competitive process and seeks to enhance the historic environment of high streets that have conservation area status. Following the expansion of the funding for the scheme, due to unprecedented bids from a national perspective, the Kirkham bid proved to be successful, following a recommendation to Government from Historic England (HE). HE is the body responsible for administering the scheme. The grant award is £1.8m and will be match funded from a number of sources including Fylde Council, Kirkham Town Council and Section 106 payments for public realm improvements attributed to residential planning permissions. The scheme will run over 4 years, commencing in April 2020, and includes a wide range of projects.

In line with many other authorities, due to COVID 19, the implementation of the scheme has been delayed and a revised project plan, which sets out the projects to be delivered and the associated funding, has been agreed with Historic England.

A further bid for £9.1m was also submitted under the main body of the Future High Street Fund during 2020 and proposed to deliver a number of schemes across the whole of the town centre including the re-purposing of buildings, traffic management measures, building reuse and enhancement and public realm projects. This was once again a competitive process. The bid was well founded, and the economic case was very strong. In April 2021 an award of £6.29m for the Kirkham scheme was announced from the Ministry of Housing, Communities and Local Government (MHCLG) which was approved at Council on the 5th July 2021. A report was approved by Planning Committee and Council in December 2021 to authorise various property acquisitions as part of the project.

The Kirkham Futures Regeneration Programme, which encompasses the funding streams identified above is a complex multi-stranded programme with strict delivery timeframes. As such the Programme has been added to the Council's Strategic Risk Register in order that the identified risks can be managed.

(ii) St Annes Sea Wall

St Annes Seawall is 660m long and was constructed in 1935. It reduces the risk of coastal erosion and flooding to over 400 properties. The seawall surrounds The Island, which is one of three strategic headlands which are critical to maintaining healthy beaches, dunes and reducing the risk of coastal erosion along Fylde Council's frontage. St Annes Seawall is at the end of its design life and is in poor condition; it is cracking and crumbling and is subject to

ongoing repairs and maintenance. Voids have previously been identified resulting in settlement of the promenade. The crest level is low and overtopping during storms results in damage to the promenade and flooding of the car park, swimming pool and fitness centre plant room, and flooding up to the thresholds of the cinema, casino, amusement, and restaurant complex.

In 2020 the Council was awarded £300k Pipeline acceleration funding to develop the St Annes Seawall Outline Business Case. Following this a bid has now been submitted to the Environment Agency formally for their appraisal and consideration and if EA funding is approved the planning phase will commence consisting of technical surveys including topographical, geotechnical, detailed design, ecological and bird surveys and an Environmental Impact Assessment. It will include securing all the necessary licenses, consents and approvals including: Marine License, Planning Permission and Environment Agency Flood Risk Activity Permit (FRAP) Licence. The scheme will be in the sum of £11.8m funded by Environment Agency grant of £9.5m and the Council's contribution of £2.3m towards the total project cost which was approved at Council on the 5th July 2021. EA have now approved the scheme and the final award is a total scheme cost of £12.1m funded by EA Grant of £9.7m and the Council's contribution of £2.4m. This has now been reflected within the capital programme. Following the planning phase it is proposed to start the construction in 2 phases. Phase 1 is anticipated to commence in Autumn 2023 and complete in late Spring 2024. Phase 2 will commence in Autumn 2024 and complete late Spring 2025 to minimise business disruption.

(iii) Fairhaven Lake and Gardens Heritage Lottery Scheme

In December 2018, the Council was notified that it had been successful in securing the second-round capital grant from the Heritage Lottery Fund in the sum of £1.4m for the restoration of Fairhaven Lake and Gardens, with further match funding provided by Fylde Council and other external financial contributions. All capital works apart from the lake package were completed in September 2021, with the defect period and all snags due to be completed by the end of November 2022. The refurbished buildings are all now in use, with the new interpretation and activity scheme in place. The final evaluation report for the project is available on request.

The final package of works to be completed is the lake infrastructure and dredge. Design work is ongoing with the package ready for tender in January 2023, all work is due to be completed by April 2023. Until the scheme is fully delivered there remains the possibility of additional contract costs beyond those in the approved budget.

(iv) St Annes Regeneration Schemes

The next section of works has been agreed along St. Annes Road West between The Pier and The Square (known as the Square-Pier Link). A scheme designed to the available budget was presented and approved by Planning Committee, but the Regeneration Manager was asked to look at extending the scheme, potentially widening pavements to provide an enhanced pedestrian ambience and increased paving space capacity to absorb high levels of footfall that is encountered at peak times. As matters stand, the potential for achieving these enhancements to the scheme is being discussed with Lancashire County Council as any further amendments would have to be agreed, since there would be changes to the highway configuration. It is now proposed to pursue the scheme as part of a wider programme of works in the town centre following the preparation of a masterplan which has been commissioned.

(v) Lytham Regeneration Schemes

Work has commenced on the redesign and re-planning of the public realm of Lytham Centre. The Corporate Plan currently programmes the commencement of the Clifton Street Works (£750k) during 2022/23. Additional funding has been applied for as part of the UK Shared Prosperity Fund (UKSPF) submission, the outcome of which is expected in October/November. The UK SPF funding award will be phased and so delivery of the project will need to be reviewed accordingly. The Lytham Beach Lighting Scheme (£50k) is programmed for delivery during the current financial year.

(vi) Better Care Fund (Formerly Disabled Facilities Grants)

As the Local Housing Authority, the Council has a statutory duty to provide disabled adaptations within the Borough. In order to fund these works the Council receives grant support which previously was provided by the

Department for Communities and Local Government (DCLG). From 2015/16 the Government established the 'Better Care Fund', and under these new arrangements the funding for Disabled Facilities Grants transferred to the Department of Health, with funding being distributed to all Councils via the upper-tier Authority for that area. As such, in Lancashire the fund is administered by Lancashire County Council. Each upper-tier Authority then allocates the funding to their respective Housing Authorities (i.e. District Councils within their area) to enable them to continue to meet this statutory responsibility.

The level of Government funding has increased significantly under the 'Better Care Fund' arrangements and the budget for 2022/23 (including slippage) totals £1.503m which provides for the delivery of disabled adaptations. It is anticipated that for 2022/23 all identified need for disabled adaptations can be met from the existing resource.

(vii) M55 Link Road (Inc. S106 monies for design work)

The accelerated delivery of the £27m M55 Heyhouses Link Road is subject to a funding package made up from a number of sources. This funding is now in place and work has started on site with the earthworks being the first phase. The road will then be constructed by Lancashire County Council's in-house team and is due for completion in early 2024. It is expected that Lancashire County Council will require the funding to be transferred to them during the latter stages of the project and so is likely to be spent during 2022/23.

(viii) St Annes Masterplan – Levelling Up Fund Capital Bid Submission Round 2 - £14.6m

A Levelling Up Fund capital bid was submitted on the 27th July 2022 for £14.6m and the outcome is expected in Autumn 2022. Consultants were appointed to prepare a comprehensive masterplan to shape the future development of St Annes Town centre and the Island site on the Promenade and to help the Council to access external funding. The views of the public and key stakeholders have been sought during a consultation exercise and these views had helped to shape the development of the masterplan. A bid was prepared and submitted to the second round of the Governments Levelling Up fund. The round had three investment themes being transport; regeneration and town centre investment, and cultural investment. There was an opportunity to secure funding to help deliver different phases of the masterplan, in particular the public realm improvement to the area around the train station, dedicated pedestrian and cycle links, an events space in the Square and improving the connection to the town centre and the sea front. If successful it is expected that the bid will deliver a transformation of the town centre with 4 hectares of new public realm and 460 metres of active travel links, encouraging increased walking and cycling and an enhanced events programme to increase both day and overnight visitors to Fylde.

3 Conclusions

- 3.1 Actual expenditure to 30th November 2022 is £2.609m against a full year budget of £18.637m. This equates to 14.0% of the latest budget. Progress on the delivery of a number of schemes has been delayed due to the continuing economic recovery from the coronavirus pandemic, together with supply chain challenges and higher inflation leading to a review on the original costings of capital schemes. This is noted as appropriate in the analysis at Appendix A. Consequently, the phasing of some schemes may have to be adjusted or re-phased into 2023/24 as part of the information that is provided from budget holders on a scheme by scheme basis and this will be reflected in future Financial Forecast updates during the year.
- 3.2 UK CPI was 0.7% in March 2021 but thereafter began to steadily increase. Initially driven by energy price effects and by inflation in sectors such as retail and hospitality which were re-opening after the pandemic lockdowns, inflation then was believed to be temporary. Thereafter price rises slowly became more widespread, as a combination of rising global costs and strong demand was exacerbated by supply shortages and transport dislocations. The surge in wholesale gas and electricity prices led to elevated inflation expectations. CPI for November 2022 registered 10.7% year on year, down from 11.1% in October 2022.

Increasing inflation is exerting significant upward pressure on prices for utilities and on supplies and services across all sectors of the economy, which in turn increases the base costs for both revenue and capital budget items. The situation is particularly acute in the construction sector where supply chain issues and price

increases are combining to put increased risks on the delivery of capital programme schemes. This is likely to be a continuing issue for the Council during 2022/23 and this has resulted in current scheme delays and reviews on scheme costings.

- 3.3 Capital Receipts to date total £99,321 against a total in year budgeted figure of £100,000 made up of Right to Buy Receipts and General Asset Sales. Any changes to this will be reflected in future Financial Forecast updates during the year.
- 3.4 The current Capital Programme as updated is showing a balanced position for 2022/23 onwards. The Capital Programme and the associated financing will be subject to discussion with Members during the months in the lead up to the annual budget setting process for 2023/24.
- 3.5 Any additional expenditure which is not fully funded by external finance would normally require the generation of capital receipts or further borrowing (the latter placing further pressure on the Revenue Budget from the consequent repayment costs). However, Budget Council on 4th March 2013 approved the creation of a Capital Investment Reserve to finance future capital expenditure. The balance of this reserve at 31st March 2022 was £6.094m. Of this £2.835m is already committed to deliver existing approved capital schemes leaving an uncommitted balance of £3.259m. A further budgeted contribution into the reserve of £0.568m in 2022/23 and £0.176m in 2023/24 was reported in the latest Medium Term Financial Strategy (MTFS) forecast presented in November 2022, which would result in an unallocated balance on the reserve at 31st March 2024 of £4.003m. The estimated transfer in is subject to change as costs and income will undoubtedly fluctuate over the next 2 financial years.

To Note: Council in July 2022 approved the underwriting to the sum of £942,589 for 2022/2023 financial year from the Capital Investment Reserve in the event that approval is not ultimately confirmed from the Future High Street Fund team at DLUHC for the Kirkham Futures Programme for Public Realm phase 1 works (this underwriting being required in order for the contract to be awarded for delivery of the public realm works) so the potential Capital Investment Reserve balance would be £3.060m if approval from DLUHC was not ultimately received.

An updated position in respect of the Capital Investment Reserve will be included within future updates of the Financial Forecast presented to the Finance and Democracy Committee and to Council. Additional future projects will be subject to further consideration as part of the budget setting process for 2023/24. Whilst it remains the case that this reserve is the preferred source of finance for any further additions to the Capital Programme, continuing contributions to the reserve are required in order to maintain a sustainable funding source for future years.

CAPITAL PROGRAMME - 2022/23 IN-YEAR SCHEME MONITORING REPORT - AS AT 30/11/22

Appendix A

CODE	APPROVED SCHEMES	Head of Service / Budget Holder	Financing Source	Approved Budget 2022/23 £000	Slippage B/F from 2021/22 £000	Adjustments from 04/03/22 £000	Updated Budget 2022/23 £000	Expenditure to 30/11/22 £000	Variance £000	Budget Holder Comments
	FINANCE & DEMOCRACY COMMITTEE									
Z188	Purchase of Land Adjacent to Squires Gate Station	Darren Bell	Capital Investment Reserve	0	6		6		6	This project is ongoing. As agreed at Full Council, the compulsory purchase of the land was initiated. It is expected that the process will be completed by the end of 2022/23.
Z232	Public Offices Capital Works	Darren Bell	Capital Investment Reserve	0	0	65	65	4	61	Contractors currently on site. Work to to be complete by March 2023.
	Sub total			0	6	65	71	4	67	
	TOURISM & LEISURE COMMITTEE									
Z112	Fairhaven Lake & Promenade Gardens Restoration	Mark Wilde	Capital Investment Reserve	0	250	70	320	30	290	Building and landscape capital works are complete. Defect period is the end of September 2022. Final condition surveys will be completed detailing any outstanding works. Lake package to be completed during this financial year. Engagement with consultants regarding further designs has commenced with the lake dredge removal from the original schedule of programmed capital works and subsequently re-scoped within the 5 year management and maintenance plan due to time constraints with obtaining licenses from the marine authority. This will all be contained within existing approved budgets. Addition £70,000 approved to undertake repairs and improvements to the pathways at Fairhaven Lake (03/11/22)
Z097	Promenade Footways	Darren Bell	No external finance - funded by borrowing / general asset disposal receipts	155	0		155		155	This funding has been identified to improve the footway surface around St Annes Promenade bandstand and boating pool. The scheme is linked with the Square to Pier Link and Gateway scheme to be delivered through the Planning Committee with the intention that works will run concurrently by the same contractor. These works are currently delayed with an unknown start date. When the Pier scheme is progressed this scheme will be finalised and a draw-down report for funding presented to the committee.
Z176	Staining Playing Fields Development Scheme	Mark Wilde	S106 Developer Contributions / Capital Investment Reserve	0	43		43	30	13	Plans for landscaping works are currently being developed with project completion anticipated to be during 2022/23.
Z179	Coastal Signage Improvements	Darren Bell	Capital Investment Reserve	0	61		61	1	60	Phases 1, 2 and 3 (Consolidation / Rationalisation, Digital Beach Signs and Beach Safety Signs) have been completed. Phases 3 and 5 (Waymarking & Directional and Heritage & Interpretation) are currently being modelled. Remaining scheme delivery completion is anticipated to be during 2023/24.
Z192	Fylde Sand Dunes Improvement Scheme	Mark Wilde	S106 Developer Contributions / Specific Grants	0	11		11		11	All works successfully completed. Awaiting final invoices.
Z197	Blackpool Road North Playing Fields Drainage	Darren Bell	Capital Investment Reserve	0	26		26		26	Works are substantially complete. Remaining funding for additional works on the maintenance of football pitches is to be utilised as match-funding for an external funding bid to further improve the football pitches.
Z212	Park View Drainage Improvement Scheme	Darren Bell	Capital Investment Reserve	39	0	25	64	40	24	Works are substantially complete. Remaining funding for additional works on the maintenance of football pitches is to be utilised as match-funding for an external funding bid to further improve the football pitches.
Z213	Fairhaven Boathouse - Remodelling and Refurbishment Scheme	Darren Bell	Capital Investment Reserve	217	0		217		217	This scheme is currently scheduled for delivery later in 2023/24.
Z214	Play Area Improvements	Mark Wilde	Capital Investment Reserve	0	43		43	43	0	All works successfully completed to budget.
Z215	Friends of Newton Community Park Improvement Scheme	Charlie Richards	S106 Developer Contributions	0	0	37	37		37	Approved at Council 12/10/22
Z219	Fairhaven Kiosk / Ice Cream Bar Project	Darren Bell	Funding Volatility Reserve	340	5		345	7	338	Scheme approved at Council 5th July 2021. Project currently under review.
Z220	Boating Pool Safety Improvements	Mark Wilde	Capital Investment Reserve	0	51		51	26	25	All major works successfully completed. Sign/safety fencing is outstanding and due to be completed March 2023.
Z221	North Beach Windsports Centre	Darren Bell	Capital Investment Reserve	0	200	81	281	281	0	Project completed with an overspend of £31k that has been funded from a scheme underspend on the Cemetery and Crematorium - Infrastructure Phase 3b
Z223	Petanque Court	Mark Wilde	Capital Investment Reserve	13	0		13		13	Design and construction is scheduled for winter 2022/23.
Z224	Play Area - Blackpool Road North Playing Field	Mark Wilde	Capital Investment Reserve	125	0		125	121	4	Opportunity for the design and build of a new play area was advertised on the 16th March 2022 via the CHEST procurement portal which attracted six submissions. The contract has now been awarded.
Z225	Improvements to Children's Play Areas	Mark Wilde	Capital Investment Reserve	100	0		100		100	Following a tender exercise, formal contract has now been awarded to Kompan Play Ltd. Works will commence February 2023 and completed by March 2023.
Z231	Lytham St Annes Art Collection Display Options	Mark Wilde	Capital Investment Reserve	0	0	65	65		65	Finance & Democracy Committee (June 22) approved a new scheme of £65k fully funded from the Capital Investment Reserve.
	Sub total			989	690	278	1,957	579	1,378	

Appendix A (Cont'd)

CODE	APPROVED SCHEMES		Financing Source	Approved Budget 2022/23 £000	Slippage B/F from 2021/22 £000	Adjustments from 04/03/22 £000	Updated Budget 2022/23 £000	Expenditure to 30/11/22 £000	Variance £000	Budget Holder Comments
	OPERATIONAL MANAGEMENT COMMITTEE									
Z038	Replacement Vehicles	Mark Wilde	Borrowing	306	322		628	97	531	It is anticipated that part of the replacement vehicle purchases for this financial year will be required to be re-phased in future updates of the financial forecast due to expected longer lead times from the tenders. This will be reviewed later in the year and the forecast will be updated if required.
Z049	Car Park Improvements	Darren Bell	No external finance - funded by borrowing / general asset disposal receipts	30	30		60		60	Capital funding is being built up to enable the resurfacing of Fairhaven Rd and/or Swimming Pool Car Parks once the St Annes hard sea defences have been completed. The forecast will be updated to reflect the latest position.
Z165	Public Transport Improvements	Darren Bell	S106 Developer Contributions	30	120		150		150	This scheme relates to developer contributions (s106) funding that is paid to Lancashire County Council (LCC). The funding will contribute to the delivery of improved public transport services where an enhanced public transport requirement is identified as a result of increased housing development. These payments may be made over a period of several years and in this instance the s106 agreement allows for payments to be made up until 2028.
Z130	Fairhaven and Church Scar Coast Protection Scheme	Darren Bell	Specific Government Grant (Environment Agency) / Capital Investment Reserve	0	10		10	10	0	This is the residual Sand Dune improvement works on the Dunes North of Fairhaven Lake. This was an outstanding condition of the Fairhaven Coastal Defence scheme which Environment Agency Grant in Aid can be claimed. Dunes project team currently reviewing with the aim to deliver by March 2023.
Z207	St Annes Sea Wall	Charlie Richards	Specific Government Grant (Environment Agency)	2,571	29		2,600	485	2,115	Funding was secured in 2021/22 to initiate the development and delivery phase of this project. The planning phase has now commenced consisting of technical surveys including topographical, geotechnical, detailed design, ecological and bird surveys and an environmental impact assessment. It will include securing all the necessary licenses, consents and approvals including: Marine License, Planning Permission and Environment Agency Flood Risk Activity Permit (FRAP) licence. The EA have now approved the scheme and the final award is a total cost of £12.1m funded by EA Grant of £9.7m and the council's contribution of £2.4m. Following the planning phase it is proposed to start the construction phase Autumn 2023.
Z190	Charging Infrastructure for Electric Taxis	Darren Bell	Specific Government Grant	0	27		27	19	8	Project completed within budget.
Z195	Cemetery and Crematorium - Infrastructure Phase 3b	Darren Bell	Capital Investment Reserve	0	35	-31	4	3	1	The main project is now complete with an underspend of £32k. £31k has been vired to the North Beach Windsports Centre scheme to fund the scheme overspend.
Z199	Outdoor Digital Signage	Mark Evans	Capital Investment Reserve	0	20		20		20	The outdoor digital signage proposal has been referred to the Town Centres Working Group in order to consider alternative siting proposals that will be more suitable in the conservation area location in which they are proposed. Various options are currently being examined and it is expected that the projects will be delivered during 2022/23.
Z216	Staining Drainage Improvement Scheme	Darren Bell	Capital Investment Reserve / Staining Parish Council	65	0		65		65	Plans for landscaping works are currently being developed with project completion anticipated to be during 2022/23.
Z226	North Beach Car Park Public Conveniences	Darren Bell	Capital Investment Reserve	150	0		150	35	115	Purchase order for the unit has been issued. Site surveys for construction of concrete base have been completed. Expected completion March 23.
Z227	Stanner Bank Public Conveniences Refurbishment	Darren Bell	Capital Investment Reserve	58	0	20	78	13	65	Contractor on site works currently underway. Public Convenience's element completion end of January 23. Footpath access to the rear of the building complete March 23.
Z228	Carbon Neutral Vehicles	Mark Wilde	Capital Investment Reserve	34	0		34		34	Budget Council approved a new scheme for Carbon Neutral vehicles and it's recommended that two operational vehicles are replaced with electric vehicles during 2022/23 followed by the replacement of the mayoral car in 2023/24.
Z229	Cleaning Mechanical Sweeper Vehicle	Mark Wilde	Capital Investment Reserve	60	0		60		60	Machine has been ordered following a tendering process and delivery is expected shortly.
Z222	Changing Places	Darren Bell	Capital Investment Reserve / Specific Grant	0	0	40	40	30	10	External funding awarded March 22. Full Council agreed 10% match funding and draw down for Phase 1 (April 2022). Total funding to deliver 3 changing places facilities by March 2024 is £120,000. The first facility at North Beach Windsports Centre is complete. Initial £45k external funding received. Negotiations for Lowther and Kirkham sites have been initiated with potential options being explored.
	Sub total			3,304	593	29	3,926	692	3,234	

Appendix A (Cont'd)

CODE	APPROVED SCHEMES		Financing Source	Approved Budget 2022/23 £000	Slippage B/F from 2021/22 £000	Adjustments from 04/03/22 £000	Updated Budget 2022/23 £000	Expenditure to 30/11/22 £000	Variance £000	Budget Holder Comments
	ENVIRONMENT, HEALTH & HOUSING COMMITTEE									
Z1010	Disabled Facilities Grants (DFG) Programme	Ian Williamson	Specific Grant (Better Care Fund) / External Contributions / Grant repayments	1,130	186	187	1,503	818	685	The grant programme is now progressing as normal and all of the funding is expected to be fully committed by the end of the financial year.
Z159	Affordable Warmth Scheme - Housing	Ian Williamson	Specific Grant (Lancashire County Council)	0	0	60	60			Approved on 15/11/22. Project is up and running and expected to spend in full by March 2023.
Z161	Housing Needs Grant	Ian Williamson	DFG Grant Repayments	0	55		55		55	Housing Needs grant awards are dependent on the repayments received by the sale of properties where DFG grant has previously been provided. The funding to be used where professional services have been provided, such as architectural fees, but the DFG grant has not gone ahead in 2022/23.
Z107	CCTV Replacement Schemes	Ian Curtis	Specific Grant (LSP Performance Reward Grant)	0	1		1		1	Four WCCTV rapid deployable cameras with accessories have been purchased and two have been deployed at Lytham Windmill and Park View. The other two are available for deployment on submission of an application. This is the residual funding.
Z201	Hydration Points	Darren Bell	Capital Investment Reserve	0	60		60	6	54	A drawdown request for a small number of hydration points was approved in March 2022. Four wall mounted units have been installed with signage being designed. Two free-standing units were installed Autumn 22 though won't be commissioned until Spring 23 to avoid freezing pipes.
Z205	Fylde Affordable Housing Delivery Programme	Mark Evans	S106 Developer Contributions	0	41		41		41	Housing Survey now completed. Draw down to complete the survey was above that required following procurement.
Z208	Affordable Housing Scheme, Lytham Road, Warton	Mark Evans	S106 Developer Contributions	0	260		260		260	Council (19/10/20) approved a scheme for affordable housing on Lytham Road Warton, utilising S106 funding. phased equally over two financial years (2020/21 and 2021/22), the sum of £260,000 to be fully funded from a portion of the balance of S106 developer contributions for affordable housing currently held by the Council for this purpose (from Agreement ref: 12/0717 - Moss Farm, Cropper Road, Westby). Scheme is now completed..
Z230	Replacement of Town Centre CCTV Systems	Ian Curtis	Capital Investment Reserve	79	0		79		79	The Council have jointly with Wyre Council appointed a consultant to review the current system, provide a specification for the new system and assist with the procurement process and project management of the contractor. Following the consultant's assessment, we are looking to go out to tender for the supply, installation and maintenance of the new system before Christmas. Currently there is uncertainty about if the project can be delivered by the end of March 2023 but we will have a clearer understanding of timescales once we receive the consultants's report.
Z186	Tree Planting Scheme	Mark Evans	Capital Investment Reserve	0	19		19		19	Take up of trees for the "15 Trees for 15 Parishes" scheme was not as high as envisaged. The Carbon Neutral Working Group asked that the funds be slipped to allow planting during the 2022/23 planting season.
	Sub total			1,209	622	247	2,078	824	1,194	

Appendix A (Cont'd)

CODE	APPROVED SCHEMES		Financing Source	Approved Budget 2022/23 £000	Slippage B/F from 2021/22 £000	Adjustments from 04/03/22 £000	Updated Budget 2022/23 £000	Expenditure to 30/11/22 £000	Variance £000	Budget Holder Comments
	PLANNING COMMITTEE									
Z138	St Annes Regeneration Schemes	Charlie Richards	S106 Developer Contributions / Capital Investment Reserve	0	123		123		123	The funding was specifically aimed at delivering the Wood Street (Phase 3) Scheme. Works commenced but, despite being suspended due to the covid situation, have now been completed on phase 3a (north side). There are some works that have not yet been invoiced, which are currently undergoing a snagging process prior to final sign off. Any residual amounts unspent will be directed towards the implementation of an enhanced Pier Link project in accordance with the decision made by Planning Committee on 22 June 2020. The Pier Link project now forms part of a wider suite of works proposed as part of the St Annes Town Centre Masterplan, which are in turn subject to a bid to the Levelling Up Fund. The scope of the project will be reviewed once the outcome of the bid is known.
Z185	St Annes Road West – Square to Pier link and Gateway	Charlie Richards	Capital Investment Reserve	110	0		110		110	This project was referred back to the Planning Committee by the Finance and Democracy Committee. It has subsequently been resolved to pursue the delivery of the Pier Link as part of a wider programme of investment in St Annes Town Centre that will be guided by a Town Centre Masterplan, which in turn is subject to a bid to the Levelling Up Fund. The scope of the project will be reviewed once the outcome of the bid is known.
Z139	Lytham Regeneration Schemes	Charlie Richards	S106 Developer Contributions / Capital Investment Reserve	800	0		800	55	745	Work has commenced on the redesign and re-planning of the public realm of Lytham Centre. The Corporate Plan currently programmes the commencement of the Clifton Street Works (£750k) during Q2 of 2022/23. Additional funding has been applied for as part of the UK Shared Prosperity Fund (UKSPF) submission, the outcome of which is expected in October/November. The UK SPF funding award will be phased and so delivery of the project will need to be reviewed accordingly. The Lytham Beach Lighting Scheme (£50k) is programmed for delivery during the current financial year.
Z136	Kirkham Public Realm Improvements	Charlie Richards	S106 Developer Contributions / Capital Investment Reserve	0	2		2		2	This is a residual amount from the last phase of regeneration works allocated for signage which will now be delivered as part of the Kirkham Future High Street Fund / Heritage Action Zone programme.
Z158	M55 Link Road (Inc. S106 monies for design work)	Mark Evans	S106 Developer Contributions / M55 Link Road Reserve	2,000	121		2,121		2,121	The accelerated delivery of the £27m M55 Heyhouses Link Road is subject to a funding package made up from a number of sources. This funding is now in place and work has started on site with the earthworks being the first phase. The road will then be constructed by Lancashire County Council's in-house team and is due for completion in early 2024. It is expected that LCC will require the funding to be transferred to them during the latter stages of the project and so is likely to be spent during 2022/23.
Z172	St Annes Pier - Coastal Revival Fund	Mark Evans	Specific Grant	0	5		5		5	This scheme is funded by a specific grant from MHCLG for which Fylde Council is acting as the accountable body. The spend of the remaining funds rests with the owners of the Pier, but is anticipated to be completed during 2022/23.
Z193	Future High Street Fund: Kirkham	Charlie Richards	Specific Grant	4,417	551	520	5,488	97	5,391	In April 2021 an award of £6.29m for the Kirkham scheme was announced from the Ministry of Housing, Communities and Local Government (MHCLG) which was approved at Council on the 5th July 2021. During 2021/22 the Council purchased 2 properties within Kirkham Town Centre for restoration alongside the Kirkham Heritage Action Zone Scheme. Council approved a funded budget increase of £845k (£520k in 2022/23 and £325k in 2023/24) in July 2022 fully funded from Lancashire County Council grant.
Z203	Elswick Village Green	Mark Evans	Capital Investment Reserve / S106 Developer Contributions / Specific Grant	0	115	-55	60	60	0	Planning Committee in April 2022 approved that, subject to the Parish Council entering into a legally binding agreement to return the funding should it not be utilised in accordance with the agreed terms, Committee authorise transfer of £60,000 (£35,000 funded from Sn 106 monies held to improve the public realm in Elswick Village and £25,000 from the approved capital programme) to Elswick Parish Council for use in the formation of a new village green in Elswick village in line with the details approved under planning permission 20/0390. The project is now completed and the funds have been transferred to the Parish Council.
Z204	Kirkham Heritage Action Zone	Charlie Richards	Capital Investment Reserve / S106 Developer Contributions / Specific Grant	1,030	716		1,746	148	1,598	This is a 4 year programme (2020-2024) with spending being spread across the programme period. Delays have resulted from the Coronavirus pandemic and officers have been working with Historic England to agree a reprofiling of the spend to minimise the loss of grant. Historic England have confirmed that £224k has been removed from the scheme funding and the programme has been adjusted for this reduction in grant and the related expenditure.
Z218	25 Victoria Road St Annes Y-Pad Scheme	Ian Williamson	S106 Developer Contributions	150	0		150	150	0	Scheme approved at Finance & Democracy Committee 29th March 2021. It was phased over two financial years (2021/22 and 2022/23) for £200,000 with 25% being paid at the start of being on site and the remaining 75% on project completion upon the units being allocated to Fylde Coast YMCA, after regard and consideration of the compliance with the financial regulations. The project has now been completed and all payments transferred.
	Sub total			8,507	1,633	465	10,605	510	10,095	
	Total Expenditure			14,009	3,544	1,084	18,637	2,609	15,968	

UPDATED 5 YEAR CAPITAL PROGRAMME 2022/23 TO 2026/27 - BY SCHEME

	Estimate 2022/23 £000	Estimate 2023/24 £000	Estimate 2024/25 £000	Estimate 2025/26 £000	Estimate 2026/27 £000
FINANCE & DEMOCRACY COMMITTEE					
2188 Purchase of Land Adjacent to Squires Gate Station	6				
2232 Public Offices Capital Works	65				
Sub total	71	0	0	0	0
TOURISM & LEISURE COMMITTEE					
2112 Fairhaven Lake & Promenade Gardens Restoration	320				
2097 Promenade Footways	155	40	40	40	40
2176 Staining Playing Fields Development Scheme	43				
2179 Coastal Signage Improvements	61				
2192 Fylde Sand Dunes Improvement Scheme	11				
2197 Blackpool Road North Playing Fields drainage	26				
2212 Park View Drainage Improvement Scheme	64				
2213 Fairhaven Boathouse - Remodelling and Refurbishment Scheme	217				
2214 Play Area Improvements	43				
2215 Friends of Newton Community Park Improvement Scheme	37				
2219 Fairhaven Kiosk / Ice Cream Bar Project	345				
2220 Boating Pool Safety Improvements	51				
2221 North Beach Windsports Centre	281				
2223 Petanque Court - Budget Council March 2022	13				
2224 Play Area - Blackpool Road North Playing Field - Budget Council March 2022	125				
2225 Improvements to Children's Play Areas - Budget Council March 2022	100				
2231 Lytham St Annes Art Collection Display Options	65				
Sub total	1,957	40	40	40	40
OPERATIONAL MANAGEMENT COMMITTEE					
2038 Replacement Vehicles	628	971	791	1,251	359
2049 Car Park Improvements	60	30	30	30	30
2165 Public Transport Improvements	150				
2130 Fairhaven and Church Scar Coast Protection Scheme	10				
2207 St Annes Sea Wall	2,600	7,480	1,870		
2190 Charging Infrastructure for Electric Taxis	27				
2195 Cemetery and Crematorium - Infrastructure Phase 3b	4				
2199 Outdoor Digital Signage	20				
2216 Staining Drainage Improvement Scheme	65				
2226 North Beach Car Park Public Conveniences	150				
2227 Stanner Bank Public Conveniences Refurbishment	78				
2228 Carbon Neutral Vehicles	34	27			
2229 Cleaning Mechanical Sweeper Vehicle	60				
2222 Changing Places	40	80			
Sub total	3,926	8,588	2,691	1,281	389
ENVIRONMENT, HEALTH & HOUSING COMMITTEE					
2010 Disabled Facilities Programme	1,503	1,317	1,317	1,317	1,317
2159 Affordable Warmth Scheme - Housing	60				
2161 Housing Needs Grant	55				
2107 Rapid Deployment CCTV Replacement Projects	1				
2201 Hydration points	60				
2205 Fylde Affordable Housing Delivery Programme	41				
2208 Affordable Housing Scheme, Lytham Road, Warton	260				
2230 Replacement of Town Centre CCTV Systems - Budget Council March 2022	79				
2186 Tree Planting Scheme	19				
Sub total	2,078	1,317	1,317	1,317	1,317
PLANNING COMMITTEE					
2138 St Annes Regeneration Schemes	123				
2185 St Annes Road West – Square to Pier link and Gateway	110				
2139 Lytham Regeneration Schemes	800				
2136 Kirkham Public Realm Improvements	2				
2158 M55 Link Road (Inc. S106 monies for design work)	2,121				
2172 St Annes Pier - Coastal Revival Fund	5				
2193 Future High Street Fund: Kirkham	5,488	1,008			
2203 Elswick Village Green	60				
2204 Kirkham Heritage Action Zone	1,746	622			
2218 25 Victoria Road St Annes Y-Pad Scheme	150				
Sub total	10,605	1,630	0	0	0
Total Expenditure	18,637	11,575	4,048	2,638	1,746

UPDATED 5 YEAR CAPITAL PROGRAMME 2022/23 TO 2026/27 - FINANCING

	Estimate 2022/23 £000	Estimate 2023/24 £000	Estimate 2024/25 £000	Estimate 2025/26 £000	Estimate 2026/27 £000
FINANCING:					
Capital Receipts - General Asset Sales	75	45	45	45	45
Capital Receipts - Right to Buy Receipts	25	25	25	25	25
Better Care Fund / Disabled Facilities Grant	1,260	1,237	1,237	1,237	1,237
Disabled Facilities Grant Repayments - 'Housing Needs Grants'	55				
Section 106 Monies - St Annes	73				
Section 106 Monies - Lytham	130				
Section 106 Monies - M55 Link-Road	121				
Section 106 Monies - Public Transport Improvements	150				
Section 106 Monies - Elswick Village Green	35				
Section 106 Monies - Kirkham Heritage Action Zone	263	168			
Section 106 Monies - Fylde Affordable Housing Delivery Programme	41				
Section 106 Monies - Affordable Housing Scheme, Lytham Road, Warton	260				
Section 106 Monies - Progress Housing Buy Backs	0				
Section 106 Monies - 25 Victoria Road St Annes Y-Pad Scheme	150				
Section 106 Monies - Newton Community Park Improvement Scheme	37				
Capital Investment Reserve	2,808	27			
M55 Link-Road Reserve	2,000				
Funding Volatility Reserve - Fairhaven Kiosk / Ice Cream Bar Project	345				
Funding Volatility Reserve - St Annes Sea Wall	0	2,300			
Other External Finance (see analysis below)	10,187	6,802	1,950	80	80
Direct Revenue Finance	0				
Prudential Borrowing	622	971	791	1,251	359
Total Financing	18,637	11,575	4,048	2,638	1,746
Total surplus (-) / shortfall in year	0	0	0	0	0
Cumulative surplus (-) / shortfall	0	0	0	0	0

See note below for external funding available to finance the above schemes:

Other External Finance: Analysis					
LSP Performance Reward Grant Reserve	1				
Environment Agency - Fairhaven and Church Scar	10				
Environment Agency - St Anne's Sea Wall	2,600	5,180	1,870		
Coastal Revival Fund - St Annes Pier	5				
Central Government Grant - Future High Street Fund: Kirkham	4,968	683			
Staining Parish Council	10				
New Fylde Housing - DFG Contribution	243	80	80	80	80
Lancashire Environmental Fund - Fylde Sand Dunes Imp't Scheme	11				
Heritage Lottery Fund - Fairhaven Restoration Project (Remainder of £1.476m)	366				
Lytham Schools Foundation - Fairhaven Restoration Project	5				
Central Government - Charging Infrastructure for Electric Taxis	27				
Wesham Town Council	0				
Elswick Parish Council (Elswick Village Green)	0				
Kirkham Town Council (Kirkham Heritage Action Zone)	95				
External Grants - Lancs Env Fund (Elswick Village Green)	0				
External Grants - Pocket Parks (Elswick Village Green)	0				
External Grants - Historic England (Kirkham Heritage Action Zone)	661	272			
External Grants - Historic England - Additional Grant (Kirkham HAZ)	29	10			
Private Sector / Other (Kirkham Heritage Action Zone)	548	172			
Changing Places - Department for LevellingUp, Housing and Communities	28	80			
Lancashire County Council - Affordable Warmth Scheme	60				
Lancashire County Council - Kirkham Futures	520	325			
	10,187	6,802	1,950	80	80

UPDATED 5 YEAR CAPITAL PROGRAMME 2022/23 TO 2026/27 - SUMMARY

	Estimate 2022/23 £000	Estimate 2023/24 £000	Estimate 2024/25 £000	Estimate 2025/26 £000	Estimate 2026/27 £000
Committee:					
Finance & Democracy Committee	71	0	0	0	0
Tourism & Leisure Committee	1,957	40	40	40	40
Operational Management Committee	3,926	8,588	2,691	1,281	389
Environment, Health & Housing Committee	2,078	1,317	1,317	1,317	1,317
Planning Committee	10,605	1,630	0	0	0
Total Expenditure	18,637	11,575	4,048	2,638	1,746
Financing:					
Capital Receipts - General Asset Sales	75	45	45	45	45
Capital Receipts - Right to Buy Receipts	25	25	25	25	25
Better Care Fund / Disabled Facilities Grant	1,260	1,237	1,237	1,237	1,237
Disabled Facilities Grant Repayments - 'Housing Needs Grants'	55				
Section 106 Monies - St Annes	73				
Section 106 Monies - Lytham	130				
Section 106 Monies - M55 Link-Road	121				
Section 106 Monies - Public Transport Improvements	150				
Section 106 Monies - Elswick Village Green	35				
Section 106 Monies - Kirkham Heritage Action Zone	263	168			
Section 106 Monies - Fylde Affordable Housing Delivery Programme	41				
Section 106 Monies - Affordable Housing Scheme, Lytham Road, Warton	260				
Section 106 Monies - Progress Housing Buy Backs	0				
Section 106 Monies - 25 Victoria Road St Annes Y-Pad Scheme	150				
Section 106 Monies - Newton Community Park Improvement Scheme	37				
Capital Investment Reserve	2,808	27			
M55 Link-Road Reserve	2,000				
Funding Volatility Reserve - Fairhaven Kiosk / Ice Cream Bar Project	345				
Funding Volatility Reserve - St Annes Sea Wall	0	2,300			
Other External Finance (see analysis below)	10,187	6,802	1,950	80	80
Direct Revenue Finance	0				
Prudential Borrowing	622	971	791	1,251	359
Total Financing	18,637	11,575	4,048	2,638	1,746

Total surplus (-) / shortfall in year 0 0 0 0 0

Cumulative surplus (-) / shortfall 0 0 0 0 0

See note below for external funding available to finance the above schemes:

Other External Finance: Analysis					
LSP Performance Reward Grant Reserve	1				
Environment Agency - Fairhaven and Church Scar	10				
Environment Agency - St Anne's Sea Wall	2,600	5,180	1,870		
Coastal Revival Fund - St Annes Pier	5				
Central Government Grant - Future High Street Fund: Kirkham	4,968	683			
Staining Parish Council	10				
John Lees Charitable Trust					
New Fylde Housing - DFG Contribution	243	80	80	80	80
Lancashire Environmental Fund - Fylde Sand Dunes Imp't Scheme	11				
Heritage Lottery Fund - Fairhaven Restoration Project (Remainder of £1.476m)	366				
Lytham Schools Foundation - Fairhaven Restoration Project	5				
Lancashire Environmental Fund - Fairhaven Restoration Project					
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	10,187	6,802	1,950	80	80

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
MANAGEMENT TEAM	PLANNING COMMITTEE	18 JANUARY 2023	11
GENERAL FUND REVENUE BUDGET MONITORING REPORT 2022/23 - POSITION AS AT 30th NOVEMBER 2022			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY OF INFORMATION

The purpose of this report is to provide an update on the General Fund Revenue Budget of the Council as at 30th November 2022 and specifically for those areas under the remit of the Committee.

SOURCE OF INFORMATION

The report is based upon information extracted from the financial ledger system of the Council for the period to 30th September 2022 and feedback and commentary received from budget holders.

LINK TO INFORMATION

General Fund Revenue Budget monitoring Report to 30th November 2022:

<http://www.fylde.gov.uk/council/finance/budget-monitoring/>

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

This information is provided to enable the Committee to consider and scrutinise periodic revenue budget monitoring reports for those areas under the remit of the Committee.

FURTHER INFORMATION

Contact: Paul O'Donoghue, Chief Financial Officer.

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e-mail: paul.o'donoghue@fylde.gov.uk

GENERAL FUND REVENUE BUDGET MONITORING REPORT 2022/23

POSITION AS AT 30TH NOVEMBER 2022

Summary

The purpose of this report is to provide an update on the General Fund Revenue Budget of the Council as at 30th November 2022. The report includes a narrative description of the most significant variances from the profiled latest budget and details any actions required to address these. Appendix A to this report shows the value of the most significant variances for all of the Council services by Committee and provides a brief explanation for each variance.

1. Background

- 1.1 The Council operates a system of Revenue Budget Monitoring which revolves around the production of detailed monthly monitoring reports for budget holders. Significant variances from the expected budget position at the point of monitoring, both for expenditure and income, are summarised in monitoring reports which are periodically reported to each Programme Committee for information purposes. This report therefore details the findings and issues emerging from budget monitoring carried out to 30th November 2022.
- 1.2 It should be noted that work continues on improving budget profiling across the Council in order that budget profiles more accurately reflect the spending pattern of individual budgets across the financial year. This serves to enhance budget monitoring and focus attention on true variances rather than budget profiling issues. This is a continuous process with budget holders so that the improved profiling continues to refine the budget monitoring system.
- 1.3 Council approved the 2022/23 budget at its meeting on 3rd March 2022. Subsequently on 23rd June 2022 the Finance and Democracy Committee approved the financial outturn position for 2021/22. The impact of those approvals, including savings and growth items approved at the Council budget meeting, along with slippage from 2021/22 as approved by the Finance and Democracy Committee, are now reflected in the financial ledger. Therefore, this report monitors expenditure and income against the updated approved budgets for 2022/23.

2. Budget Rightsizing Exercise

For a number of years, the Council has carried out an annual budget rightsizing exercise to analyse underspends which have occurred over the last 3 financial years and to adjust current and future year budgets to better reflect the level of resource requirement in the context of current financial constraints. This process has been repeated during 2022/23 and the resulting changes have been reflected in the latest budgets and updates to the Council's Financial Forecast.

3. Conclusions

The Council has seen volatility in expenditure and income levels since the commencement of the pandemic which has required that the Council continues the approach to continually seek opportunities to achieve savings and efficiencies to enable a balanced budget position and financial stability to be maintained.

As a consequence of the uncertainty about the impact of the pandemic on national public finances, the Government implemented a one-year Spending Review for 2022/23 and the Council, as with all Local Authorities, received a one-year funding settlement for the year. This was the second year running that the funding settlement was for one-year only. The MTFs report presented to Council in March 2022 sets out the full context of the financial landscape of the Council, including an assessment of the key financial risks which primarily relate

to uncertainties around reviews of the future funding regime for Local Government. The report can be found at this link: [MTFS Report March 2022](#).

UK CPI was 0.7% in March 2021 but thereafter began to steadily increase. Initially driven by energy price effects and by inflation in sectors such as retail and hospitality which were re-opening after the pandemic lockdowns, inflation then was believed to be temporary. Thereafter price rises slowly became more widespread, as a combination of rising global costs and strong demand was exacerbated by supply shortages and transport dislocations. The surge in wholesale gas and electricity prices led to elevated inflation expectations. CPI for November 2022 registered 10.7% year on year, down from 11.1% in October 2022. Increasing inflation is exerting significant upward pressure on prices for utilities and on supplies and services across all sectors of the economy, which in turn increases the base costs for both revenue and capital budget items. The situation is particularly acute in the construction sector where supply chain issues and price increases are combining to put increased risks on the delivery of capital programme schemes. This is likely to be a continuing issue for the Council during 2022/23 and this has resulted in current scheme delays and reviews on scheme costings.

Regular budget monitoring reports are an integral part of the Council's financial monitoring framework and these reports will be available on the Council's website.

External pressures outside the Council's control are impacting on all Local Authorities. Instructions remain in place that officers should not commit to any unnecessary expenditure and should seek to maximise efficiencies wherever possible.

Finance staff work continuously with budget holders across the Council and are heavily reliant upon budget-holders to be able to understand and quantify the potential impact of in-year hotspot variances within their areas of responsibility.

In light of the potential for future general reductions in central government funding from 2023/24 onwards, the Council needs to continue with the approach to delivering savings and efficiencies which have helped deliver balanced budgets and provided contributions to reserves over recent years.

Through continued focus on the importance of financial stability the Council has delivered a significant savings programme in recent years and has continued to reduce overheads wherever possible. Ongoing modernisation work and business improvement will continue to make Council services more efficient, save money and maintain high quality frontline services to customers. For Fylde Council to continue to successfully meet the new challenges that it faces it is vital that this approach continues and that all reasonable opportunities for further cost-reduction measures and for the generation of additional income are seriously considered. Prudent financial management in previous years has provided a level of reserves which allows the necessary time to determine how this Council can best respond to the challenges ahead.

We are now past the mid-point of the 2022/23 financial year and much uncertainty exists with respect to the remainder of the year. Therefore, it is not possible to draw any firm conclusions on the in-year financial position. The financial risks facing the Council, as set out to Council in March 2022 and updated to Finance and Democracy Committee in June 2022 remain alongside the significant additional risks presented by the pandemic. Instructions issued by Management Team that budget holders remain prudent are still in place, and the overall financial position of the Council will be captured in the next update of the financial forecast in the Medium Term Financial Strategy which will be presented to Members in the forthcoming Committee cycle.

REVENUE MONITORING 2022/23 - Period 8 to 30th November 2022 (Variances in excess of £5K)

NB: Some budget variances occurring as a result of budget profiling issues where no variance is expected to remain by year-end, or variances to be resolved by virements, are excluded from the list below.

Key

BLUE
GREEN
AMBER
RED

Appendix A

Variance currently showing but expected to be on target at year end
Favourable variance against latest budget
Adverse variance against latest budget
Projected adverse outturn variance

FINANCE & DEMOCRACY COMMITTEE / CORPORATE CROSS CUTTING BUDGETS

Service Area	Detailed Description	Full Year Budget £	Budget as at Period 8 £	Actual & Commitments as at Period 8 £	Variance as at Period 8 £	FAV / ADV	Alert	Budget Holder	Budget Holder Comments
All Council services	Employee costs including basic pay, pension, NI, and overtime, plus agency costs	10,836,339	7,381,539	7,292,075	-89,464	FAVOURABLE	GREEN	All Budget Holders	The budget forecast which was approved by Council in March 2022 assumed employee cost savings (including vacancy savings arising from delays in the recruitment to vacant posts) of £300,000 per annum from 2022/23 onwards. The actual spend to date includes the impact of the agreed pay award of £1,925 per pay point (pro-rata'd for the year to date) which equates to c6.75% on the pay-bill.
Utilities	Electricity	180,778	120,564	65,162	-55,402	FAVOURABLE	BLUE	Andrew Loynd	Underspend as a result of phasing of expenditure and awaiting bills. Overall it is expected that, with the increase in utility costs and the corresponding budgets being adjusted as part of the previous financial forecast the expenditure the costs will be contained within the revised budgets. The budgets will be kept under review and adjusted as necessary as part of any future financial forecast updates.
	Gas	88,700	59,164	39,174	-19,990	FAVOURABLE	BLUE		Underspend as a result of phasing of expenditure and awaiting bills. Overall it is expected that, with the increase in utility costs and the corresponding budgets being adjusted as part of the previous financial forecast the expenditure the costs will be contained within the revised budgets. The budgets will be kept under review and adjusted as necessary as part of any future financial forecast updates.
	Water Charges - Metered	95,900	63,968	40,561	-23,407	FAVOURABLE	BLUE		Phasing of expenditure - anticipated to be spent to budget at year end.
	Sewerage & Environmental Services	12,611	8,430	-4,673	-13,103	FAVOURABLE	BLUE		Phasing of expenditure - anticipated to be spent to budget at year end.
Human Resources	Training Exps - qualifications	25,000	16,668	1,750	-14,918	FAVOURABLE	BLUE	Alex Scrivens	Phasing of expenditure - anticipated to be spent to budget at year end.
Organisational Improvement	Organisational Improvement Costs	24,620	16,416	8,198	-8,218	FAVOURABLE	BLUE	Allan Oldfield	Phasing of expenditure - anticipated to be spent to budget at year end.
Computer Services	Technical Training	16,000	10,668	0	-10,668	FAVOURABLE	BLUE	Ross McKelvie / Carrie Clarke	Phasing of expenditure - anticipated to be spent to budget at year end.
	Purchase of Computer Equipment	444,427	296,346	256,922	-39,424	FAVOURABLE	BLUE		The budgets shown include a healthy slippage from previous years which will be used to develop the device, virtual infrastructure and enhancement of cyber going forward, with an exploration of solutions currently underway which should see normalisation through both budgets shown after implementation.
Miscellaneous Properties	Café Rent	-22,000	-22,000	-27,083	-5,083	FAVOURABLE	GREEN	Philip Haworth	Increase due to rent uplift following lease renewal. This will be reflected in the next update of the council's MTFS.
	Other Rent	-240,109	-160,104	-212,462	-52,358	FAVOURABLE	GREEN		Rental income increased due to rent reviews. This will be reflected in the next update of the council's MTFS.
Pleasure Island/Salters Wharf	Consultants Fees	120,000	80,016	100,257	20,241	ADVERSE	BLUE		Phasing of expenditure - anticipated to be spent to budget at year end.
	LCC - Lancashire Economic Recovery Grant	-108,000	-72,016	0	72,016	ADVERSE	BLUE		Phasing of income - no anticipated variance at year end.
Carr Bridge Wood Caravan Site	Rent of Stands/Site	-82,306	-54,880	-61,908	-7,028	FAVOURABLE	BLUE	Andrew Stell	Phasing of income - no anticipated variance at year end.
	Rent of Stands/Site	-31,870	-21,250	-15,935	5,315	ADVERSE	BLUE		Phasing of income - no anticipated variance at year end.
Local Land & Property Gazetteer	Computer - Program Licence Chgs	6,138	4,094	-3,057	-7,151	FAVOURABLE	BLUE	Andrew Stell	Following changes to the supplier of back office IT systems, payment profiles have become out of sync and so will need to be reprofiled. The costs of IT licences are expected to be broadly in line with budgets by the end of the financial year.
Legal Services Team	Books and Periodicals	25,000	16,672	43,154	26,482	ADVERSE	RED	Ian Curtis	Invoices paid in advance therefore a prepayment is needed at year-end which will reduce the overspend. There will be an overspend on outturn due to the annual increase in the council's two online law subscriptions.
Electoral Registration	Elections Act 2022	14,161	9,444	0	-9,444	FAVOURABLE	BLUE	Hazel McNicoll	Phasing of expenditure - anticipated to be spent to budget at year end.
	Postage	26,000	17,338	10,483	-6,855	FAVOURABLE	BLUE		Phasing of expenditure - anticipated to be spent to budget at year end.
Elections - LCC	Other Reimbursements	0	0	-12,056	-12,056	FAVOURABLE	BLUE		FBI to be completed for the Personal Identifier Refresh project.

TOURISM AND LEISURE COMMITTEE									
Service Area	Detailed Description	Full Year Budget £	Budget as at Period 8 £	Actual & Commitments as at Period 8 £	Variance as at Period 8 £	FAV / ADV	Alert	Budget Holder	Budget Holder Comments
Sports Development	Weight Management Activities	41,791	31,627	8,362	-23,265	FAVOURABLE	BLUE	Alex Scrivens / Ian Brookes	Phasing of expenditure - anticipated to be spent to budget at year end.
	Business Health Matters Initiatives	29,630	19,754	0	-19,754	FAVOURABLE	BLUE		Phasing of expenditure - anticipated to be spent to budget at year end.
St. Annes-Leisure (Strategic)	Consultants Fees	10,000	6,668	0	-6,668	FAVOURABLE	BLUE	Lisa Foden	Phasing of expenditure - anticipated to be spent to budget at year end.
St. Annes-Parks (Strategic)	Trade Refuse Collection	14,250	9,502	1,255	-8,247	FAVOURABLE	BLUE		Phasing of expenditure - anticipated to be spent to budget at year end.
Lytham-Parks (Non-Strategic)	General Maintenance of Grounds	4,106	2,738	8,242	5,504	ADVERSE	AMBER	Lisa Foden/Gail Ibister	Essential maintenance costs incurred during 2022/23.The budget will be kept under review during the remainder of the financial year and adjusted as necessary as part of the financial forecast update.
External Contract - Misc Income	Miscellaneous Receipts	-10,000	-6,668	0	6,668	ADVERSE	BLUE		Phasing of income - no anticipated variance at year end.
External Contract - Blackpool Housing	Other Fees And Charges	-332,458	-221,682	-110,763	110,919	ADVERSE	BLUE		Phasing of income - no anticipated variance at year end.
External Contract - Kirkham Town Council	Floral Displays	15,000	15,000	20,691	5,691	ADVERSE	BLUE		This is the full year expenditure for floral displays. Additional income / FBI outstanding from Kirkham Town council to offset most of the overspend
Parks Development - Lytham & St Annes	Drives and Paths	18,000	12,000	0	-12,000	FAVOURABLE	BLUE	Lisa Foden / Amy Docherty	Phasing of expenditure - anticipated to be spent to budget at year end.
	Hard Landscape Schemes	17,127	11,419	4,148	-7,271	FAVOURABLE	BLUE		Phasing of expenditure - anticipated to be spent to budget at year end.
Fairhaven Lake and Gardens	Purchase of Equipment	15,000	10,000	24,218	14,218	ADVERSE	BLUE	Tim Dixon/Nick Skiba	New mower purchase that will be received in 2023/24. Ordered in present financial year to save on expected price increases. Budget to be rephased in the January MTFS.
	Boats Maintenance Etc	10,000	6,672	13,679	7,007	ADVERSE	RED		Fuel charges for boats increased, plus purchase of treatments to keep the Lake weed free to allow for continuation of the boat service through the season.
	Adventure Golf	-165,000	-110,020	-126,446	-16,426	FAVOURABLE	GREEN		Extra visitors due to promotional activities and boat / golf combi ticket. To be kept under review.
	Combined Tickets/Other Fees	-7,500	-5,000	-10,992	-5,992	FAVOURABLE	GREEN		Higher than expected revenue due to warm weather during the summer and marketing campaigns. This will be updated in the next financial forecast update.
Fylde Tourism	1940's Lytham Wartime Festival	35,000	35,000	40,461	5,461	ADVERSE	RED	Tim Dixon/Chantelle Vickers	Unexpected costs on increased fuel prices, generator and flying display. The event costs will be reviewed for 2023 with different suppliers where possible to absorb any costs increases.
	Golf Event	38,000	38,000	43,586	5,586	ADVERSE	RED		Cost increase on hire of Clubs. Competitor price rise in place for 2023 which will be the last year as a Council event before it passes to a 3rd party to continue and take all costs and liabilities.

OPERATIONAL MANAGEMENT COMMITTEE									
Service Area	Detailed Description	Full Year Budget £	Budget as at Period 8 £	Actual & Commitments as at Period 8 £	Variance as at Period 8 £	FAV / ADV	Alert	Budget Holder	Budget Holder Comments
Fylde Waste Schemes	Training Exps - Seminars	10,000	10,000	16,845	6,845	ADVERSE	RED	Clare Blyth/Gareth Matthews	Compliance with mandatory refresher training to ensure continuation of skills in both Waste and Fleet teams. New driver training to ensure continued service delivery.
	Replacement Waste Containers	100,000	66,676	80,810	14,134	ADVERSE	RED		Increased supplier contact cost, driven by a global rise in energy costs. Member approval to increase customer charges in October to absorb some of the additional cost.
	Printing	20,000	13,336	19,988	6,652	ADVERSE	AMBER		Annual green bin subscription stickers are offset again garden waste income.
	Bulky Waste Collection	62,122	41,422	36,268	-5,154	FAVOURABLE	BLUE		Service increased from 3 days to 4 days as agreed by committee. Service delivery deficit will be reduced by increased income.
Trade Waste Service	LCC-Landfill Levy/Tipping Chgs	134,000	89,352	132,000	42,648	ADVERSE	BLUE		Phasing of expenditure - anticipated to be spent to budget at year end.
	Bulk Bin Disposal Charges	-175,000	-116,688	-168,712	-52,024	ADVERSE	AMBER		Increased income. This will be reflected in the next update of the Council's MTFS.
Public Conveniences	Public Conveniences Contract	221,043	147,391	128,942	-18,449	FAVOURABLE	BLUE		Phasing of expenditure - anticipated to be spent to budget at year end.
Highways Cleansing	Weed Control	22,000	22,000	27,810	5,810	ADVERSE	RED	Clare Blyth/Simon Chambers	3 year contract agreed. This will be reflected in the next update of the Council's MTFS.
Fleet & Plant	FMS Material Costs	140,670	93,878	112,015	18,137	ADVERSE	AMBER	Clare Blyth/Darren Wardle	There are a number of adverse and favourable variances in respect of vehicle costs. These budgets will be kept under review during the remainder of the financial year and adjusted as necessary as part of the next financial forecast update.
	Repairs by Commercial Garage	43,400	29,034	40,278	11,244	ADVERSE	AMBER		
	Fuel Costs	329,032	219,440	236,870	17,430	ADVERSE	AMBER		
	Tyres - Renewal	34,636	23,186	15,766	-7,420	FAVOURABLE	GREEN		
	Agrippa signage	11,005	7,365	0	-7,365	FAVOURABLE	GREEN		
	Hire of Plant	0	0	10,519	10,519	ADVERSE	AMBER		
Car Parks General	Fylde Residents Parking Permits	-3,400	-2,268	-7,416	-5,148	FAVOURABLE	GREEN	Andrew Loynd	Increased income. This will be updated in the next forecast update.
Stanner Bank Car Park	Ticket Issuing Machines	0	0	10,156	10,156	ADVERSE	AMBER		These are costs associated with operating and maintaining the barrier system out of hours. The budget will be kept under review during the remainder of the financial year.
Car Parking Fees	Car Parking Fees	-755,000	-503,434	-513,738	-10,304	FAVOURABLE	GREEN		Due to the good weather and increased visitors earlier in the year it is anticipated that the annual income will be greater than expected. Any updates will be reflected in the next financial forecast.
Coast Protection	Other General Repairs and Mtce	30,000	30,000	39,415	9,415	ADVERSE	AMBER	Stephen Ball	Additional unbudgeted costs associated with weed removal. The budget will be kept under review and adjusted in future financial updates if required.
Pumping Stations	Other General Repairs and Mtce	10,757	7,173	1,535	-5,638	FAVOURABLE	BLUE		Phasing of expenditure - anticipated to be spent to budget at year end.
Footway Lighting	Other General Repairs and Mtce	20,000	13,336	4,577	-8,759	FAVOURABLE	BLUE	Peter Downs	Phasing of expenditure - anticipated to be spent to budget at year end.
	Street Lighting - Electricity	29,200	19,472	14,108	-5,364	FAVOURABLE	BLUE		Phasing of expenditure - anticipated to be spent to budget at year end.
St Annes Square (Maintenance)	Reps & Mtce of Capital Schemes	45,000	30,004	2,668	-27,336	FAVOURABLE	BLUE		£25k allocated to Regen team, to be used as match-funding for funding bids. A programme of works currently being delivered in St Annes Square. Anticipated to be spent to budget at year end.
Other Miscellaneous Repairs	Other Miscellaneous Repairs	189,445	126,344	177,361	51,017	ADVERSE	BLUE		Phasing of expenditure - anticipated to be spent to budget at year end.
Property Management Team	Surveys / Valuation Fees	15,000	10,000	17,890	7,890	ADVERSE	BLUE	Philip Haworth	The valuations for the current year are in progress and this budget will be fully spent by year end.
Cemetery and Crematorium	Crematorium Furnace Repairs	22,500	15,004	37,511	22,507	ADVERSE	AMBER	Rebecca Riley/Ian Phillips	Essential replacement of major cremator components scheduled for November 2022 in order to keep the facilities operational. Virements are being explored to fund these works.
	Other Fees	10,000	6,672	13,535	6,863	ADVERSE	AMBER		Invoice for annual digital service charge plus one-off cost for installation of broadband extension touch screen controller. Virements are being explored to fund these works.
	Memorials	15,000	10,000	21,041	11,041	ADVERSE	AMBER		It was necessary to exceed the current budget to extend the area available for memorial tablets in response to demand. This occurs every few years in order to continue to provide, and draw income from, this service. Virements are being explored to fund these works.
	Interments	-200,000	-133,360	-162,780	-29,420	FAVOURABLE	GREEN		There is increased demand for plots post pandemic. These budgets will be kept under review during the remainder of the financial year and adjusted as necessary as part of the next financial forecast update.
	Cremations	-1,050,000	-700,140	-629,191	70,949	ADVERSE	AMBER		There has been a reduced demand for services from residents outside of the borough. These budgets will be kept under review during the remainder of the financial year and adjusted as necessary as part of the next financial forecast update.
	Memorial Income	-40,000	-26,672	-15,800	10,872	ADVERSE	AMBER		There has been a reduced demand for services from residents outside of the borough. These budgets will be kept under review during the remainder of the financial year and adjusted as necessary as part of the next financial forecast update.

ENVIRONMENT HEALTH & HOUSING COMMITTEE									
Service Area	Detailed Description	Full Year Budget £	Budget as at Period 8 £	Actual & Commitments as at Period 8 £	Variance as at Period 8 £	FAV / ADV	Alert	Budget Holder	Budget Holder Comments
Community Grants	Community Projects Fund	20,000	13,336	7,619	-5,717	FAVOURABLE	BLUE	Alex Scriven/Jo Collins	Another award has been made and it is hoped with extra publicity the fund will be fully utilised by year end.
Health & Wellbeing	LCC - Holiday Activities & Food Programme	-160,216	-160,216	-165,216	-5,000	FAVOURABLE	BLUE	Alex Scriven/Edyta Paxton	An additional £5k funding has been received by LCC for the HAF project. This will be added to later this month by a further £28k to extend the funding to March 2023. A report will be going to the January EHH requesting approval to continue with the project.
Ukraine Scheme	Ukraine Sponsors 'Thank you' Payment	0	0	74,900	74,900	FAVOURABLE	BLUE		Lancashire County Council are to be invoiced for the total cost of thank you payments incurred by the Council.
	Ukraine Community Fund	30,000	20,004	9,998	-10,007	FAVOURABLE	BLUE		The Government funding for the Ukraine Scheme is to cover a three year period. It is difficult to determine the expected demand on these budgets and any underspend will be carried forward into 2023/24.
Covid-19 Support	B&B	125,000	83,348	2,100	-81,248	FAVOURABLE	BLUE	Tracy Manning	
	Unringfenced Covid Grant	178,320	118,904	0	-118,904	FAVOURABLE	AMBER		The Government provided un-ringfenced Covid support grant to all local authorities in 2021/22, with Fylde receiving £392k for the year and this is the remaining balance. This budget will be kept under review as part of the ongoing response to the Covid pandemic throughout the remainder of the current financial year.
	LCC - Practical Support for Self-Isolation	0	0	-137,155	-137,155	FAVOURABLE	AMBER		It is anticipating that LCC will seek a return of this uncommitted expenditure.
Covid-19 Contain Management Outbreak	COMF Expenditure	188,516	125,677	138,501	12,823	ADVERSE	AMBER		This budget will be kept under review as part of the ongoing response to the Covid pandemic throughout the remainder of the current financial year.
Comm Safety - Delivery Costs	Fylde CCTV Costs	44,480	29,660	21,756	-7,904	FAVOURABLE	BLUE	Ben McCabe	Phasing of expenditure - anticipated to be spent to budget at year end.
Homelessness	Storage and Removal Costs	5,000	3,336	16,365	13,029	ADVERSE	AMBER	Kirstine Riding/Jerry Friel	The homeless service continues to see high demand for temporary accommodation with limited move on opportunities. This has a direct impact on storage costs as there is a legal requirement to store clients belongings to whom we have a statutory housing duty.
	CAB - Debt Advice Service	18,772	12,516	806	-11,710	FAVOURABLE	GREEN		Service is operated by Blackpool Debt Advice Service and costs are per client referred in from 21/22. Originally service was set up with CAB and included staffing costs which is no longer the case. There is an expected under spend at the end of every financial year.
	Ex-Offender Initiatives	34,172	22,784	6,000	-16,784	FAVOURABLE	BLUE		Project is progressing as expected. Funding merged with Rapid Rehousing programme and taken out for procurement as Ex offenders and Rough Sleeping Programme.
	Bed & Breakfast Costs	71,750	47,842	175,416	127,574	ADVERSE	RED		The homeless service continues to see unprecedented levels of demand for temporary accommodation coupled with limited move on opportunities. The overspend is partially offset by additional Housing Benefit income. The full year budget has been increased since 30th November (by internal virements and external funding) to £162k for the full year, but this is still insufficient to cover the expected outturn position will be in excess of the full year budget.
	NFH - Floating Support	24,000	16,004	21,251	5,247	ADVERSE	AMBER		Cost of floating support contract has been increased over past several years in line with inflation. The provision of this service is to be reviewed in 2023.
	Void Loss/Recharge Costs	14,290	9,528	4,489	-5,039	FAVOURABLE	BLUE		Due to demand units allocated as soon as void and available to relet. Budget covers damage to units. Void and damage invoiced quarterly by Progress.
	Rapid Re-housing Programme	29,000	19,340	6,312	-13,028	FAVOURABLE	BLUE		Project is progressing as expected. Funding merged with Ex-offenders programme and taken out for procurement as Ex offenders and Rough Sleeping Programme.
	Changing Futures Programme	18,962	12,646	0	-12,646	FAVOURABLE	BLUE		Funding is to provide a Changing Futures Hub in Fylde. Accommodation secured at old YMCA Face to Face Offices on St Albans Road. License to take unit for 12 months in preparation.
	MHCLG - Domestic Abuse - Support to Victims	-23,264	-15,512	-56,488	-40,976	FAVOURABLE	BLUE		22/23 allocation of £33,224 received and due to be committed for Year 2 of project in Jan 23 EHH. 21/22 carry over of £23,264. Project delayed start from 01/11/21 and extended to Feb 23 due to suspension of project in 2022 as no member of staff in post.
	Miscellaneous Income	-2,000	-1,336	-23,533	-22,197	FAVOURABLE	BLUE		Invoices raised for clients in employment as contribution to temporary accommodation costs in B&B. Contributions from clients for storage costs at £50 in and out of storage and weekly charge £10 per week. Where clients have caused damage to temporary accommodation, costs are passed on as an invoice.
Housing Standards	Disabled Facilities Grant Fees	-160,000	-106,688	-94,204	12,484	ADVERSE	BLUE	Kirstine Riding / Cheryl Bennet	Delivery of grant is being delivered as expected with the full budget expected to be committed by the end of the financial year.
Community Safety Initiatives	Community Safety Initiatives	25,041	16,697	430	-16,267	FAVOURABLE	GREEN	Chris Hambly / David Kessack	The delivery of Community Safety Initiatives is currently under review and there may be some slippage of this budget at outturn.
Other Public Health Risk	National Assistance Burials	5,550	3,704	11,282	7,578	ADVERSE	RED	Chris Hambly / Carolyn Bland	There has been more public health funerals carried out than expected, it is a statutory requirement to provide this service. The financial forecast will be updated to reflect this additional cost.
Licensing Act 2003	Premises Licences 2003 Act	-85,000	-56,676	-69,526	-12,850	FAVOURABLE	BLUE	Carolyn Bland / Andy Hough / Joanne Gallagher	Phasing of income - no anticipated variance at year end.

PLANNING COMMITTEE									
Service Area	Detailed Description	Full Year Budget £	Budget as at Period 8 £	Actual & Commitments as at Period 8 £	Variance as at Period 8 £	FAV / ADV	Alert	Budget Holder	Budget Holder Comments
Development Management	Planning Application Fees	-650,000	-433,420	-350,576	82,844	ADVERSE	RED	Andrew Stell	Income from application fees is dependant upon the number and nature of planning applications submitted by third parties and so is outside the direct control of the council. It is anticipated that income will be approximately £150k below the level currently budgeted for and the budget will be adjusted as part of the January forecast.
Planning Enforcement	Enforcement Costs	40,000	26,672	0	-26,672	FAVOURABLE	BLUE		Court action regarding the case this funding was set aside for was suspended due to the Coronavirus pandemic in line with Government guidance. Processing of the enforcement case has recommenced, although expenditure may be delayed as the courts recover from their backlog of cases.
Planning Policy	Local Development Framework Costs	15,000	10,000	0	-10,000	FAVOURABLE	BLUE	Julie Glaister	The council is in the process of preparing two Supplementary Planning Documents alongside commissioning work to inform the next iteration of the local plan, all of which will require funding from this budget later in the financial year.
Regeneration Team	UKSPF Investment Plan Support Fees	0	0	9,000	9,000	ADVERSE	BLUE	Charlie Richards	The government have committed an allowance of £20,000 to each local authority to support the preparation and submission of their UKSPF investment plan. The Council appointed Reay Associates to support the preparation of the UKSPF investment plan, of which the final commission totalled £9,000. Fylde's Investment Plan has now been approved and the funds for year 1 spend (including the £9000) will be allocated by the government in Winter 2022/2023.

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
HEAD OF PLANNING	PLANNING COMMITTEE	18 JANUARY 2023	12
PLANNING SERVICE PEER CHALLENGE 2022 - FEEDBACK REPORT			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY OF INFORMATION

On 8th June 2022 Planning Committee agreed the scope for a Planning Advisory Service (PAS) review of Fylde Council's Planning Service. PAS set out the process for a Peer Challenge in a proposal letter on 27th June 2022, with the on-site peer challenge taking place from 5 - 7 October 2022. The feedback report, containing a summary of the findings of the peer challenge has now been received and is attached as an appendix to this report.

SOURCE OF INFORMATION

Planning Service Peer Challenge Feedback Report

LINK TO INFORMATION

The feedback report is attached as appendix 1.

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

In order to ensure Elected Members and the wider community are aware of the findings of the Peer Review Team and their recommendations and to set out the next stages in the review process.

FURTHER INFORMATION

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Planning Service Peer Challenge

Fylde Borough Council

On-site 5th to 7th October 2022

Feedback Report
January 2023

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1. Background & Context

- 1.1 On 8th June 2022 Fylde Borough Council Planning Committee agreed the scope for a Planning Advisory Service (PAS) review of the Planning Service. PAS set out the process for a Peer Challenge in a proposal letter on 27th June 2022. The PAS proposal was agreed on 14th July 2022 and the on-site dates for the peer challenge agreed as 5th-7th October 2022. This report is a summary of the findings of the peer challenge.
- 1.2 Peer challenges are managed and delivered by the sector for the sector and are aimed at helping planning services review what they are trying to achieve; how they are going about it; what they are achieving; and what they need to improve. They are tailored to meet individual Councils' needs and designed to complement and add value to a Council's own performance and improvement activity.
- 1.3 The PAS peer team challenged the planning service in a constructive and enabling way including the role planning plays in delivering the council's corporate objectives, how planning links to other parts of the council, how it delivers customer service, decision-making processes, enforcement, and approaches to working with its communities.
- 1.4 The peer challenge team assessed the service using a series of pre-agreed areas of focus linked to five main themes:

Theme	Areas of focus*
Vision and leadership - how the authority demonstrates leadership to integrate planning within corporate working to support delivery of corporate objectives	<ul style="list-style-type: none">• Leadership, Management & Administration – the operational practices, processes, and reporting procedures• How well is the planning service supporting local priority outcomes?• Is there a clear and locally distinctive planning vision for the area together with a clear delivery strategy?
Service Delivery & Performance Management - the effective use of skills and resources to achieve value for money, and the effectiveness of processes (and the roles of officers and members) in decision-making on development proposals.	<ul style="list-style-type: none">• Does the council provide a good service to users?• Does the council have up to date planning policies in place that support and deliver the vision and priorities of the council and the local community?• Decision Making – the processes and 'flow' in place for decision making• Performance against statutory / internal targets• Enforcement – an examination of the policy / approach to enforcement• Training and support for planners
Community and Partnership Engagement – how the authority understands its community leadership role and community aspirations and uses planning to help deliver them. how the	<ul style="list-style-type: none">• Engagement and communication with town/parish councils and the public throughout the planning process• Training and Support for community groups• How well the council work with statutory consultees, other councils, agencies, and communities to coordinate where necessary and work productively

authority works with partners to balance priorities and resources to deliver agreed priorities.	<ul style="list-style-type: none"> Does the council engage effectively with neighbouring planning authorities to resolve strategic cross boundary and sub-regional issues?
Achieving outcomes - how well the service leverages national and Local Planning policy to deliver the sustainable development and planning outcomes its community requires.	<ul style="list-style-type: none"> Role planning plays in delivering the council's corporate ambitions (e.g. linked to the Corporate Plan) Delivery of the Local Plan vision and outcomes

** The areas of focus are based on the scope set out in the Fylde Planning Committee Information Item No.9 on 8th June 2022 (see Appendix A)*

2. Executive Summary

- 2.1 The council communicates its corporate priorities well. The priorities are well understood by staff and members. The Leader and Chief Executive emphasise 'Efficiency' and 'Customer service' as over-arching objectives. Continuous improvement and the empowerment of staff and members are key people-based priorities.
- 2.2 Fylde adopted its reviewed Local Plan in 2021. It is clear about the role of spatial planning in the delivery of the council's corporate objectives. The Local Plan received high levels of member engagement during its production. It is also well-referenced by planning committee members in decision making.
- 2.3 Fylde is delivering an impressive portfolio of development projects. Funds are being leveraged in for regeneration and infrastructure projects. There are successful partnerships with neighbouring councils to deliver two Enterprise Zones. Design plays an important role in Fylde. The service has produced supplementary planning documents (SPDs) to guide good design. There are numerous examples of good design in housing, retail, and commercial developments.
- 2.4 Planning, Housing & Regeneration teams enjoy good relationships. The new structure is an opportunity to embed Planning earlier in corporate projects. This will ensure that solutions to planning issues happen on time rather than as surprises late in the process. The council recognises the importance of strengthening the governance of projects and programmes. To achieve this, and alongside the new structure, the council needs a process for delivering corporate projects. This will achieve:
- the agreement of priorities
 - prioritisation of activities
 - resources going to the right corporate priorities in the event of competing demands
 - reduced miscommunication between service areas and
 - supporting a culture of good risk management and learning.
- 2.5 The Council's Leadership are now looking at how Fylde will develop over the next 15-20 years. Some of Fylde's growth ambitions sit slightly uncomfortably with other corporate priorities. There is a tension between growth and protecting the environment and heritage. It is therefore important to establish a process to co-ordinate, capture and agree the focus for the Local Plan beyond 2032 and being clear about the alignment of growth and environmental ambitions.
- 2.6 The planning service is performing well against statutory targets. The council consistently exceeds its housing and affordable housing targets. It is comfortably passing the Housing Delivery Test (HDT). It processes over 90% of planning applications within statutory time targets, but this is reliant on a normalised approach to agreements to extend decision times. Despite this the customer experience is mixed and there is underlying customer dissatisfaction. This is largely based around the timeliness, clarity, and consistency of communications. Also, the development management processes often result in 'bottlenecks' that slow down decision-making.
- 2.7 The Development Management Service appears to be adequately resourced for the volume of work it handles, however there needs to be clearer processes and responsibilities to ensure that resources are allocated more efficiently. "Delegating Up" is a phrase heard directly and implied on several occasions. Decisions, queries, complaints, and validation issues end up with senior officers. This results in additional work. It raises questions of whether responsibilities and empowerment are in the right places. It also reduces the capacity available for reviewing and improving planning processes.

2.8 There are opportunities to streamline, improve and de-risk the processes. Particularly the application assessment and decision sign-off processes. This is recognised by the planning teams. They are keen to consider efficiencies such as:

- reducing double-handling/sign-off procedures
- root cause analysis of validation issues
- more focused report writing and presentations for the Committee.

A process review is excellent opportunity to review how resources are allocated and the roles and responsibilities within the team. It is also an opportunity to develop and find ways to empower staff. This is a key corporate objective.

2.9 Some stakeholders report feeling that they are “*held at arms’- length*”. Others feel “*neutralised by responses they receive from the planning department*”. The result is that planning process becomes less transparent and this result in frustration and gaps in knowledge. It affects stakeholder and community ability to engage in the process. The relationships with town and parish councils are important. The Town and Parish councils would benefit from regular and formalised communication (e.g. re-thinking the planning elements and timing of the current Quarterly Parish Liaison Meetings) and training. This would build a shared understanding of the issues faced by each group. We understand that work is underway to deliver this.

2.10 Engagement on important applications with Members should happen earlier in the decision-making process. This would give more confidence to communities, developers, and investors.

2.11 The planning service is keen to show that it has acted on the recommendations from a peer challenge in 2012. None of the 2012 recommendations have been ignored. The actions taken, and the outcomes have not been well recorded or communicated. This needs to change when taking forward and communicating actions on the recommendations from this peer challenge. The peer challenge team summarised its review of the 2012 recommendations as follows (during the verbal on-site feedback session):

- 2.11.1 None if the recommendations have been ignored
- 2.11.2 The actions taken and subsequent outcomes have not been communicated
- 2.11.3 Some recommendations have moved on e.g. following the delivery of the Local Plan
- 2.11.4 The following recommendations would benefit from continued attention:

- 2.11.4.1 DM Committee arrangements (R3, R4)
- 2.11.4.2 DM Process and procedures review (R5)
- 2.11.4.3 Planning’s corporate role (R7)
- 2.11.4.4 Understanding the views of service users (R11)
- 2.11.4.5 Re-promotion of Neighbourhood Planning (R12)

2.12 Fylde is facing a significant period of structural change. The Boundary Commission concluded that residents should be represented by 37 councillors. This is fourteen fewer than current arrangements. Following local elections in 2023 the Borough will contain 17 wards. One single-councillor ward, twelve two-councillor wards, and four three-councillor wards. The council has impressed with its preparations for these changes. For Planning, this is an opportunity to review and refresh its processes. It is an opportunity to create a new cohort of members actively involved in the planning process.

3. Key Recommendations

This section summarises the key/priority recommendations. More detail on each one can be found in the main body of the report. The recommendations are numbered to sequentially flow through the four thematic areas, as opposed to being ranked in any priority order.

It is important that the Planning Service integrates these recommendations into its own service plan and is clear about 'what success looks like'. This will help to ensure that the recommendations in this report are in context and aligned to a clear set of outcomes and measures. It is also important that senior members and officers sign up to and support the implementation of the recommendations.

R1	<p>Set up a politically representative board of councillors and one for senior officers to oversee and input into the production of the next Local Plan period beyond 2032.</p> <p>There is a tension between growth and protecting the environment and heritage. It is therefore important to establish a process to co-ordinate, capture and agree the focus for the Local Plan beyond 2032. A formal governance structure will help to set the vision and longer-term aspirations. It will provide clarity and manage the tensions between economic growth, the environment and preservation. It will also strategically address the housing and homelessness challenges. Obtaining clarity on key strategic issues as early as possible in the plan production process is a critical factor in making the process resilient to changes to the planning system and election cycles.</p> <p><i>(Paragraphs 7.7 – 7.10)</i></p>
R2	<p>Strengthen the governance structure to give Planning earlier and better strategic oversight of major development schemes.</p> <p>Embedding Planning input much earlier in corporate projects will help promote planning as an enabler rather than a blocker to development. This will give senior leadership comfort that projects are moving forward positively. It will improve risk management and ensure processes and protocols are followed.</p> <p>The governance arrangement could consist of 2 'Boards'. A Planning and Regeneration Board (officers) - this holds more operational / professional focused conversations across service areas. The other board operates at a strategic level. It focuses on bringing the politics and regional considerations together. The operational Board reports to the strategic Board. This ensures that political and strategic considerations feedback directly. This will help keep the Planning Service aligned with the political landscape.</p> <p><i>(Paragraphs 7.11 – 7.13)</i></p> <p>Planning should not work in isolation. It should be formally involved from the beginning so that solutions to planning issues are found in a timely manner rather than appearing as surprises later in the process.</p> <p><i>(Paragraphs 7.14 – 7.15)</i></p>
R3	<p>Delegate decision making among a greater number of staff.</p> <p>The planning department has experienced and competent staff at all levels. The service can be confident and allow decision making across a greater number of staff. This will help reduce failure demand resulting from process</p>

	<p>'bottlenecks' and communications issues. It will empower staff; create capacity and support career development.</p> <p><i>(Paragraphs 8.4, 8.5)</i></p>
R4	<p>Create a clear set of processes for the Development Management Service.</p> <p>It is unclear where responsibility lies for different parts of the process. This is creating inconsistencies and an imbalance in the work of senior officers. "Delegating Up" is common. Decisions, queries, complaints, and validation carried out by senior officers. This raises questions of whether responsibilities and empowerment are in the right places. This affects senior officers' capacity for reviewing and improving planning processes.</p> <p><i>(Paragraphs 8.6)</i></p>
R5	<p>Continue to review processes as part of 'business as usual'.</p> <p>Often improvement work can become a one-off project - project – Fylde planners are embedding process reviews as part of their regular team meetings. This creates opportunities to streamline and improve processes. The focus should be on reducing double-handling/protracted sign-off procedures and addressing validation issues. See also Recommendation R8.</p> <p><i>(Paragraphs 8.7)</i></p>
R6	<p>Reduce the reliance on Extensions of Time (EoTs).</p> <p>Linked to Recommendation R5. A key outcome of service improvement work should be the reduction of Extensions of Time (EoT). EoTs often result in a build-up of applications without a decision. This has a negative effect on the customer experience and service.</p> <p><i>(Paragraph 8.4.2)</i></p>
R7	<p>Work through the PAS Development Management (DM) Toolkit as part of ongoing process and service improvement work.</p> <p>Linked to Recommendation R6 above. The toolkit provides a series of improvement challenges for the development management service. It includes ideas for what an 'excellent' DM service looks like. This could complement a service improvement plan and ongoing process improvement work.</p> <p><i>(Paragraph 8.8)</i></p>
R8	<p>Produce a Planning Service Plan that has clear and direct links to the corporate priorities.</p> <p>The Planning Service needs a clearer sense of its own objectives and priorities. These need a direct link ("golden thread") to the corporate priorities. This will allow officers to better allocate their limited time. The staff appraisal process should also provide a clear link back to the service plan. An outcome-focussed service plan will build upon the good work that the Service is already delivering and including service standards will help reflect the more pro-active approaches to customer service that the Council desires.</p> <p><i>(Paragraph 8.9)</i></p>

R9	<p>Provide additional investment in the planning service to bring it up to date with the technology and cyber-security needs of a modern planning service.</p> <p>Officers need to be confident in the new back-office IT system. It needs investment to get it fully functioning. There is presently a potential data-gap risk in the system. There are also processes and technology that need updating. This includes access to digital plans, telephony, and web-access kit available off-site. Some staff use their own technology; this represents a potential data-security risk.</p> <p><i>(Paragraphs 8.11, 8.12)</i></p>
R10	<p>Establish an Agent's/Developer's forum, with an external chair.</p> <p>A Developer Forum will help communication between the Planning Service and its customers. A Forum allows discussion/resolution of issues. All can agree on a specific and timetabled number of issues / standing items to work on and co-produce. These arrangements require year-on-year commitment to get them working well. Consider various formats that work for all involved and encourages attendance and engagement.</p> <p><i>(Paragraph 8.14)</i></p>
R11	<p>Enforcement priorities and protocols need to be made clear.</p> <p>Members and town/parish councils are unclear about how enforcement works and why some things are not considered important enough to enforce. The service needs to help stakeholders understand the process, the priorities, and the practicalities of carrying out enforcement action so that expectations are clear and can be managed. The service should refresh and make available the Enforcement Policy statement, setting out what types of planning breach are a high priority and what options there are to resolve breaches.</p> <p><i>(Paragraph 8.15)</i></p>
R12	<p>Optimise the council's webpages as an engagement tool and promote it as such.</p> <p>The council website can provide service users with up-to-date information on planning applications. The website is not used by agents as much as it could be. Keeping it up to date and relevant, will drive more traffic to it and away from planning officers. It needs to be promoted to agents and customers.</p> <p><i>(Paragraph 8.16)</i></p>
R13	<p>Committee practices and procedures should be kept under review. This will ensure an ongoing, open, and engaging experience for the public.</p> <p>Planning Committee is the service's 'shop window'. It demonstrates how planning and place-shaping decisions are made. The Fylde Planning Committee observed was exemplary in many ways (see Paragraphs 8.16-8.21). There are 'continuous improvement' opportunities that will allow more time for the strategic, larger, and more contentious schemes. Paragraphs 8.25 – 8.26 contain suggestions for items to keep under review, including:</p>

	<ul style="list-style-type: none"> • A proportionate approach to the detail contained in officer reports and presentations. This will allow officers and members more time to focus on and debate the main issues. • Getting member's valuable input outside of the committee setting. e.g. in pre-app discussions, through technical briefings or developer's forums. Each well before an application comes to committee. • The boundary changes represent opportunities to broaden the planning experience and knowledge of a wider group of members. • Opportunities for junior case officers to gain experience by presenting at Planning Committee. This is also an opportunity to free up senior officer time. • Reviewing the application call-in terms. Resolve Parish /Town Council issues through discussion or the provision of information (rather than at committee). <p style="text-align: right;"><i>(Paragraphs 8.10, 8.25)</i></p> <p>Recording and broadcasting the Planning Committee live will encourage a wider audience for planning decisions. This is standard procedure at most councils. It will help make the process much more transparent for stakeholders and communities. Having access to recordings can also serve as a good improvement and training tool.</p> <p style="text-align: right;"><i>(Paragraph 8.26)</i></p>
R14	<p>Introduce a more structured approach to obtaining and using customer feedback.</p> <p>The Planning Service's approach to feedback should align with the corporate approach. The evaluation of customer feedback should form part of the performance reporting process. Doncaster Council has a customer feedback survey that goes out on individual decisions. An agent/developer Forum is another way of obtaining customer feedback (see Recommendation R10).</p> <p style="text-align: right;"><i>(Paragraph 9.9)</i></p>
R15	<p>Take proactive steps to improving working relationships with Town and Parish Councils</p> <p>Interaction with Town and Parish Councils is important. It helps ensure effective community interaction with the Planning system. The need for better communication between the council and its communities is recognised. The council is keen to improve things. The recommendations in this report will help improve customer service. The Peer Challenge process should also be a catalyst for:</p> <ul style="list-style-type: none"> • Providing training for council and Town/Parish Council Members. • Facilitating community involvement early on in master planning, and/or through Neighbourhood Plans. • Establishing a pro-active and structured approach to engaging with Town and Parish Councils. A re-think is required to the purpose and outcomes of the current regular Town and Parish Council Forum alongside an annual training programme. <p style="text-align: right;"><i>(Paragraphs 9.11 – 9.13)</i></p>

R16	<p>Review the approach to developer contributions.</p> <p>Fylde does not operate the Community Infrastructure Levy (CIL). It relies on Section 106 (S106) developer contributions. The Levelling Up & Regeneration Bill (LURB) has a provision for an 'Infrastructure Levy'. The Infrastructure Levy will operate similarly to CIL in that it will be for infrastructure requirements across the borough, rather than a site-specific S106 agreement (it is also proposed that S106 may operate only on large schemes).</p> <p style="text-align: right;"><i>(Paragraph 10.9)</i></p>
R17	<p>Deliver the recommendations of the review/audit of Section 106 arrangements carried out in September 2022.</p> <p>The Levelling Up & Regeneration Bill (LURB) is proposing changes to developer contributions. The way Section 106 operates may change. As well as Recommendation R16, the council should also implement the recommendations of the Section 106 audit.</p> <p>The priority recommendations include:</p> <ul style="list-style-type: none"> • continuity/resources (just one member of staff is currently involved in monitoring payments and spend) • better documented procedures • better monitoring of the collection and status of section 106 monies <p style="text-align: right;"><i>(Paragraph 10.10)</i></p>
R18	<p>Investigate how closer working relationships can be forged with the Housing Team.</p> <p>Fylde's Housing Team expressed a desire to work more closely with Planning to address a rapidly growing homelessness problem. This is a corporate issue and links into the Borough's <i>Homelessness and Rough Sleeping Strategy 2020-2025</i>.</p> <p style="text-align: right;"><i>(Paragraph 10.8)</i></p>

4. Scope of the review

- 4.1. Fylde Borough Council requested that the Planning Advisory Service (PAS) carry out a peer challenge of its planning service. The over-arching objective of the peer challenge was to consider how well the planning service is focusing on and assisting in delivering the organisation's short, medium, and long-term strategic priorities.
- 4.2. The PAS peer challenge is carried out by fellow planning professionals with extensive local government experience and a senior councillor.
- 4.3. The peer challenge focuses on four key areas as they relate to the Planning Service:
 - Vision & Leadership
 - Performance and Management
 - Community & Partnership Engagement
 - Achieving Outcomes
- 4.4. It is important to stress that the peer challenge process is not an inspection. It is improvement focussed and designed to complement and add value to a council's own performance and improvement plans. The review is not designed to provide an in-depth or technical assessment but for the peer team to use their experience and knowledge to reflect on the information presented to them by people they met, things they saw and material that they read while on site.
- 4.5. This report is a summary of the peer team's findings. By its nature, the review represents a snapshot in time. We appreciate that some of the feedback in this report may touch on things that Fylde Borough Council is already addressing and progressing.
- 4.6. The PAS review team has presented a verbal summary of its initial findings and recommendations to officers and members, the Corporate Director, the Council's Chief Executive and Leader.
- 4.7. The PAS review team would like to thank the community representatives, councillors, staff, customers, and partners for their open, honest and constructive responses during the review process. All information collected is on a non-attributable basis. The team was made to feel very welcome and would especially like to mention the invaluable assistance and excellent onsite support provided by the Fylde Planning team.

5. Planning Advisory Service (PAS)

- 5.1. PAS is a Local Government Association (LGA) programme which is funded primarily by a grant from Government.
- 5.2. It is our principal mission to ensure that Local Planning authorities (LPAs) are continuously improving in their execution and delivery of planning services.
- 5.3. To achieve this, the PAS work programme focuses on:
 - a) Helping local government officers and councillors to stay effective and up to date by guiding them on the implementation of the latest reforms to planning.
 - b) Promoting a 'sector-led' improvement programme that encourages and facilitates local authorities to help each other through peer support and the sharing of best practice.
 - c) Providing consultancy and peer support, designing and delivering training and learning events, and publishing a range of resources online.
 - d) Facilitating organisational change, improvement and capacity building programmes - promoting, sharing and helping implement the very latest and best ways of delivering the planning service.
- 5.4. PAS also delivers some of its services on a commercial basis including change and improvement programmes for individual and groups of planning authorities in England, Scotland, Wales and Northern Ireland.

6. The peer challenge team

- 6.1. The peer team is made up of serving council officers, a serving councillor and a PAS review manager:
 - Helen Martin, Director of Regeneration & Enterprise, Dudley Council
 - Richard Purcell, Assistant Director of Planning, North-East Derbyshire District Council
 - Councillor Linda Robinson, Vice-Chair of Planning and Regulatory Committee, Worcestershire County
 - Garreth Bruff, PAS Principal Consultant, Peer Challenge Team member
 - Martin Hutchings, PAS Principal Consultant, Review Manager

7. Theme 1: Vision & Leadership

- 7.1. The Leader and Chief Executive provide strong and visible leadership. They share a consistent vision for Fylde based on the 4 pillars of the corporate plan - to grow the economy, protect the environment, and promote efficiency and tourism.
- 7.2. There is a clear ambition for modernisation. Investments in new systems and the changes to the executive structures should create capacity and foster closer working relationships across the council functions. This is an important factor in bringing the Planning service to the front and centre of delivering the council's strategic development projects.
- 7.3. There is clear ownership of the current vision across departments. This includes a good understanding of the fundamental role that the planning and regeneration teams play in delivering it. The Leader is particularly clear about planning taking a more 'hands-on' role in taking future development opportunities forward.
- 7.4. Fylde's Local Plan is up to date. It was reviewed and adopted in 2021. The plan clearly articulates the vision for Fylde. It enjoys high levels of member engagement both in its production and its application in decision making. It articulates well the role spatial planning plays in contributing to the delivery of the council's corporate objectives.
- 7.5. There are positive officer/member relationships. There is a clear respect for each other's roles. There is a clear sense of pride in the area and the service provided for Fylde's communities. Members are keen to become more involved and to work with officers to achieve the best planning outcomes for their communities.
- 7.6. There is a clear 'customer-first' ethos and focus throughout the organisation. The expectation that customers are at the heart of everything Fylde does is clearly understood by officers and members. Whilst individual commitment to the customer first ethos is clear, there is work to be done in regard to planning processes, communication, and corporate working to make sure that this translates as well as it could operationally.
- 7.7. The leadership is now looking beyond the current Local Plan period to consider how Fylde will develop over the next 15-20 years. Fylde's growth ambitions sit slightly uncomfortably in places next to other corporate priorities such as protecting the environment and heritage. This is evidenced by some mixed messages politically on the desire for, and implications of, future growth.
- 7.8. The last Local Plan had some significant hurdles to overcome. This makes it important that the council establishes a formal process to co-ordinate, capture and communicate the early thinking that will shape the next Local Plan period beyond 2032. It should set up a politically representative board of councillors and one for officers (from across the council e.g. Planning, Place & Culture, Environment, Regeneration). This board will take ownership of, oversee and input into the production of the next Local Plan.
- 7.9. Early and structured involvement in the plan-making process, especially from senior members, will help to set the vision and longer-term aspirations. It will provide clarity and manage the tensions between economic growth, the environment and preservation. It will help to strategically address the housing and homelessness challenges. Obtaining clarity on key strategic issues as early as possible is a critical factor in making the process resilient to changes to the planning system and election cycles.
- 7.10. There is also evidence of mixed messaging about how new development opportunities are considered and managed. For example, while new employment opportunities are

welcomed, there needs to be a better process for bringing these opportunities before planners and members much earlier. This will ensure that the sites proposed are appropriate and that the impact of required/associated housing growth that accompanies them is fully appreciated.

- 7.11. Work should continue establishing a formal process for delivering corporate projects. The council recognises that an important part of its structure is to ensure that strong governance of projects and programmes is embedded. There are good signs of things developing positively in this respect; the Project Initiation Process/Document for corporate development schemes is a positive step. Clearer communications and change request procedures would also benefit the larger projects. There is evidence that stakeholders may approach planners for information, and where this isn't successful, they may contact members. Messages can get confused or lost. It is vital to have clear communications channels and a clear change request process that all can follow to ensure that there is corporate support for projects and that changes are agreed and signed off at an appropriate level.
- 7.12. Strong governance will give senior leadership oversight and comfort that projects are being moving forward positively. It will protect officers from ad hoc and competing/conflicting requests and avoid confusion or abortive activity. It will also improve risk management and ensure processes and protocols are followed. With the right support and appropriate checks and balances there is scope for greater cross-service working and increased member and parish councillor involvement. Getting this right will share the load and minimise duplication of contact.
- 7.13. A strong governance process will also allow the prioritisation of activities and ensure that resources are directed to the right corporate priorities. This will give individual members of the planning team a clearer sense of the priorities for their own time in the event of competing demands. It also supports good risk management at a corporate level which needs to be owned at all levels of the organisation. Key to developing this is ensuring that the links between the corporate plan and the Local Plan are well set out and communicated and that the role of the Local Plan as the delivery mechanism for achieving the corporate priorities is fully understood. The council must continue to look at ways to embed planning much earlier in corporate projects and promote planning as an enabler. While there is a clearly understood and accepted role for planning in delivering the corporate priorities, it is still considered by other parts of the council to be in a 'necessary silo' that appears at the later stages of a project – created by virtue of the quasi-judicial statutory role that it has.
- 7.14. While it is important to ensure the autonomy of decision making in planning and probity in the process, this appears to have created a situation whereby planning is currently still on the periphery. This can result in planning being a 'blocker'. When Planning is brought into the decision-making process late, the raising of perfectly legitimate planning issues and questions can appear as 'getting in the way'. It is important that planning, regeneration, and economic development are all part of one holistic process working together to achieve a common end goal. Planning should not work in isolation and should be formally involved from the beginning so that solutions to planning issues are found in a timely manner rather than appearing as surprises later in the process.
- 7.15. It is important to keep fostering a culture and overall approach of 'placemaking'. The council is fortunate to have an up-to-date Local Plan with land allocations, and a planning service that determines high quality development in a timely way. The council can continue to create the best places by bringing its development services together at the start of the journey of a project. Later involvement means potential delay, and additional projects costs e.g. for surveys that have not been factored in or trying to retrofit design improvements.

8. Theme 2: Service Delivery & Performance Management

- 8.1 Fylde has a professional and dedicated planning team committed to providing a better service to residents and developers. Staff support one another well and even those stakeholders critical of the council recognise the quality of individual staff and the high level of commitment to their responsibilities. Officers are well-respected and inter-personal relationships between officers and members are generally good across the council.
- 8.2 The planning service is properly resourced for the workloads it deals with and there are opportunities to make sure that responsibilities and empowerment are in the right places (see below). The service has an improvement 'ethos' and staff are keen to address the realities and perceptions around poor service and performance. Officers want to keep processes under review to help manage workflow, workloads, and reduce the reliance on the use of Extensions of Time (EoT).
- 8.3 The Local Plan was reviewed and adopted in 2021. The planning service's reported performance is excellent against National performance Indicators - notably in relation to the speed of processing planning applications and affordable housing delivery. The Council also has a 6+ year housing land supply.
- 8.4 Good performance figures (against statutory government performance targets) for processing applications quickly are to be commended and encouraged. Often, (as feedback from Fylde applicants suggests), and somewhat counter-intuitively, good performance figures can hide under-lying customer and community dis-satisfaction. This is because the processes that allow planning services to meet government performance targets, often add to the overall time that the customer experiences. In Fylde, the main issues affecting customer satisfaction are the timeliness, clarity and consistency of communications. Fylde's present Development Management processes are creating a lot of 'failure demand'. This happens where customers contact planners and very often Members to find out what is happening with/delaying their applications or enforcement action. The main process issues that could be contributing to customer dissatisfaction include:
- 8.4.1 Validation – a lot of applications arrive invalid due to missing information and need more work. The validation process and responsibilities are unclear and inconsistent within the DM team. Performance statistics hide these issues and delays as the performance 'clock' does not begin ticking until an application is made valid. For the applicant/customer their 'clock' began ticking when they submitted the application/paid their agent. (See 8.6 below).
 - 8.4.2 Extensions of time. These are agreements made with applicants to extend the time to make the decision on an application. When used properly, an extension of time is a reasonable tool to make sure more complicated / major applications can be properly considered. However, like most councils, Fylde use extensions of time across most types of applications. In the last 4 quarters, extensions of time were used on 88% of major applications and on 45% of minor applications. This is a national issue where customers often reluctantly agree to them, and it can often feel that they are being arbitrarily asked to 'agree to a delay'.
 - 8.4.3 Process 'bottle-necks'. To keep officers' time free to process planning applications and write reports, most queries, complaints, and problems end up with the development management senior managers. This often creates a bottleneck as the volume of issues builds up. At times this leads to queries being resolved and communications being sent 'out of hours'. This does not create confidence among

developers and other stakeholders who are concerned that their applications are not receiving the appropriate quality of time and attention of the planners.

8.4.4 Validation: understanding why so many applications are invalid on submission would be helpful. Measures can then be put in place measures to reduce them. Once the most frequent reasons are known, an information campaign can begin. This includes agent education, and even incentivising valid application submissions. The results will reduce officer time dealing with these system failings.

8.5 There are opportunities to streamline, improve and de-risk the application assessment and decision sign-off processes. These are recognised by the planning teams. They should be encouraged to consider efficiencies such as reducing double-handling/protracted sign-off procedures, re-designing/clarifying the validation process, and more focused report writing. Working arrangements and case management can be improved using the IT system to its full capability.

8.6 Clearer processes need to be set out for the Development Management Service. “Delegating Up” is a phrase heard directly and implied on several occasions. As mentioned in point 8.4, a lot of decisions, queries, complaints and often validation issues end up being carried out by senior officers. This raises questions of whether responsibilities and empowerment are in the right places. Importantly, the additional work pressures on senior officers caused by the current ways of working means that the overall capacity for reviewing and improving planning processes is reduced.

8.7 Process reviews are also an excellent opportunity to develop and empower staff. The planning department deals with a variety of work and has experienced and competent staff at all levels. The structure and processes should allow decision making to filter across a greater number of staff to create capacity, a more consistent and efficient service for customers, support career development, and increase staff confidence. Senior managers do not often overturn the decisions of less experienced officers, so with the right support and cover, decision-making could be spread out more evenly across the planning team. This would also have the associated benefit of identifying potential efficiency gains, reduced risk and make better use of resources.

8.8 Alongside a review of processes and structures, the planning service could also work through the [PAS Development Management \(DM\) Toolkit](#). The toolkit provides a series of improvement challenges for the management and delivery of the whole development management service. It includes ideas for what an ‘excellent’ DM service looks like. This could be a useful way of putting together a service improvement plan. Reviewing operating procedures will also help inform what structure and resource level is needed.

8.9 The planning service would also benefit from having a clearer sense of its own objectives and priorities, and a more direct link between its own and the corporate priorities so that officers can better allocate their limited time. This would be achieved through the production of a Service Plan. A service plan should have a clear ‘golden thread’ to the Council’s various corporate priorities and the specific actions identified in the pursuit of each. These should be outcome-focussed and build upon the good work that the Service is already delivering. The Service Plan should also focus on the ‘how’ as well as the ‘what’ and include a series of service standards that customers can expect and reflecting the more pro-active approaches that the Council desires. The staff appraisal process should also provide a clear link back to the Service Plan.

8.10 Significant officer time could be released by reviewing the application call-in terms. The service should ask itself which Town/Parish objections could be resolved through discussion

or the provision of additional information, rather than having to be dealt with at committee. Adjusting the terms to make it clearer that objections based on non-planning issues will not be considered at committee would also help. This could also apply to applications being called in by members.

- 8.11 Officers are not as confident as they should be in the newly procured DEF planning administration system. A decision was necessarily taken to purchase and introduce this new “back office” system, but there is not currently resource in place to get it fully functioning and to support the service in all the areas it can. There is a service efficiency issue to having DEF underperforming. There is also a potential legal risk – where the system is not fully operational there may be information gaps (e.g. constraints layers) that put the quasi-judicial decision-making process at risk.
- 8.12 Continued investment is required to bring the service up to date with the technology needs of a modern planning service and ensure it is optimised for the way that the service operates. Covid accelerated more homeworking and highlighted the need for technology to assist a more flexible way of working. Generally, the concept of remote and hybrid working arrangements has been embraced by the service but there are still processes and technology that need to ‘catch-up’. The service relies on office-printed paper copies of plans and applications which delays officers as they are not always in the office. The telephony and web-access kit available to planning and enforcement officers for site visits is ‘not up to the job’ – officers are often using their own devices for site visits which also represents a potential cyber-security risk.
- 8.13 The planning service should consider whether there is a role for re-instating a ‘Agent’s / Developer’s Forum’. A Forum will help open a key missing communication channel between the Planning Service and its customers. Through the forum, all can agree on a specific and timetabled number of issues / standing items to work on and co-produce. The feedback from the peer challenge could serve as a catalyst to set up a new forum. These arrangements should be set up with an appreciation that it takes year-on-year commitment to get these forums working well.
- 8.14 Enforcement priorities and protocols are not clear. Members and town/parish councils are unclear about how enforcement works and why some things are not considered important enough to enforce. The service needs to help stakeholders understand the process, the priorities, and the practicalities of carrying out enforcement action so that expectations are clear and can be managed. The service should refresh and make available the Enforcement Policy statement, setting out what types of planning breach are a high priority and what options there are to resolve breaches.
- 8.15 Customers and agents are not using the website for updates on their applications, and this is a source of frustration to / for officers. The council website can provide service users with up-to-date information on the progress and status of all planning applications. Being available 24/7 it should be a key source of / the ‘go to’ place for live planning application information. Officers dealing with phone calls and emails to provide this information is a failure demand brought about either by the website not being reliable or insufficient knowledge of what the website offers or how to navigate it.

Planning Committee

- 8.16 Planning committee is the shop window for the planning service and an opportunity to demonstrate a well performing planning service in practice. Given the council’s desire to raise the profile of planning, to encourage more effective working across the council and better connection and communication with stakeholders, the peer challenge team took a specific

look at the planning committee. Fylde doesn't routinely make recordings of its planning committee available publicly' (see 8.27 below), so the PAS peer team's observations are based on attending one planning committee meeting alongside the views and feedback from a range of different stakeholders during our review exercise.

- 8.17 Overall, the committee demonstrates credibility; it presents clearly as a working meeting that is trying to get things done and fulfil its role without party politics or distraction from non-planning issues.
- 8.18 The work that officers put in to creating their presentations is to be commended. It is of a standard that the review team thought would not look out of place as an example of good practice being taught to planning students.
- 8.19 The thoroughness and analytical content of the presentations allowed planners to create a narrative that meant members could really understand the facts, why particular items were highlighted and the officer's thinking behind their recommendation.
- 8.20 Member contributions were of a high standard and constructive; avoiding irrelevant matters and despite some repetition of similar points, the discussions are generally focused on finding solutions and testing the implications of the decision on the place/residents and importantly on the Local Plan and the precedent being set.
- 8.21 Overall, members demonstrate a clear understanding and awareness of the planning system and demonstrate a balanced approach to the need for bringing development forward and getting the most for communities. This was demonstrated clearly on the Queensway Development – members were keen to establish the impacts of changes to developer's contributions (Section 106) on affordable housing; keen to ensure that their communities not losing out. Similarly, the Garden Cottage case illustrated the empathy members have with applicants balanced by an awareness that over-turning officer recommendation could set a precedent for Policy H7. This was a clear example of a planning committee doing its job; officers presenting the technical analysis and members asking the right questions and working to find a solution.
- 8.22 There are areas for development. There is scope to be more selective on items that make it on to the committee agenda. For example, one case presented to committee was for a minor highway access issue which was immediately resolved. Several stakeholders questioned the time that items such as this were adding to the length of committee meetings or whether it represented the best use of member's time. Items like this should be challenged and solutions sought earlier in the process without the need for them to come to committee
- 8.23 Instead, the planning committee should be concentrating on the biggest schemes or schemes that are important in policy and strategic terms. Being more selective on what makes it on to the committee agenda would have the benefit of making shorter meetings or fewer meetings, whilst also releasing management and senior officer time to work on the type of service, process and development issues discussed above.
- 8.24 As noted at 8.9, consideration should also be given to reviewing application call-in terms. There are regular occasions when Parish objections could be resolved through discussion or the provision of additional information rather than via committee. This could also apply to applications being called in by members.
- 8.25 There are several opportunities to get more from the planning committee process. The undoubted knowledge Fylde Planning Committee Members presents opportunities to

streamline things so that more time can be spent on the more strategic, larger, and contentious schemes. For example:

8.25.1 Length of reports: the length of reports should be kept under review – they are thorough but lengthy and although members receive the reports in good time before the meeting, reducing their length may make them easier to read and could have the knock-on effect of reducing the detail/length of the officer presentations at committee.

8.25.2 Broaden member input: looking to include other opportunities for member input outside of the committee setting and get more value from member's knowledge e.g. in Pre app discussions, through technical briefings or developer's forums well before an application comes to committee.

8.25.3 Boundary changes: the forthcoming boundary changes could be an opportunity to refresh the make-up of the planning committee as well as change the numbers of members that sit on it. It may also be an opportunity to encourage younger members to get involved by changing the meeting times) and have different members on the policy and decision-making committees. The overall aim should be to broaden the experience and knowledge of planning amongst a larger number of elected members, so that it more strongly embedded across the whole council.

8.25.4 Empower staff: a well-functioning committee such as Fylde's provides opportunities for more junior case officers to gain experience, with more case officers being brought in to and present at committee as part of their professional development. This is also another opportunity to free up senior officer time.

8.26 The council should record and broadcast their planning committee live. This is standard procedure at most councils. Making access available remotely can encourage a wider audience for planning decisions and help make the process much more transparent for stakeholders and communities. Having access to recordings can also serve as a good improvement and training tool.

9. Theme 3: Community Engagement & Partnership Working

- 9.1 Improving the engagement with and the satisfaction of customers and the community are a clear priority. These messages are reinforced in the Corporate Plan that clearly spells out the priorities in terms of delivering high quality service, adapting to customer needs, and enhancing the reputation of the council.
- 9.2 The review team were provided with evidence of several initiatives that the service has delivered to enhance community involvement in Planning and to help ensure that the needs of communities are met. Of particular note is the work of the 'Town Centre Working Groups' which started with support from the planning function and have since secured significant amounts of national funding.
- 9.2 The service has assisted in the delivery of Neighbourhood Plans (two of which have been completed) and Fylde is delivering an impressive portfolio of housing, infrastructure, and town centre projects. Tourism plays a significant hand in the success of the local economy. There are regeneration schemes for the towns of St Annes and Lytham and heritage funding has been secured to continue the restoration of Fairhaven Lakes and Gardens.
- 9.3 The council is working successfully in partnership with neighbouring councils to deliver two Enterprise Zones (and has formulated Investment Zone bids in partnership with Blackpool and Lancashire County Councils). The council has been successful in bidding for funding for infrastructure projects such as the M55 Motorway link, the St Anne's Sea Wall flood defence and the Kirkham Future High Streets Fund.
- 9.4 On plan making, Fylde enjoys good working relationships with its neighbouring boroughs and other relevant bodies. This is evidenced by the Inspector's report following the examination of the Local Plan review in 2021 that: *'where necessary the Council has engaged constructively, actively and on an on-going basis in the preparation of the Plan and that the duty to co-operate has therefore been met'*.
- 9.5 Fylde is party to a Memorandum of Understanding between the three Lancashire Coastal authorities of Fylde, Blackpool and Wyre and Lancashire County Council. This formalises how the authorities work together on strategic issues and details the governance arrangements. In addition, Statements of Common Ground between Fylde and the other authorities have been formally agreed. These provide records of the engagement that has occurred on relevant strategic matters.
- 9.6 There is good evidence that political relationships are working well especially within Planning Committee where members work as a team to get the right outcomes for the community. The council needs to ensure that it has the right processes and mechanisms in place to replicate a council-wide approach once it begins the review of the Local Plan. This is especially important as the council addresses the multi-challenges of agreeing a vision and plan that balances the aspirations for growth, enhancing the environment and protecting heritage.
- 9.7 Fylde provides Legal services to Blackpool's planning Committee as well as operating a shared lettings scheme. Fylde is also working with Blackpool and Wyre on Gypsy and Traveller site requirements
- 9.8 The need for effective communications is clearly recognised and to support and strengthen its approach, the council it has set out its intentions in its Marketing and Communications strategy 2021-24. This includes a useful analysis of strengths and weaknesses and is a good platform for improvement.

- 9.9 The planning service would benefit from a more formalised strategy to obtain customer feedback. There are several ways the service could do this. The Planning Service should continue to make sure that it is aligned with/represented in the Council's Corporate Customer Feedback Process and build into its performance reporting process a method for evaluating customer experiences (for example Doncaster Council has a customer feedback survey that goes out on individual decisions). Thought should also be given to re-establishing an agent/developer Forum.
- 9.10 The Planning Service needs to champion itself more proactively and create a much more positive narrative around its role. As the corporate direction and priorities become clear and embedded, the service should take the opportunity to communicate internally / externally how the service is facilitating and delivering growth. This should include messages about how the many forms of income generated by growth contribute to the council overall.
- 9.11 Some stakeholders report feeling that they are "held at arms'- length", and "neutralised in terms of responses", with the result that the planning process becomes less transparent. This can result in gaps in knowledge and affects their ability to engage in the process and support communities in the process. Town and Parish Councils are an important part of ensuring that communities can effectively interact with the Planning system. The Service currently attend Town and Parish Forums when requested/when there are key messages that need to be communicated. However, in speaking with Town and Parish Council's there is a clear need for better communication and a more structured approach to engagement to help overcome the current view that communities are not properly listened to. The Head of Planning at Fylde has begun to address these issues positively beginning by offering training.
- 9.12 In addition to engagement on planning applications, Town and Parish Councils should also be encouraged to be involved in the early stages of master planning in their areas and/or to engage through the development of Neighbourhood Plans, particularly in the more rural Parishes (where interactions with Fylde planning is limited to specific applications). Parishes could be more constructively engaged through neighbourhood planning to set out the long-term ambitions for their area. Consideration needs to be given as to how this can be effectively achieved alongside the Local Plan engagement arrangements once the Local Plan review process starts.
- 9.13 The planning service should also consider ways that it can establish a pro-active and structured approach to engaging with Town and Parish Councils collectively on Planning matters. This could be achieved by setting up regular (e.g. quarterly) Town and Parish Council Forum to enable issues of general interest and service delivery matters to be debated and discussed. Another option is to work with the Town and Parish Councils on creating an annual training programme.
- 9.14 Members generally would like to be better equipped with the knowledge, skills, and information to allow them to be an effective conduit to the community, answering queries and playing a role in minimising issues at source.

10. Theme 4: Achieving outcomes

- 10.1. Fylde's Local Plan is up to date having been reviewed and adopted in 2021. The plan articulates the vision for Fylde well and it enjoys high levels of member engagement both in its production and its application in decision making. It articulates well the role spatial planning plays in contributing to the delivery of the council's corporate objectives.
- 10.2. As part of its planning policy and delivery of the Local Plan, the service is addressing specific planning and community issues through the production of Supplementary Planning Documents (SPDs) to inform and explain specific elements of planning policy such as Affordable Housing, Design, and Biodiversity Net Gain (BNG).
- 10.3. Fylde has a history of developing and delivering high quality and award-winning developments and most recently it received an RTPI 'Healthy New Town' award. It is currently delivering an impressive portfolio of housing, infrastructure, and town centre projects. There are regeneration schemes planned for the towns of St Annes and Lytham and heritage funding has been secured to continue the restoration of Fairhaven Lakes and Gardens. The council is working successfully in partnership with neighbouring councils to deliver two Enterprise Zones (and has formulated a current Investment Zone bid in partnership with Blackpool and Lancashire County Councils). The council has been successful in bidding for funding for infrastructure projects such as the M55 Motorway link, the St Anne's Sea Wall flood defence and the Kirkham Future High Streets Fund.
- 10.4. Fylde champions good design, often through the Planning Committee. The Peer Challenge team were shown numerous examples of impressive design led developments. The Aldi supermarket development / town centre apartments is a testimony to the council's diligence in pushing design quality that is both sympathetic to the local context as well as innovative and original. Other examples include the Booth's retail development, the Travelodge/Marks and Spencer transformation project, Home Farm housing development, the Fylde FC stadium development, and the St Anne's sea wall flood defence scheme.
- 10.5. There are good monitoring mechanisms in place e.g. the council's capital programme monitoring report to track progress and delivery of the major schemers. The latest report comments on the effect of the Pandemic and the general economic slow-down on the progress of the delivery of several schemes where delays are being experienced and where higher-than-forecast inflation will require a review of the costs associated with a number of capital schemes.
- 10.6. Fylde enjoys good working relationships with its neighbouring boroughs and other relevant bodies. Fylde is party to a Memorandum of Understanding on joint strategic issues (including the provision of housing) between the three Fylde Coast authorities of Fylde, Blackpool and Wyre and Lancashire County Council.
- 10.7. The council has strong performance in delivering the housing that the Borough requires (including affordable housing) and has a healthy (6.64 years) supply of land available for housing. Fylde's most recent Housing Delivery Test result is 194%. The council is successful at delivering its 30% affordable housing target supported through the Local Plan and an affordable housing Supplementary Planning Document.
- 10.8. Fylde's Housing Team expressed a desire to work more closely with Planning to address a rapidly growing homelessness problem exacerbated in part by a lack of temporary accommodation in Fylde Borough. Fylde is spending in the region of £160k a year putting families up in Bed and Breakfast accommodation (mainly outside the Borough). This is a corporate issue and links into the Borough's *Homelessness and Rough Sleeping Strategy*

2020-2025.

- 10.9. Fylde should continue to consider its overall approach to developer contributions both in terms of how it currently operates and looking to the near future. Fylde does not operate the Community Infrastructure Levy (CIL); it relies on Section 106 developer contributions. The existing funding systems for affordable housing and infrastructure are due to be replaced by provisions for an 'Infrastructure Levy' in the Levelling Up & Regeneration Bill (currently making its way through parliament). The Infrastructure Levy will operate closely to how CIL operates, with Section 106 operating only on the largest schemes. Fylde has some well-developed work on CIL that was produced in 2016/217. This work should be revisited and updated in line with the Infrastructure Levy as the requirements are published so that the council is ahead of the curve and ready to implement the new regime as soon as possible.
- 10.10. Fylde received a review/audit of its Section 106 arrangements in September 2022. The review concluded that the Fylde Local Plan has clear policies for the schemes that Section 106 agreements can be entered, has an 'adequate' system of internal control and mechanisms in place for recording and monitoring section 106 agreements and robust governance arrangements for the approval of Section 106 agreements. The main areas for improvement identified included (as a priority); continuity/resources (just one member of staff is currently involved), a lack of procedural documentation in place to guide the preparation, completion and enforcement of section 106 agreements, and better arrangements required for the monitoring of reporting around the collection and current status of section 106 monies.

11. Implementation, next steps and further support

To be discussed with Fylde Borough Council.

The author of this report is Martin Hutchings (martin.hutchings@local.gov.uk), on behalf of the peer challenge team.

This report was finalised in agreement with the Council on 04/01/2023.

We are grateful for the support of everyone that contributed to this Peer Challenge.



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Appendix A (Fylde Planning Committee Information Item No.9). 8th June 2022.

(Extract referencing the scope of the Peer Challenge)

Information Officers are in discussion with the LGA to arrange a Planning Advisory Service review of the planning service at Fylde. The review is considered beneficial to the service because it offers an independent critical friend assessment of the service. Because the planning service deals with some of the most important strategic matters that shape the built environment and the local community, every opportunity to review and improve performance is explored. With significant post pandemic changes in working arrangements, workplace behaviour and attitudes in society a PAS review will have added benefit to the planning service and the council.

A peer challenge offers an in-depth look at the service offering a critical friend view of weaknesses and opportunities.

Accordingly, it has been agreed to invite PAS to carry out a review in the Autumn, the actual onsite dates have yet to be agreed. Planning is a vital service with the local plan delivering the longer-term spatial aims for the area, to the planning committee as a very public "shop window" of decision making of the council, and the challenge of delivering homes and businesses now and in the future, making sure the service is functioning at its best is always helpful.

A planning peer challenge offers an in-depth look at the service that can be focused on specific elements of the service or across the whole service, used as a baseline for the leadership and for places, thinking about the long- term health of the service or facing up to a new challenge.

Setting the Scope

The following themes are some examples of areas reviewed by PAS however, a review is bespoke, and PAS will shape the scope to fit local circumstances, it is essential that PAS are aware of what the council wants to achieve through the review.

- How well is the planning service supporting local priority outcomes?
- Is there a clear and locally distinctive planning vision for the area together with a strategy that sets out how the council will address planning needs for sustainable communities, housing, and the local economy?
- How will the council enable citizens and communities to shape localities in a way that meets their needs and aspirations?
- Does the council provide a good service to users?
- How will the council work with other councils, agencies, and communities to coordinate where necessary and work productively?

How a PAS Review Works

The scope is tailored to meet the specific needs of the service and the council. The onsite phase of the review takes place over three days and consist of the following stages:

- preparation of a position statement and timetable
- onsite work: principally interviews and discussion groups
- feedback on key findings and practical suggestions for accelerating improvement
- action planning session
- free follow up consultancy support.

The Review Team PAS take a flexible approach to ensure that they bring together the right team for the review at Fylde. The team will usually include the following:

- team leader – senior planning manager(head of service or director)
- member peer(s) – senior councillor with planning experience
- officer peer(s) – senior planning officer
- challenge manager – LGA manager

The Proposed Scope for the Fylde Review

Whilst the Fylde PAS review will primarily focus on the Development Management service, it will also need to consider the council's approach to planning policy. It is proposed that the PAS be asked to focus on the following areas:

- Does the council have up to date planning policies in place that support and deliver the vision and priorities of the council and the local community?
- Does the council engage effectively with neighbouring planning authorities to resolve strategic cross boundary and sub-regional issues?
- Engagement & Communication – how the service engages, communicates, and interacts with statutory consultees (town and parish councils, LCC, professional advisors, etc.) and the public throughout the application / planning process.
- Leadership, Management & Administration – examine the operational practices and procedures in place, the reporting style and process 'flow'
- Decision Making – the process and 'flow' in place for decisions, the scheme of delegation, opportunities for community engagement in the planning process, any 'bottle necks', reasons for delays and performance against statutory determination times.
- Enforcement – an examination of the policy / approach to enforcement, the appropriateness of action and no action and identifying any opportunities to learn from best practice. The PAS team will be asked to consider and advise on long standing enforcement issues.
- Training and Support – how the council provides training and support to stakeholders on planning i.e. parishes, elected members etc. and the training and support available to secure continuous improvement for the planning officers.

It was resolved at the meeting and recorded in the subsequent minutes that the following matters be added to clarify the scope of the proposed review.

- That, as part of the review of Engagement and Communication (bullet point 3, p 97), the Peer Review Team be specifically asked to meet with representatives of local Town and Parish Councils.
- That the Peer Review Team be asked to review and comment on the implementation of actions set out in the previous review which took place in 2012.

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
HEAD OF PLANNING	PLANNING COMMITTEE	18 JANUARY 2023	13
INFRASTRUCTURE FUNDING STATEMENT (IFS)			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY OF INFORMATION

The Government introduced the requirement for Local Authorities to produce an Infrastructure Funding Statement (IFS) on an annual basis through the Community Infrastructure Levy (Amendment) (England) (No. 2) Regulations (2019).

The Infrastructure Funding Statement has been produced and published on the Council's website covering the 2021/22 monitoring period.

The IFS includes information on Section 106 (s106) agreements, the Council's process relating to s106 contributions as well as the monitoring fees involved. The IFS also incorporates details of the s106 agreements signed, the s106 contributions received and the s106 contributions secured for future years during the monitoring periods. It also contains details on projects delivered in the Borough during the monitoring periods.

The IFS will be updated annually. It will be submitted to the Department of Levelling Up, Housing and Communities and published on the Council's website by 31st December each year. This will ensure up to date information on s106 contributions is available for the public and any other interested parties.

SOURCE OF INFORMATION

The Planning Policy Team have produced the Infrastructure Funding Statement. Monitoring data produced by the Council was used in producing these documents.

LINK TO INFORMATION

Appendix 1: Infrastructure Funding Statement 2021-22

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

Local Planning Authorities are required to produce an annual Infrastructure Funding Statement. The purpose of the statements is to provide an overview into how developer contributions are supporting new development and local infrastructure. This Information Item concerns an Infrastructure Funding Statement, covering the period from the 1st April 2021 – 31st March 2022. It has two main purposes:

- To provide a summary of all developer contributions relating to section 106 agreements within the Borough of Fylde for a given financial year.
- To ensure complete transparency in the s106 process from signing to project delivery.

FURTHER INFORMATION

Contact: Julie Glaister Julie.glaister@fylde.gov.uk



Fylde Council

Infrastructure Funding Statement

(1 April 2021 - 31 March 2022)

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1. Introduction

- 1.1. Local Authorities are required to produce an Infrastructure Funding Statement on an annual basis as a result of changes to government legislation as required by the Community Infrastructure Levy (Amendment) (England) (No. 2) 2019.
- 1.2. The intention is that the data and infrastructure funding statements will give policy makers, customers and members of the public better insights into how developer contributions are supporting new development and local infrastructure.
- 1.3. Fylde Council does not operate a Community Infrastructure Levy and, as such, this statement will only set out income and expenditure relating to section 106 (s106) agreements. Income from s106 agreements, or 'planning obligations' or 'developer contributions' is used to offset harm caused by development and help fund the provision of supporting infrastructure in association with development and to maximise the benefits and opportunities from growth, such as employment opportunities and affordable homes.
- 1.4. This Infrastructure Funding Statement provides a summary of financial contributions the Council has secured through s106 agreements from new developments and is an overview of the information collected for the financial year 2021/22.
- 1.5. The report provides:
 - An overview of s106 agreements;
 - The Council's internal process relating to s106 contributions;
 - The s106 agreements signed in the 2021/22 monitoring period;
 - The s106 contributions paid to the Council in the 2021 /22 monitoring period;
 - S106 contributions estimated for future years; and
 - Projects delivered in the Borough via s106 agreements in the 2021/22 monitoring period.
- 1.6 The information included in the report will be updated annually and published on the Council's website. This will ensure the most up to date information on the amount of developer contributions received by the Council from new developments, in addition to information on where these monies have been spent is readily available to members of the public and other interested parties.
- 1.7 It should be noted that this data represents estimates at a fixed point in time. Not all the planning approvals documented will necessarily be implemented. Additionally, the requirements of the s106 obligations can be subject to change and in the case of outline planning permissions are dependent on the approval of subsequent reserved matters application(s). However, the data reported within this document is the most robust available at the time of publication.

2. Section 106 Obligations

- 2.1. Under section 106 (s106) of the Town and Country Planning Act 1990 a Local Planning Authority (LPA) can seek obligations, both physically on-site and also contributions for off-site, when it is considered that a development will have negative impacts that cannot be dealt with through conditions in the planning permission.
- 2.2. For example, new residential developments place additional pressure on existing social, physical and economic infrastructure in the surrounding area. Planning obligations aim to balance this extra pressure with both new infrastructure within the site which can be used by people from the surrounding area and improvements to the surrounding area to ensure that a development makes a positive contribution to the local area.
- 2.3. The National Planning Policy Framework (2021) states that “planning conditions should be kept to a minimum and only imposed where they are necessary, relevant to planning and to the development to be permitted, enforceable, precise and reasonable in all other respects. Agreeing conditions early is beneficial to all parties involved in the process and can speed up decisionmaking. Conditions that are required to be discharged before development commences should be avoided, unless there is a clear justification”.
- 2.4. Obligations can only be sought where they are **directly related to the development, fairly and reasonably related in scale and kind to the development, and necessary to make the development acceptable in planning terms.**
- 2.5. The Council cannot ask for contributions via section 106 planning obligations in certain circumstances:

“Planning obligations for affordable housing should only be sought for residential developments that are major developments...For residential development, major development is defined in the National Planning Policy Framework as development where 10 or more homes will be provided, or the site has an area of 0.5 hectares or more. For non-residential development it means additional floorspace of 1,000 square metres or more, or a site of 1 hectare or more...Planning obligations should not be sought from any development consisting only of the construction of a residential annex or extension to an existing home.”¹

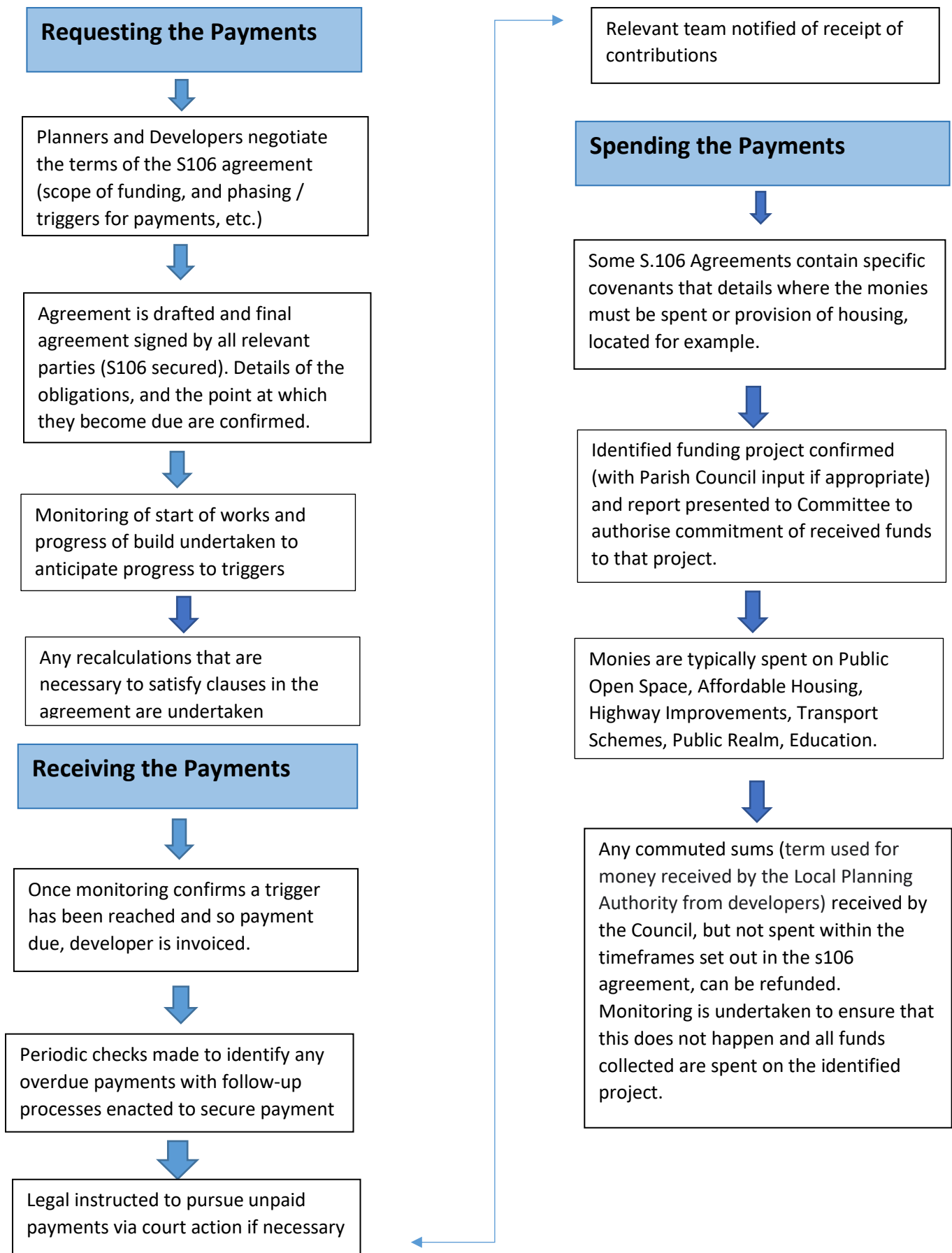
The Council’s S106 Process for Off Site Financial Contributions

- 2.6. Where it is determined that on-site infrastructure and/or affordable housing required by policy is not appropriate, the Council will request a financial contribution from developers to meet these needs outside of the development site through a s106 obligation.
- 2.7. Once the s106 has been signed, it is a legal obligation, but it will only be paid if the planning permission is implemented and reaches the trigger point for payment such as commencement or prior to occupation of the development whether that be housing or another use. When the

¹ Planning Practice Guidance 2019 Paragraph 023 ‘Planning Obligations’
<https://www.gov.uk/guidance/planningobligation>

planning permission is granted, the s106 obligation is registered as a land charge which stays with the land, obligating any future owners until the terms are met.

- 2.8. The Council's Development Manager and Senior Planning Officers instruct the Council's Legal Officers to prepare new and varied s106 agreements, using either delegated authority or a resolution from the Planning Committee where appropriate. The flow chart overleaf summarises the key stages of the Council's internal s106 procedure from the preparation of a s106 agreement through to the spending of monies secured by agreements.
- 2.9. The link to the Council's s106 webpage is: [Section 106 Agreements \(fylde.gov.uk\)](https://www.fylde.gov.uk/section-106-agreements)



3. Monitoring Fees

- 3.1. Regulation 122 (2A) of the Community Infrastructure Levy (CIL) Regulations 2010 (as amended) permits local authorities to charge a fee for monitoring and reporting on planning obligations. Monitoring fees can be used to monitor and report on any type of planning obligation, for the lifetime of that obligation. Monitoring fees should not be sought retrospectively for historic agreements.
- 3.2. Fees could be a fixed percentage of the total value of the section 106 agreement or individual obligation; or could be a fixed monetary amount per agreement/obligation (for example, for in-kind contributions). Authorities may decide to set fees using other methods. However, in all cases, monitoring fees must be proportionate and reasonable and reflect the actual cost of monitoring. Authorities must report on monitoring fees in their infrastructure funding statements.
- 3.3. Fylde Council charge a monitoring fee of £300 per trigger set out in the obligation. So, an affordable housing contribution payable in 3 installments would attract a monitoring fee of £900. It matters not whether the trigger is payment of a sum of money, or a restriction on the staging of the development e.g. no more than 50% of market dwellings can be completed/occupied until all of the on-site Affordable Housing has been completed and transferred to an Registered Social Landlord.
- 3.4. Fylde Council require the payment of the full monitoring fee on commencement of development to ensure parity with all of the obligations.

4. Section 106 Agreements Signed in 2021/22

- 4.1. The table below shows details of the s106 agreements signed in the period between 1st April 2021 and 31st March 2022.

Location	Date of Agreement	Details
259 Inner Promenade, Lytham St Annes (ref: 19/0248)	23/06/2021	Public Open Space (POS) contribution of £18,000 and monitoring fee contribution of £300. Contribution is towards the provision of new facilities, enhancement of existing facilities for POS in the vicinity of the development.
Former St Annes Police Station, St Andrews Road North, St Annes (21/0271)	05/10/2021	Contribution of £3000 directly to LCC to remove police parking bay.
Land off Forest Drive, Lytham, St Annes (19/0640)	04/01/2022	Affordable Housing (AH) contributions, monitoring fee

		<p>and POS due to Fylde Council and Education and Public Transport due to Lancashire County Council (LCC).</p> <p>Monitoring fee is due on commencement, AH contribution is due prior to occupation of the 11th dwelling, with a possible additional payment if it is not provided on site.</p> <p>POS and Education contributions are required prior to the occupation of the 11th dwelling with Public Transport due prior to the occupation of the 5th dwelling.</p>
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5. Section 106 Contributions Received in 2021/22

5.1. A total of **£308,930.50** has been received in S106 contributions in the 2021/22 period. The following table provides information on which developments these contributions have been received from:

	Development Site	S106 contributions received (£)
Public Open Space (POS)	Land adjacent to 8-12 Oak Lane, Newton (20/0315)	£37,000.00
	High Meadows, Lower Lane, Freckleton (18/0043)	£11,000.00
Affordable Housing	High Meadows, Lower Lane, Freckleton (18/0043)	£50,000.00
Highways Improvements	M55 Link Road	£1,491.50
Bus Stops and Transport Schemes	Mill Farm, Wesham (13/0655)	£60,000
	Nine Acres Nursery, Harbour Lane, Warton (10/0766)	£18,000.00
Primary Care Contributions	Land adjacent to 8-12 Oak Lane, Newton (20/0315)	£24,025.00
	Wesham Park Hospital (21/0752)	£16,347.00

Public Realm	The Spinnings, Kirkham (18/0489)	£17,000.00
	Clifton House Farm, Lytham Road, Warton (15/0562)	£41,567.00
	Axa Data Centre, West Cliffe (17/0738))	£32,500.00
		Total: £308,930.50

6. Projects Delivered by S106 contributions 2021/22

6.1. Fylde Council is committed to ensuring that the necessary infrastructure required to enable development to be brought forward will be delivered to support growth and maximise the benefits secured from development.

6.2. As well as reporting on the total amount of contributions the Council has received through s106 obligations, it is also useful to include information on the projects delivered as a result of these monies across the Borough in 2021/22². These are listed below.

	Development Site	S106 monies spent	Project Delivered
Provision of Open Space	13/13a St Albans Road, Lytham (08/0669)	£1,275.00	To provide or improve or to facilitate the provision or improvement of public open space or the public realm likely to benefit the occupiers of the dwelling.
Affordable Housing (the majority of Affordable Housing is provided on site due to the requirements of Strategic Policy H4 Affordable Housing of the Fylde Local Plan to 2032 (incorporating Partial Review)).	Moss Farm, Cropper Road, Westby (12/0717)	£107,500.00	Contributions to provide off-site affordable housing within the Borough.
	Moss Farm, Cropper Road, Westby (12/0717)	£17,818.58	The commission of Justin Gardener Consulting in partnership with CNB Housing Insights for a Fylde Affordable Housing Needs Survey.
Highways Improvements	Former Gov. offices, Heyhouses Lane	£1,491.50	To be used towards delivering of

² Highways and Education services are delivered by Lancashire County Council

	(ref:13/0450 and 13/0635).		sustainable transport infrastructure, including footpaths, cycleways and bridleways relating directly to the scheme including works associated with the M55 to Heyhouses link Road Scheme (delivered by Lancashire County Council).
Bus Stops and Transport Schemes	Nine Acres Nursery, Harbour Lane, Warton (ref: 10/0766)	£18,000.00	Transport contributions. Installment 5 of 5 (final investment).
Education	Land Heyhouses (12/0465)	£393,089.00	Towards the funding of an additional primary school place provision to serve the needs of the residents of the development.
Total: £539,174.08			

7. S106 Contributions Secured for Future Years.

7.1. During the 2021/22 period, the Council has secured s106 contributions from the following development sites which will be paid/delivered in future years should the developments progress as planned. These contributions will be paid by the developers either once development has commenced on site, once a specified number of homes have been occupied on the site or when another specific trigger point has been met.

Location	Agreement Date	S106 amount	Details of s106 provision
259 Inner Promenade, Lytham St Annes (19/0248)	23/06/2021	£18,000.00	Public Open Space contribution of £18,000.00 towards the provision of new facilities and the enhancement of existing facilities within the vicinity of the development.

Land off Forest Drive, Lytham St Annes (19/0640)	04/01/2022	£102,138.75	<p>Affordable Housing (AH) contributions (£24,077.00), monitoring fee and POS (£30,000.00) due to Fylde Council and Education (£23,061.75) and Public Transport (£25,000.00) due to Lancashire County Council (LCC).</p> <p>Monitoring fee is due on commencement, AH contribution is due prior to occupation of the 11th dwelling, with a possible additional payment if it is not provided on site.</p> <p>POS and Education contributions are required prior to the occupation of the 11th dwelling with Public Transport due prior to the occupation of the 5th dwelling.</p>
Total: £120,138.75			

8. Section 278 Agreements

8.1. Section 278 agreements (s278) under the Highways Act 1980 are legally binding agreements between the Local Highway Authority (Lancashire County Council) and the developer to ensure delivery of necessary highway works resulting from new development.

8.2. It may provide for infrastructure such as:

- Roundabouts.
- Priority junctions.
- Junctions with traffic lights.
- Right turn lanes.
- Improved facilities for pedestrians and cyclists.
- Improvements to existing junctions.

8.3. S278 agreements are reported on by the Highways Authority, which in this case is Lancashire County Council.

9. Summary

9.1. The s106 activity in 21/22 shows that the Council received a total of £308,930.50 s106, contributions with £539,174.08 being spent within this period. This is made up of £1257.00 on the provision of open space, £125,318.58 on Affordable Housing, £1,491.50 for highway works, £18,000.00 on Bus Stops and Transport Schemes and £393,089.00 spent on education.

S106 Contributions Received in 2021/2022

Infrastructure Type	S106 available (£)
Public Open Space	48,000.00
Affordable Housing	50,000.00
Highways Improvements	1,491.50
Primary Care Contributions	40,372.00
Bus Stops and Transport Schemes	78,000.00
Public Realm	91,067.00
Total: £308,930.50	

S106 Contributions Spent in 2021/22

Infrastructure Type	S106 available (£)
Provision of Open Space	1,275.00
Affordable Housing	125,318.58
Highway works	1,491.50
Bus Stops and Transport Schemes	18,000.00
Education	393,089.00
Total: £539,174.08	

9.2. As of March 2022, a s106 total (including committed funds) of £5,012,839.87 was available to fund public open space, highways, bus stops and transport, public care, affordable housing, education and public realm projects within the Borough.

S106 Contributions Available at the end of March 2022 by Infrastructure Type

Infrastructure Type	S106 available (£)
Public Open Space	225,301.65
Affordable Housing	2,643,124.86
Highways	376,109.78
Bus Stops and Transport Schemes	273,361.77

Primary Care Contributions	40,372.00
Public Realm	533,236.90
Education	921,332.91
Total: £5,012,839.87	

10.Next Steps

- 10.1. Fylde Council will update this Infrastructure Funding Statement at least annually. The next Infrastructure Funding Statement, for the period 2022/23 will be submitted to the Department of Levelling Up, Housing and Communities and published on the Council's website before 31 December 2023.

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
HEAD OF PLANNING	PLANNING COMMITTEE	18 JANUARY 2023	14
FIVE YEAR HOUSING LAND SUPPLY STATEMENT			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY OF INFORMATION

The Council is required by the National Planning Policy Framework to identify and update annually a supply of specific deliverable sites sufficient to provide a minimum of five years' worth of housing land against the housing requirement set out in adopted strategic policies.

The Council's statement for 2022 is provided through the link below. The statement concludes that the Council has 6.04 years' supply of deliverable housing land (page 23 of the document).

SOURCE OF INFORMATION

Fylde Council Planning Policy section, derived from planning application and building control data

LINK TO INFORMATION

<https://new.fylde.gov.uk/resident/planning/planning-policy-local-plan/five-year-housing-land-supply/>

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

This document provides an update on the Council's 5-year housing land supply, which will be a material consideration in the determination of planning applications by the Committee.

FURTHER INFORMATION

Contact: Eddie Graves eddie.graves@fylde.gov.uk

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
HEAD OF PLANNING	PLANNING COMMITTEE	18 JANUARY 2023	15
EMPTY HOMES POSITION STATEMENT AND FYLDE EMPTY HOMES STRATEGY.			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY OF INFORMATION

On 15 November 2022, The Environment, Health and Housing Committee resolved to note the findings of the Empty Homes Position Statement and adopt an Empty Homes Strategy. The relevant report and its associated appendices may be accessed via the weblink below or via the Council's Website.

The Strategy proposes an approach to targeting empty units that have been empty for two years or more and working with Registered Providers to bring the units into the affordable housing stock within the Borough.

SOURCE OF INFORMATION

Fylde Council Housing Service

LINK TO INFORMATION

[Report to Environment, Health and Housing Committee](#) - 15 November 2022 (Item 7 refers)

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

Managing and bringing empty homes back into active use forms a small, but important, strand of the housing delivery strategy and so contributes to fulfilling the housing need identified in the Development Plan. The Fylde Local Plan to 2032 (incorporating partial review) includes a commitment to identify and bring back into use empty housing and buildings in line with a Local Housing and Empty Homes Strategy. This report is provided to ensure Members of the Planning Committee are aware of the adoption of this important strategy which also appears as a key action in the Corporate Plan 2020-2024.

FURTHER INFORMATION

Contact: Mark Evans, Head of Planning. e: mark.evans@fylde.gov.uk t:01253 658460

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
HEAD OF PLANNING	PLANNING COMMITTEE	18 JANUARY 2023	16
CONSULTATION ON PROPOSED REFORMS TO NATIONAL PLANNING POLICY AND APPROACH TO NATIONAL DEVELOPMENT MANAGEMENT POLICIES			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY OF INFORMATION

On 22 December 2022, the Department for Levelling-up, Housing and Communities issued a consultation seeking views on their proposed approach to updating the National Planning Policy Framework (NPPF), including the approach to preparing National Development Management Policies and how policy might be developed to support the levelling up agenda.

The full documentation issued for consultation, including a 'tracked changes' version of the NPPF and the reasoning behind the proposed changes, can be accessed via the link provided below. The key changes, which appear to be focused on the delivery of new homes, include:

- how housing figures should be derived and applied to address local circumstances;
- addressing issues in the operation of the housing delivery and land supply tests;
- tackling problems of slow build out by developers;
- supporting the role of community-led groups in delivering affordable housing on exception sites;
- setting clearer expectations around planning for older peoples' housing;
- promoting more beautiful homes, including through gentle density;
- factoring food security considerations into planning decisions that affect farm land; and
- enabling new methods for demonstrating local support for onshore wind development.

The consultation also sets out the envisaged role for National Development Management Policies (NDMPs), which are intended to save plan-makers from having to repeat nationally important policies in their own plans, allowing the quicker production of local plans which can focus on locally relevant policies. A further consultation in the detail of NDMPs will be issued later in the year.

The Head of Planning will draft a response to the consultation in line with delegated authority included in the Council's constitution ahead of the consultation closing on 2 March 2023.

SOURCE OF INFORMATION

Department for Levelling-up, Housing and Communities.

LINK TO INFORMATION

Details of the Government's proposed changes to the National Planning Policy Framework are available via the following link:

[Levelling-up and Regeneration Bill: reforms to national planning policy - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/levelling-up-and-regeneration-bill-reforms-to-national-planning-policy)

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

The National Planning Policy Framework sets out the Government's planning policies for England and how these are expected to be applied. As it is a key document which must be taken into consideration in the formulation of development plan policies and the determination of planning applications, Members need to be aware of proposed changes and the potential implications for local planning policies and decisions.

FURTHER INFORMATION

Contact: Mark Evans, Head of Planning. e. mark.evans@fylde.gov.uk t. 01253 658460

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
PROJECTS AND REGENERATION	PLANNING COMMITTEE	18 JANUARY 2023	17
TOWN CENTRE WORKING GROUP UPDATE			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY OF INFORMATION

On 11 March 2020, Planning Committee resolved to create a Town Centres Working Group. Its purpose was to be an advisory working group to the Planning Committee in respect of town centre development, to enable research and discussion on town centre strategy and management issues and to coordinate, support and develop initiatives to reinvigorate and strengthen the three town centres of Fylde.

The specific objectives of the group include:

- To improve the prosperity and enhance the well-being of Kirkham, Lytham and St Annes Town centres, being the three identified town centres of the Borough.
- To engage and work with key stakeholders, including retailers, local businesses, other public sector and transportation bodies and community representatives to create a viable and sustainable town centre economy.
- To develop and deliver the town centre action plans as set out in the Fylde Economic Strategy.
- To identify opportunities for funding from a range of national, regional, and local funding sources and oversee the preparation of funding bids in order to deliver the programme of improvement.
- To take responsibility for identifying potential to develop the role of the town centres.

With the onset of the Coronavirus pandemic, the working group was immediately tasked with considering several reactive interventions to assist in the safe reopening of the high streets and preservation of the Town Centre businesses. As we have moved into a 'post-pandemic' phase the working group and sub-groups have been able to consider and provide their collective feedback on a number of longer-term projects that will benefit the three town centres and assist in maintaining and improving their economic prosperity.

Kirkham

In 2020 the Council was successful in securing significant external funding through multiple sources to deliver the Kirkham Futures Programme. The governance/oversight for the Kirkham Futures Programme has now been separated from the Town Centres Working Group and is now within the remit of the Kirkham Futures Steering Group.

St Annes

The St Annes sub-group supported and recommended to the Planning Committee the commission of a Health Check and Masterplan for St Annes Town Centre, to attract external funding for regeneration works. The Planning Committee subsequently recommended to the Finance and Democracy Committee that a sum of £150,000 should be met from the Capital Investment Reserve to undertake this work. The scope of this work was later expanded to include the regeneration of the Pleasure Island site (and link between the Island and Town Centre), with funding

provided from LCC via a successful bid to the Lancashire Economic Recovery Grant fund for £120,000 (£12,000 match funded by Fylde Council). The Masterplan for St Annes was adopted by Planning Committee in July 2022. The St Annes sub-group provided valuable feedback through the Masterplan consultation stage.

Lytham

The Planning Committee recommended an addition of £800,000 to the Capital Programme for the financial year 2019/2020 to undertake a phased improvement of the public realm within Lytham, including Clifton Street and surrounding areas. This work was delayed due to the pandemic and subsequent re-prioritisation of service demand. Since then, significant changes have occurred within the Planning service, with natural movement of staff and a management restructure. The responsibility of project delivery now sits with the Head of Projects and Regeneration. The project team are currently in the process of procuring a consultant team to provide a costed concept design which will be presented to the Lytham sub-group for feedback. A delivery programme will be prepared upon review and agreement of the concept design.

Next Steps

The overarching Town Centre Working Group has naturally evolved into separate sub-groups focusing on each individual Town Centre and has effectively superseded the overarching working group. The terms of reference for the working group(s) are currently being revised in conjunction with the Chair of the Town Centre Working Groups and will be brought back for consideration by the Planning Committee to coincide with the new cycle of Committees in 2023/2024. The revised terms of reference will reflect the fact that the working group(s) have now returned to focus on the work they were originally created to undertake, rather than the reactive work undertaken through the pandemic.

The minutes of all sub-group meetings held in 2022 are available on request as background information.

SOURCE OF INFORMATION

Head of Projects and Regeneration

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

Planning Committee requested that they be updated on progress of the work of the Town Centre Working Group.

FURTHER INFORMATION

Contact: Charlie Richards. t: 01253 658520 e: Charlie.richards@fylde.gov.uk

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
PLANNING	PLANNING COMMITTEE	18 JANUARY 2023	18
MID-YEAR PERFORMANCE 2022/23			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY OF INFORMATION

The report provides details of the key performance outcomes for the first half of the financial year 2022/23. Performance is reported against the targets set for the year and commentary is provided by performance exception.

SOURCE OF INFORMATION

Teams input data into the InPhase corporate online system from service-based performance data

LINK TO INFORMATION

<http://fyldeperformance.inphase.com> - Full Corporate Performance suite for Fylde Council

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

The performance information is relevant to the Committee's terms of reference and the responsibility of the Committee to monitor the performance of the services within its remit.

FURTHER INFORMATION

Contact: Alex Scrivens (alex.scrivens@fylde.gov.uk).

Mid-Year Commentary by Performance Exception for the Planning Committee

***** PERFORMANCE ABOVE TARGET *****

Commentary is provided to explain why progress has exceeded target, with details of how this will be maintained.

PM37: Percentage of minor applications determined within 8 weeks was 91.1% and last year's comparison figure was 91.78%, the target is 70%.

The planning team continue to work diligently and effectively with all applicants and agents to ensure that initial submissions are well conceived through providing pre-application advice, and that any issues with other schemes are promptly highlighted and addressed. This allows many applications to be determined within the original timescales, and fosters cooperative relationships with applicants and agents so that almost all are willing to extend timescales to achieve the desired outcome from their application. The team also make good use of hybrid working, follow effective time management patterns, and are embedding the new DEF software system to allow efficient management of all elements of their work.

PM38: Percentage of other applications determined within 8 weeks was 94.2% and last year's comparison figure was 96.77%, the target is 70%.

Ass PM37

PM151: Percentage of decisions on major applications within 13 weeks (or where extensions agreed) was 100% and last year's comparison figure was 95.32%, the target is 65%.

As PM37.

PM152: Percentage of major appeals allowed against all major application decisions (over last 2 yrs) was 0% and last year's comparison figure was 0.85%, the target is 10%.

As PM37, but also assisted by the existence of an up to date Local Plan which ensures that there are very few 'fishing expedition' applications submitted as those who would make those applications know they have no reasonable chance of success at appeal

***** PERFORMANCE BELOW TARGET *****

Commentary is provided to explain why performance is currently not on target, with details of any corrective action.






PM39: Net additional homes provided was 95 and last year's comparison figure was 154, the target is 240.

The Council has reviewed the Fylde Local Plan to 2032. On 6th December 2021 the Council adopted the Fylde Local Plan to 2032 (incorporating Partial Review). The updated goal is 305 net dwellings per annum. The 384 net additional homes provided significantly exceeds the goal. Therefore, performance is excellent.

PM40: Number of affordable homes delivered (Gross) was 78 and last year's comparison figure was 26, the target is 90.

A number of sties delayed in 2020/21 into 21/22, with 100% affordable housing delivered by Registered Providers, are now on site and completing units.

PERFORMANCE KEY ICON STATUS

	Over Performance – the indicator is over performing against target
	On Track – the indicator is performing within tolerance of target.
	Cautionary Under Performance – the indicator is moderately under performing. Whilst the indicator has slipped from target it maybe a minor blip overall or minor action will remedy it.
	Under Performance – the indicator is under performing against target.
	Missing Data – the indicator is missing data, this could be due to lag in data in the way the information is collated, or because its currently unavailable.
N/A	Not Applicable – no comparable data available. This could be due to the methodology being change or being a new measure created.

APPENDIX 1: Performance Measures mid-year performance (1st April 2022 - 30th September 2022)

Development Management						
Local Key Performance Indicators	Frequency	Good Performance Is	Mid Year 2021	Mid Year 2022	Mid-year Target	Performance Status
PM152: Percentage of major appeals allowed against all major application (2yr rolling figure)	Quarterly	Smaller is Better	0.85	0	10	✓
PM151: Percentage of major applications in 13 weeks or where extensions agreed (2yr rolling figure)	Quarterly	Bigger is Better	95.32	100	65	✓
PM37: Percentage of minor applications determined within 8 weeks	Quarterly	Bigger is Better	91.78	91.1	70	✓
PM38: Percentage of other applications determined within 8 weeks	Quarterly	Bigger is Better	96.77	94.2	70	✓
PM40: Number of affordable homes delivered (Gross)	Quarterly	Bigger is Better	26	78	90	✗
PM39: Net additional homes provided	Monthly	Bigger is Better	154	95	305	✗