Agenda

PLANNING COMMITTEE

Date:	Wednesday, 8 March 2017at 6:30 pm
Venue:	Town Hall, St Annes, FY8 1LW
Committee members:	Councillor Trevor Fiddler (Chairman) Councillor Richard Redcliffe (Vice-Chairman) Councillors Christine Akeroyd, Jan Barker, Michael Cornah, Neil Harvey, Kiran Mulholland, Barbara Nash, Linda Nulty, Liz Oades, Albert Pounder, Heather Speak.

	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 8 February 2017 as a correct record.	1
3	**Substitute Members:** Details of any substitute members notified in accordance with council procedure rule 25.	1
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DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	PLANNING COMMITTEE	8 MARCH 2017	4

LOCAL LISTS OF BUILDINGS

PUBLIC ITEM

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

SUMMARY

The Council's Built Heritage Strategy was formally approved in November 2015. It contains a complete review of the nature and scope of the built heritage assets of the Borough, the appropriate legislative framework and an action plan that lists a series of projects that are to be undertaken during the life of the Strategy. An important priority was considered to be the compilation of a local list of buildings.

The compilation of a local list was authorised by the Planning Committee and to assist in the broader understanding of the issue a member briefing was held in September 2016.

This item reports on progress to date, explaining how the project has evolved and concludes with recommendations in respect of heritage protection issues relating to the first study area to be completed, namely the Fairhaven Heritage Zone. However, officers are able to report that progress has moved on quite quickly and to date an assessment of the majority of Lytham and St. Annes has been 'completed'. Recommendations in respect of built heritage protection in relation to subsequent Heritage Zones will be reported to Committee in sequence over the forthcoming months.

RECOMMENDATIONS

1. That the Heritage Protocol as set out at Appendix 1 be adopted as the approved methodology for the compilation of local lists of buildings.
2. That the concept of designating buildings, collectively, as Groups of High Townscape Value where they meet the appropriate criteria for subsequent and due consideration by Committee be agreed. The Groups of buildings as shown within the Schedule 2 be agreed.
3. That the local list of buildings as set out within Schedule 1 (Appendix 5) contained within the Fairhaven Heritage Zone be approved and adopted.
4. That officers are authorised to undertake further research to inform whether the principle of conservation area designation, within the area as delineated on the plan, shown at Appendix 7, is appropriate.
5. That authority be delegated to officers to consider the necessity for the introduction of Article 4 Directions, as may be relevant, to each locally listed building and thereafter, and following appropriate consultation, introduce such directions.
6. That Committee nominate an additional Planning Committee member to serve on the Built Heritage Project Board.

SUMMARY OF PREVIOUS DECISIONS

On **26 March 2014**, in line with the recommendation of the Policy Development Scrutiny Committee of **6 March 2014**, Cabinet resolved to:

1. Approve the consultation exercise as undertaken in respect of the [Heritage] Strategy and responses thereto be noted and the incorporation of these into the final Strategy.
2. Recommend to Cabinet that the Strategy as presented be approved and thereafter be adopted as official Council Policy.
3. Recommend to the Cabinet that the Task and Finish group to remain in operation, for a period of no more than 12 months, to oversee the initial implementation of the Strategy, Action Plan and Work Plan and the setting up of the Heritage Forum.

A series of task and finish groups were held culminating in the adoption of the Built Heritage Strategy for Fylde 2015 – 2032 in **November 2015**.

On **20 January 2016**, the Development Management Committee was invited to appoint members to a working group, to be known as the Project Board in the delivery of the local listing of heritage assets. Following consideration of this matter the Committee RESOLVED: to appoint Vice-Chairman, Councillor Richard Redcliffe, Councillors Maxine Chew and Peter Collins to the working group.

CORPORATE PRIORITIES	
Spending your money in the most efficient way to achieve excellent services (**Value for Money**)	
Delivering the services that customers expect of an excellent council (**Clean and Green**)	
Working with all partners (**Vibrant Economy**)	√
To make sure Fylde continues to be one of the most desirable places to live (**A Great Place to Live**)	√
Promoting Fylde as a great destination to visit (**A Great Place to Visit**)	√

REPORT

1. Introduction and Background

The Councils Built Heritage Strategy (2015 – 2032) was adopted in November 2015 following an extensive programme of research and consultation. It involved the setting up of a task and finish group of members, who helped guide its progress. The Strategy has had the full endorsement of Historic England (HE). Local Listing is viewed by HE as an important aspect of heritage protection and the National Planning Policy Framework encourages planning authorities to recognise and designate locally important heritage assets to help facilitate their conservation and protection.

The Strategy is based around four themes, which seek to promote, protect and conserve the rich built heritage of the Borough. Attached and integral to the Strategy is the extensive Action Plan that seeks to deliver specific projects that will be undertaken during the lifetime of the Strategy. Theme 1 : Conserving the Built Heritage, specifies a number of projects which includes the compilation of a 'Local List of Buildings', and a review of Conservation Areas including the scope for boundary reviews, new designations and the preparation of appraisals and management plans. The latter are required by statute and are an important part of the development management process. The Strategy is fully aligned with the Local Plan as it moves towards adoption.

Following the adoption of the Strategy, Committee authorised officers to commence a programme of local listing. To assist the process it was further agreed that three councillors would be appointed to form a small Project Board (Committee resolution dating from 20th January 2016 – Appendix 3 attaches the report). This was aimed at overseeing the process and act as a sounding body for the relevant officers, as the project proceeded. This was seen as particularly important as there is no prescribed process for the undertaking of local listing, apart from some advisory material from Historic England. The specific methodology has emerged as the project has proceeded.

2. Methodology Applied : Initial Selection Process

As outlined in the foregoing section, there is no prescribed method of compiling local lists of buildings. However, Historic England have produced some guidance and in-house research has revealed that a number of local authorities have produced their own lists. Having regard to the material available, the methodology being used takes into account the advice and practice available elsewhere. However, the approach being applied in Fylde is somewhat bespoke, influenced by local circumstances, as the project has emerged. The approach being undertaken, has been discussed with advisors from Historic England who are in support the method being used.

In compiling a methodology four significant questions arose, which can be summarised as follows:

- How buildings can be identified?
- What is the threshold for their inclusion i.e. what measure of quality is appropriate?
- What is the method for final selection?
- What are the implications of local listing?

To answer these questions a 'Protocol' has been prepared and this is included as Appendix 1 to this report. In essence, local listed buildings are to be selected, firstly by the creation of a series of Heritage Zones, which are definable areas of character dating from the pre 1939 era, which automatically excludes some areas of town. The zone is then surveyed on foot to characterise properties acting as an initial sieving exercise. This would in turn then discount properties that are deemed as commonplace or, those that have been altered unsympathetically. The Zone is then surveyed again with greater scrutiny and by applying the selection criteria contained within the Protocol, particularly interesting buildings can be identified. These properties, having been identified, are then the subject of detailed architectural and historical research so that it can be determined whether they meet the criteria required for selection, which includes - age, architectural merit, style, rarity, historical interest, association with notable persons or having archaeological interest.

3. Methodology : Expert Panel

The ultimate decision as to whether a building becomes locally listed rests with the Council's Planning Committee. However, in order to ensure that the buildings recommended for local listing are suitable, it was deemed appropriate to draw together an Expert Panel who would act in an impartial and objective way to ensure that the buildings being recommended for local listing meet the criteria. As outlined in the Protocol (Appendix 1), the Panel draws together individuals with widespread experience in architecture, local history, conservation and urban design, and an elected councillor (member of the Project Board). The officers who have undertaken the survey and analysis, whilst offering advice do not have a 'vote' at panel meetings. To date, there have been four Panel meetings, the first of which considered the buildings within the Fairhaven Heritage Zone, which is considered within this particular report.

At the meetings of the Panel, a written description (Data Sheet) of the particular building is provided explaining its significance along with photographs. A discussion ensues following which

a vote is taken as to whether the building is to be recommended for local listing. The minutes of the Forum meetings are available for inspection. An example of a data sheet is included at Appendix 2)

4. Broadening of the scope of the Review : Quality Bar

One of the initial questions to be considered during the early stages of the project was the issue of the 'quality bar' i.e. how significant a building needed to be before it would warrant the designation of local listing. The Borough is very fortunate in that it contains significant numbers of quality buildings. Therefore, the quality bar has been set at a high level and looks to identify buildings that are readily recognisable in the locality as having special qualities. However, it also became apparent that there are significant numbers of buildings that have specific qualities, particularly in the context of neighbouring buildings, thereby forming attractive groupings.

Such buildings, when they form an attractive group, are considered to be important to the overall character of the area and have been identified as Groups of High Townscape Value. In addition, through the survey methods adopted, the groupings of such buildings, where they are concentrated and extensive, may well suggest the potential scope for designation as conservation areas.

For the purposes of the review, the following heritage assets are identified.

- Buildings considered suitable for local listing.
- Groups of buildings identified as being of High Townscape Value.
- Potential conservation areas or alteration to boundaries to include additional groups.

The purposes of identifying the Groups of High Townscape Value is one of recognising their importance and this 'designation' can be used for development management purposes in consideration of planning applications. The broadening of the scope of the project to add to local listed buildings was agreed with the Project Board.

5. Fairhaven Heritage Zone

In the undertaking of the project, Committee is reminded that the local listing of buildings is to be applied across the Borough. However, given the financial contribution made by the Lytham St. Anne's Civic Society which provided additional officer resources, it was agreed to commence the exercise in St Annes and Lytham. The benefit would be that the groundwork involved in drawing together the Protocol, and being a major part of the initial phase of the project, could then be applied in the context of the Borough as a whole.

The Fairhaven Heritage Zone was the first locality to be considered and the methodology applied. This has now been completed and the recommendations made to Committee within the report relates directly to this area.

The application of the methodology to this zone has been fully applied including the draft list being placed before the expert panel. This results in the following conclusions.

- The proposal to locally list some 11 sites (Buildings/Assets.) The building owners have been notified.
- The proposal to identify some 15 Groups of High Townscape Value (GHTV -The Panel does not consider GHTV)
- The proposal to undertake further research and consideration into the potential for the establishment of a designated conservation area in the environs of Fairhaven Lake. This would be reported back to Committee.

It should be noted that not all of the buildings presented to the Expert Panel were agreed for inclusion on the local list.

6. Notification to building owners and other interested parties

Following consideration by the Panel, the owners of the buildings affected are then notified. This has been undertaken by letter and includes an explanation of the local listing process, a question and answer sheet which identifies commonly asked questions (Appendix 4), a data sheet explaining the significance of the building and links to the Council's web site, where further information is displayed. It is further explained that the process has an in built appeals process, that can be used in cases where Council officers cannot deal with any initial concerns of owners. The appeal process has a separate Panel, which will consider the appeal, with a recommendation subsequently being made to Planning Committee. It should be noted that appeals can only be lodged on the grounds that the particular building does not meet the criteria attributed to it.

Committee are asked to consider the recommendations in this report that include local listing (including any appeal issues) as well as the designation of GHTV and any relevant conservation area matters referred to.

7. Implications of Local Listing and Article 4 Directions

As a result of local listing, there is no additional legislative protection of the building conveyed. The 'designation' could therefore be seen as a means of giving a building recognition or status. As Committee will be aware, various building types/uses have varying amounts of permitted development (works that can be undertaken without the need to apply for planning permission). It follows that potentially at least, the inappropriate use of permitted development rights could result in unsympathetic alterations to buildings. It also follows that in many cases, demolition could take place - of locally listed buildings - outside conservation areas – without the necessary safeguards in place.

In some of the designated conservation areas of the Borough, Article 4 Directions are in force. An article 4 direction withdraws the permitted development rights specified in the direction. This gives the local planning authority the ability to consider whether or not to grant planning permission for those kinds of development. The issue therefore, is whether Committee takes the view that these additional controls should accompany local listing. A complication arises in that the various building types and uses have varying amounts of permitted development rights. As a result, each building would need to be considered individually. The principle of introducing Article 4 Directions would be based on the premise that the removal of permitted development rights would be the minimum amount necessary to remove the prospect of the potential harm that could be caused to the particular building, for example, alterations to the rear of a property might be far less important than alterations to the front façade.

A further issue arises with respect to the potential demolition of buildings outside conservation areas. Although notification is required for the demolition of buildings of a particular size, the local authority can only consider the method of demolition and the means of remediating the site. The way to prevent demolition, or bring it within control, is by way of an Article 4 Direction either brought into force proactively, or served on an 'emergency basis' where notice of proposed demolition is given.

As a result of the buildings types that are to be recommended for local listing at this time and in the future, it is recommended that the principle of introducing Article 4 Directions be approved and that officers be authorised to consider, in detail, the particular classes of development that are appropriate on a case by case basis. The issuing of a Direction would be the subject of consultation with the building owner and any problematical cases would be referred back to the Planning Committee for deliberation.

It has also come to light that some of the buildings that have been identified may well be candidates for national listing. Such potential candidates would be the subject of further review and if appropriate, the justification can be forwarded to Historic England for consideration.

8. Public Nomination

The Council's Built Heritage Strategy seeks to raise public awareness and interest in conservation issues. There are specific projects contained within the Action Plan in this regard. In respect of local lists of buildings, it is proposed that the public be asked to nominate particular buildings that are considered to be of local architectural and historic interest. A procedure for public nomination is set out on the Council's web site and other publicity will promote the initiative. As the programme rolls out, town and parish council's will also be asked to participate. A short non-technical guide will be used and it will be for each of 'applicant' to set out why a nominated building is of important using the selection criteria contained within the Protocol.

9. Project Board : Vacancy for additional position

The idea to create a project board to oversee the production of the Protocol and other matters, in respect of undertaking the local listing project, was established by Committee on 20th January 2016. It was resolved that three elected members be appointed to the Built Heritage Project Board, two of which were Development Management members. Since that time, a number of meetings have been held and the input of committee members into the development of the project has been valuable.

A vacancy has arisen due to one of the members standing down. It is recommended that the involvement of three councillors is appropriate given the scale and complexity of the project. As a consequence, Committee is invited to appoint a third member to serve on the Project Board.

10. Conclusion

This extensive report seeks to outline the process involved in the local listing project. The accompanying Protocol (Appendix 1) and the example Data Sheet (Appendix 2) give further information. Additional information, explanation and illustration will be provided at Committee.

IMPLICATIONS	
Finance	There are no financial implications arising directly from this report
Legal	None specific outside normal planning considerations
Community Safety	None
Human Rights and Equalities	None specific
Sustainability and Environmental Impact	Project seeks to sustain the built heritage of the Borough
Health & Safety and Risk Management	None

LEAD AUTHOR	TEL	DATE	DOC ID
Paul Drinnan	01253 658434	20 February 2016	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Built Heritage Strategy for Fylde 2015 – 32 Report to Development Management Committee	November 2015 20th January 2016	Town Hall or Web site www.fylde.gov.uk

Attached Documents : Appendices

1. Copy of the local listing Protocol
2. Example of a Data Sheet
3. Report to Committee dated 20th January 2016
4. Question and Answer Sheet forwarded to property owners
5. Schedule of buildings 1. recommended for local listing within the Fairhaven Heritage Zone
6. Schedule of Groups of High Townscape Value 2 for designation within the Fairhaven HZ.
7. Plan of the Fairhaven Heritage Zone with heritage assets indicated.

BUILT HERITAGE REVIEW 2016

THE PROTOCOL FOR IDENTIFYING HERITAGE ASSETS

Introduction

The Built Heritage Strategy for the Borough was adopted in November 2015, following extensive research and consultation. It is now fully updated and published, taking account of legislative changes and Historic England Practice Notes. It contains an extensive Action Plan, which describes a significant number of projects that will be implemented over the lifetime of the Strategy. One of the principal objectives of the Strategy is one of identifying, appreciating and protecting the built heritage of the Borough. There are various means of achieving this, including the national lists of buildings, conservation areas, historic parks and gardens, and archaeologically important sites. Planning policies to be contained within the emerging Local Plan set out how these historically important assets should be managed and protected.

The National Planning Policy Framework (NPPF) sets out the Governments planning policies, including those relating to the protection of heritage and the built environment. The NPPF advises that local authorities should set out a positive strategy for the conservation and enjoyment of the historic environment. The Council's Built Heritage Strategy fulfils that ambition.

The NPPF advises that local heritage can be significant and go well beyond nationally designated assets. This is probably the case as much in Fylde as anywhere else. One means of identifying such heritage assets is through the compilation of a local list of buildings. This would be in addition to other means of protection such as conservation area designation. Historic England strongly supports local listing and has published guidance on how this might be achieved. Local listed buildings would not, by definition, be as important as those contained within the national list but, nonetheless, would be valued for their importance to the local area, perhaps being good examples of a particular national style or local building tradition. Historically important buildings may be appropriate for local listing in view of their particular associations with the locality, including socially important events, notable individuals or use of the particular building.

The Borough is fortunate in that it has a wealth of heritage assets and this is already recognised through current designations including nationally important buildings, parks and locally designated conservation areas.

Within the context of the Heritage Strategy, the production of a borough-wide local list of buildings was one of the suggested early projects. The Council, by way of its Development Management Committee, has now resolved to undertake this exercise. In reaching this decision, it accepted the generous offer of the Lytham St. Anne's Civic Society (LSACS), which offered to provide some complimentary funding to the Council's in houses resources, to expedite the delivery of the project.

As the activity and interest of the LSACS is primarily confined to the two coastal towns, of necessity it was then agreed that the focus of this work should initially be confined to these areas. However, it should be noted that a major part of the work is one of creating an appropriate system for selection, which can be used for identifying particular buildings in the general sense. The advantage of this initial part of the work is that once a system and process is agreed as to how buildings can be selected for the initial area, this allows for the same system to be used across the Borough as a whole.

The early stages of the project have involved considerable thought as to how the method of implementation of the project can be rolled out. To assist in the process, established methods of establishing the criteria by which buildings might be selected have been considered. This includes taking account of the advice of Historic England on local listing, through its publication 'Good Practice Guide for Local Heritage Listing'. This essentially lists the type of criteria that can be applied to identify heritage significance. It is, in fact, similar to that used in assessing whether particular buildings are appropriate for 'national listing'.

This document essentially sets out a narrative of the process that has emerged following discussion with individuals and groups who have been through the local listing process. In addition, the advice of Historic England has been reviewed and taken into account, particularly as regards the selection criteria, which is to be used in the process. However, it is clear from research that the process should be tailored to the individual circumstances of the locality in question. This is particularly important in assessing the issue of the 'quality bar', that is, the quality of buildings, due to their architectural or historic interest, that should be considered suitable for heritage protection. Fylde is fortunate that it contains a very extensive legacy of such buildings.

As a result, the local list of buildings will be selective and representative of particular types and styles of buildings. However, following due consideration, the scope of the review has been broadened form its original remit, which was aimed solely as assessing the scope for individual buildings. It is some time since there has been any review of the general built heritage of The Borough, including conservation area designations. Therefore, there seemed to be the potential for assessing the scope for built heritage protection on a basis that is broader than individual buildings. This will be outlined in the protocol.

Scope of the Review

In the context of the Built Heritage Strategy, the primary objective of the review is one of providing recognition and protection for the appropriate heritage assets that presently do not have such protection. As a result, the review will not, at this stage assess the scope for locally listed buildings within designated conservation areas since these buildings have the statutory protection of being within a designated area. The scope for assessing the value of individual or groups of buildings within conservation areas will be assessed when appraisals and management plans are prepared, which is also a specific action contained within the Built Heritage Strategy. However, within this specific review, the potential scope for conservation area extensions or new areas will be identified along with groups of buildings or buildings considered appropriate for 'local listing' – see below.

Project Board

The principal objective of the Project Board is one of overseeing the heritage review and ensuring the processes and procedures associated with it are applied in the correct way. It will also be a sounding board for discussing the progression of the review and making informed alterations to the way in which it operates, by for example, making the procedures more efficient. An important constituent part of the Project Board will be the inclusion of selected elected members (councillors) who can ensure that the remit granted by the parent Development Management Committee of the Council, is fulfilled. The Project Board will meet as and when required and will make the recommendations to the Councils Development Management Committee as the project progresses.

The Creation of Heritage Zones: Mapping

The first stage of the process has been one of creating a series of 'Heritage Zones'. This designation does not signify any particular status but is simply a way of sub-dividing the urban area of Lytham and St. Anne's into a series of zones that can be isolated due to their particular character. These areas or 'zones'

will then be the subject of assessment to ascertain whether they have specific buildings, groups or areas within, that justify recognition and protection for their heritage value. The particular zones may be identified for a number of reasons including:

- The street plan or layout of the area
- The type of building that gives the area a particular character e.g. the properties were built around the same time or have the same form or style
- The area has a recognisable identity and contained by defining features such as open space, roads or other edges
- The area has a defined 'centre' with a recognisable form of development that surrounds it
- Areas with a particular type of use supported by building form e.g. an industrial site
- Combinations of any of the above

Discounting

As a result of this 'mapping' exercise the two towns have been divided into zones and from that point some areas will have been discounted as having the potential to become Heritage Zones for a number of reasons, including:

- The defined area contains development that does meet heritage criteria e.g. the age of the development i.e. Post 1939.
- The type of development is of a form that would not qualify for heritage zone designation in view of its use and building typology e.g. industrial and employment sites
- The areas are presently protected for their present quality i.e. conservation areas, that will be the subject of a separate review
- The areas generally lack any specific significance and anything out of the ordinary.

A map of Lytham and St Anne's has been produced that identifies a number of Heritage Zones following this mapping exercise.

Heritage Zones Identified

The term 'Heritage Zone' does not imply that the defined area has, of itself, any particular value that will necessarily result in its recognition through some form of designation. This is rather a way of isolating zones that have the potential to contain buildings, groups or areas that have heritage value. The principal reason for the recognition of the zones is so that a more detailed assessment can be made that will identify such assets. The stages in that particular process will be considered later in the Protocol.

Range of Protection and Types

Some initial analysis work undertaken in the creation of this protocol and based on experience and knowledge of the area, strongly suggests that in fact there are three types of 'heritage asset' that are likely to result from this heritage review. These are summarised as follows.

Locally Listed Buildings or other Artefacts

As a result of an analysis of the particular Heritage Zone, the initial characterisation field work, based on the *selection criteria,* will identify buildings of particular note that can be considered candidates for local listing designation. In addition to 'buildings', historic structures or artefacts might be considered suitable for protection, in the same was as national listing can include features that would not normally be referred to as 'buildings'. To be eligible, locally designated listed buildings would be required to meet at least three of the selection criteria (Appendix 1).

Conservation Area designation

As a result of the analysis of the defined Heritage Zones, the quality of individual or groups of buildings may suggest that area based protection, in the form of a conservation area (or an extension to an existing area), might be appropriate, rather than locally 'list' numerous individual buildings. This conclusion would result from the initial characterisation study for each heritage zone where buildings are given a value. (See Characterisation below). The essence of a conservation area is that it has a particular identity as a 'place', of distinctive character where buildings enclose spaces in the form of streets or squares or form a setting for open spaces. To warrant conservation area designation, the area would need to have special architectural or historic interest. The initial characterisation work would identify areas as having the potential for designation and if this recommendation was accepted, then further detailed study should follow.

Groups of Buildings of High Townscape Value

In addition to conservation areas and potential locally listed buildings, the Borough often contains groups of buildings that have particular merit from a heritage perspective. Such groups, by definition would not be individual buildings but, perhaps a number clustered together in the form of a terrace or 'run'. As such these groups would not be appropriate for conservation area designation, but may be imposing or attractive in their own right and evocative of the stage of development associated with the locality - being good examples of a particular type or style of development. They would be required to make a significant contribution to the character of a street or location. Such buildings would be required to meet at least two of the selection criteria to be considered appropriate for the High Townscape designation.

Rapid Area Characterisation : Historic Overview

The heritage value of a particular location – and its buildings – will be determined by the characterisation study. Initially this will result from a rapid visual survey of the zone – hence the title Rapid Area Characterisation. However, prior to this undertaking, it will be appropriate to assess whether the zone in question contains any particular historic significance. This may be in view of its age, type of development, its use and layout, the origins and significance of particular streets or the area as a whole. There may be an element of significance deriving from the designer, architect or developer involved in its development. This aspect of research will draw out any historical significance, which will be in addition to the visual survey.

Rapid Area Characterisation : Visual Survey and Mapping and the Traffic Light System.

This aspect of the characterisation is essentially a visual survey of the area with the aim of mapping individual buildings (and any other features/artefacts), with the objective of assessing whether the buildings, individually or collectively are considered to have any special architectural or historic interest that would warrant their protection. This part of the process requires an on-site survey by 'walkabout', with a map. The means of recording the findings are based on a *'Traffic Light System'.*

Each property is 'scored' as either 'positive' (green) or 'neutral/negative' (red), based on an assessment of their quality by applying the Selection Criteria. Any buildings that appear to be of exceptional quality will be highlighted in yellow. This will be the first stage in the process of identifying potential local listed buildings, groups of buildings of High Townscape Value or as a potential Conservation Area, where there is a large concentration of important groups. As a general rule, buildings considered to be potentially listed should meet at least three of the Selection Criteria and those that may be amalgamated into groups or a conservation area, at least two of the criteria.

The field survey work will also allow for the boundaries of the Heritage Zone to be confirmed: namely that they reflect the appropriate boundaries for the Zone or, whether it needs minor adjustment to include buildings or land that naturally should form part of the Zone.

The Stage Following Rapid Characterisation

Following the site survey, a map will be produced highlighting the following:

- Any significant relevant aspects to the Heritage Zone that have been highlighted form the Historic Overview.
- Buildings considered to be 'positive' i.e. that have heritage value, to be coloured green on the base map.
- Buildings considered neutral or negative, to be coloured red on the base map.
- Particularly important buildings, which are likely candidates for local listing to be coloured yellow on the base map.
- As a result of this process, the map will indicate buildings to be 'put forward' for local listing, groups of buildings that are suitable for recognition as having High Townscape Value and identifying areas appropriate for potential conservation area status or, as an extension to a presently designated area, if appropriate.

LOCALLY LISTED BUILDINGS

Local Listed Buildings : Process for Designation

The potential for buildings to be locally listed will emerge from the area characterisation as described in the text. The initial field survey work will highlight particularly important buildings that will be described on a data sheet (see below) and placed before an expert panel. The Panel will consider candidate buildings and a recommendation will be made to the Project Board and subsequently to the Council's Development Management Committee, when a decision will be made. This will follow consultation with property owners and other interested parties.

Public nomination area by area basis

A major aspect of this heritage review is one of engaging the public thereby promoting an understanding and appreciation of the significant heritage value of the Borough. It follows that there should be an opportunity for the general public to input into the process. This would best be done on an area by area basis, when a particular 'Heritage Zone' was under consideration. The advantage of asking for building nominations in this way would ensure that the process would be set to a relatively short timescale; in other words, individuals nominating buildings would see a decision made on their suggestions quite quickly. In suggesting particular buildings, those nominating candidates would be required to explain their reasoning, based on the selection criteria that is applied. However, a simplified application form with a straightforward explanation of the criteria would be available so as not to discourage the public from participating in the overall project. The application form and explanatory note would be available 'on line'

Quality Bar Issue

As essential aspect of the listing of buildings will be one of verification. This part of the evaluation will be the responsibility of the Built Heritage Panel. For each of the candidate buildings a Data Sheet will be compiled by the case officer undertaking the field survey. This will be verified by the Regeneration and

Design Manager. The Data Sheet will contain the following information. (An example is given at Appendix 3).

- The location of the building, the name of the Heritage Zone and the Ward.
- A brief summary of the significance of the Building i.e. why it is important in respect of the Selection Criteria, which is set out at Appendix 1.
- A more detailed description for background outlining the architectural and or historic importance of the building (or artefact).
- Photographs of the building
- Selection Criteria Checklist. This will identify the particular criteria that the building identifies (a minimum of 3 for a locally listed building).

The Expert Panel

The process provides for the use of a panel of 'experts' that will be used to assess whether the buildings suggested for the List are justified. The principal aims of The Panel are as follows:

- To provide a forum for considered debate as to whether the building proposed meets with the criteria specified. This will ensure that the merits of the buildings and their potential for listing are provided with a critical appraisal, notwithstanding a recommendation to the panel.
- To provide for a mix of expertise including architectural, planning, historic analysis and an archaeological input, where appropriate.
- To provide checks and balances to maintain a consistent approach to selection.
- To provide a forum for Member involvement both to understand the process and oversee the work of the Panel.

It is proposed that the Panel will meet as required to consider a number of buildings at a time. The Panel should provide for a minimum of 4 members. The Panel, overall, will comprise of:

- An Architect with experience if historic building issues
- An Architect with specialist local knowledge of the area or able to research, as appropriate.
- A Town planner with Conservation Experience
- A Town planner with Urban Design Experience
- A local Historian
- An Archaeologist
- An elected Member(s) from the Project Board as observers.
- Members of the Development Management Committee and Ward Councillors will be notified of Panel meetings as a courtesy, which may include buildings within their area.

Procedure Following Draft Selection

Following due consideration by the Panel, owners of the buildings and interested parties will be notified of the *intention* to locally list the particular building, citing the reasons why and what the implications are. At this point anyone who wishes to make representations in respect of the proposed listing will have 21 days to make comments. If the owner, or interested party wishes to object they will be able to do so. However, an appeal could only be made on the grounds that the building in question does not meet the Selection Criteria. The reasons for objection should be couched in these terms and a standard form will be made available for this purpose.

Appeal against Local Listing

If an interested party wishes to object to a proposal to locally list a building, they will be required to set out the reasons why. The reasons for challenging the proposed listing should be on the grounds that the building in question does not meet the selection criteria that is used by Council. In other words, the appeal would be made on the basis that the Council and its advisors may have made an error of judgement or relied on facts that are unsound, which has led to its decision to list based on the architectural or historic significance attributed to the building. In such cases, the grounds for appeal should be clearly stated with evidence used, where appropriate to challenge that produced by the Council. It would not be sufficient simply to state that the building should not be listed and such an objection would not be treated as an appeal.

In the case of an appeal the matter will be considered by a conservation expert(s), who will take account of all of the matters that led to the conclusion of listing and then consider the reasons for objection. This will result in a recommendation to the Council's Planning Committee being made as to whether the appeal should succeed or not.

Planning Safeguards

Buildings that are locally listed would not automatically benefit from additional planning protection. As a result, it may be appropriate to consider the introduction of additional planning controls. This has been the case in some of the Borough's conservation areas. Proposals to demolish most buildings in a conservation area require planning permission. However, outside these areas planning permission is not required, rather, a simplified notification procedure of the intent to demolish. A planning authority may only object on certain grounds but this does not include reasons in respect of the architectural quality of the particular building. More recently, applications have been made to demolish buildings where the land owner may aspire to redevelop a particular site. Such applications could be made in respect of locally listed buildings or where buildings are considered to form part of a group having group value.

The means of preventing demolition would be by way of introducing an Article 4 Direction to prevent demolition, without first obtaining planning permission. The Council may consider the potential for issuing such directions when buildings or groups are first identified or on an 'emergency' hoc basis when consent applications are made to demolish. The 'emergency' provision would probably be necessary since the local authority only has a timeframe of 28 days in which to consider the demolition request.

Development Management Committee

Ultimately, it is the duty of the Councils Development Management Committee to determine whether a building is locally listed. This decision will take account of a recommendation on each candidate building, placed before Committee as a 'block'. An accompanying report will highlight all of the buildings, including those supported by the Panel and any recommendations made as a result of an appeal. The decision of the Development Management Committee will be final.

CONSERVATION AREAS

The review points to a system whereby a series of Heritage Zones are to be created. From this evaluation, a method of historical appraisal is undertaken to assess how the particular zone might be considered to have historic merit, perhaps due to the history of the development of the area, its layout, planning and pattern of uses. The historical appraisal will then be supplemented by the Rapid Characterisation survey, which is primarily engaged with assessing the architectural quality and integrity of the buildings within the zone. This combined study will isolate particular buildings of quality, but it may also lead to conclusions about the extent of building quality where they are grouped together within a discernible area that possesses a special architectural and historic character. In such cases, it

may be recommended that the particular Heritage Zone, or part of it, has the potential to be designated as a conservation area. It may also be the case that particular part of the zone adjoins an existing designated area and might form an appropriate extension.

In cases where conservation area designation has resulted from the review, a recommendation would be made that the Development Management Committee authorise a specific detailed review of the potential designated area and undertake the appropriate appraisal, in detail and bring this matter back to Committee for further assessment. The designation of conservation areas, where they are justified is a recognition of the special value of the area and a signal of the intent of the Council, as local planning authority, to safeguard it special character into the future.

Conservation Area designations or the alteration of boundaries would be defined locally but declared through national legislation. As such the Act provides for specific planning powers in these areas as well as the potential for justifying additional planning controls by way of Article 4 Directions or additional controls in respect of outdoor advertising.

GROUPS OF HIGH TOWNSCAPE VALUE

As outlined, the characterisation stage may well identify groups, comprising of a number of buildings (in special cases as few as two) which contain buildings of quality with at least two of the Selection criteria being met, in addition to the 'age' bar. Such groups would not readily fall into what might be considered an 'area', sufficient to be a candidate for conservation area designation. Nonetheless, such buildings will be seen as important, having significant heritage merit. It may be appropriate to consider additional planning controls in the case of particularly important groups. These groups would be identified and be taken into account in the determination of planning applications.

APPENDIX 1

THE SELECTION CRITERIA

AGE

The age of a building or other notable feature should be of a particular vintage so as to fit the definition of 'architectural or historic interest' – the two generally being taken together as a measure of the potential qualification.

Buildings, artefacts or other historic features dating from before 1939 unless there are some exceptional features of a particular building e.g. a unique example of its type and that satisfies all or most of the designation criteria.

ARCHITECTURAL MERIT

The value of a building as normally recognised by the public usually includes its visual qualities that support its form and scale and is related its purpose as designed. In the context of the Borough of Fylde – as is the case nationally – there are a number of 'styles' that are often evocative of the period in which they were commissioned and built. This factor in important as it can in turn be a reflection of

the development of a particular street, neighbourhood or settlement as a whole. Architectural merit can be further illustrated as follows.

STYLE

Individual buildings, groups or a street/area that are representative of a particular 'style' that was developed in an era e.g. in a philosophical sense e.g. Vernacular, Classical, Gothic or Modern. Within these broad definitions, particular styles associated with certain 'eras' e.g. Georgian, Victorian, Inter-War or Post war can be generally identified. Large areas of particular places may have been developed during certain of these eras. Beneath these broader descriptions particular 'styles' have been developed in response to fashion or as a response to a client's design brief – more recently as a requirement of planning authorities. These may include as examples, Neo Gothic, Classical, Arts and Crafts, Queen Anne, Moderne and Art Deco. These adapted styles can be evocative of important historical events or associated with the development of particular localities. Style will, therefore, be an important consideration alongside 'age'. A compendium will be produced that will assist in the identification of particular 'styles'.

UNIQUENESS

The purpose of recognising locally important heritage assets is one of acknowledging their relative significance as a part of the heritage value of the Borough. By using this criteria as a measure, in addition to other qualifying factors, it is likely that buildings and assets that are subsequently locally listed or otherwise protected (through conservation area status for example) are of special quality and not the commonplace. Many buildings, groups or larger areas may have other virtues rather than architectural or historic interest. Uniqueness is a value that will be a determining factor is assessing merit but this should not mean that buildings that have architectural or historic quality, which are not unique are not given the necessary protection. This is where group value or conservation area status may be a more appropriate means of giving certain buildings overall protection with particularly important buildings being identified through the conservation area appraisal.

INTEGRITY

It is assumed that for a building to be worthy of local listing it should have architectural integrity, that is it has completeness, being in a relatively pristine condition expressing its style and syntax (the way the building is put together) in a largely unaltered form. That is not to say that if the building has been altered in some way that it will automatically be seen as having no integrity. However, to meet the 'tests' of integrity it should be primarily in its original form and elevation with any alterations, that are not considered to be sympathetic to the original, being relatively modest when considered against the overall character of the building. The present condition of a building can also be important but as long as the building has overall integrity, such buildings can be reinstated or repaired.

ARCHITECTURAL FEATURES

Research has shown that buildings with a high degree of visual interest are usually more highly valued than those of a simple form. Buildings associated with particular periods of history are often associated with features, decoration or ornament that are evocative of certain building types. Some buildings contain a particular form i.e. symmetrical and have a particular rhythm, for example in the pattern and

proportion of window openings. Other important features can include roofs, chimneys, door cases, window detaining (fenestration), string courses, eaves detailing, bays, gables etc.

Materials are an important aspect of the analysis and potential significance of buildings or groups. This is the case as they may represent traditional forms of construction or locally sourced materials based on the geology of the area. Conversely, the material may have been mass produced from particular manufacturers at a point in time or the mixture of facing materials may be associated with a particular style of building. The material may have a technological relevance e.g. a pioneering use for construction or for its aesthetic value.

SETTING

In traditional areas of townscape, the location of buildings was often determined by its public significance, notably its level of visibility supported by its overall form and appearance. Buildings of public significance, such as places of worship or other community buildings, tended to occupy prominent locations as a centerpiece or were located to be visually prominent i.e. on street corners, set in their own grounds, or rose above buildings that surrounded them. This planning concept is often referred to as 'building hierarchy'. Buildings of this type tend towards being seen as having particular value because they are publically accessible or their setting is accompanied by a striking form and appearance. Buildings of this type are often referred to as having 'landmark quality' although scale and importance is a relative term and depends on the context in which such buildings may be located and how they relate to surrounding development. The setting of a building may be important as it forms part of a larger group. Setting may also be wider than being considered in a purely visual issue, for example where a building or feature might be related by association or theme to other buildings some distance away. In such cases the setting may be considered to be much broader.

GROUP VALUE

All buildings have a particular setting and apart from those in isolation (which would have a landscape setting) each one will relate to neighbouring buildings. That might be as a cluster, a terrace, a street, neighbourhood, district, town etc. Such a context can be applied at a variety of scales. In considering 'Group value' the importance of buildings can be as a result of a variety of factors.

DETACHED AND SEMI DETACHED PROPERTIES

Significance may be derived by the fact that the single building forms part of a purpose built architectural composition. This could be a series of detached properties designed as a group by one developer, to a particular form and style or, as a pair (or grouping of pairs), each designed as a single architectural composition, e.g., to a symmetrical design. The setting of the group, to a building line or within frontage landscaping may add to the significance of the particular group value.

TERRACES : UNITY

The importance of a building may be the fact that it sits within a group or terrace of similar properties designed as a single composition where each component part of the terrace shares almost identical features that binds it together. In such cases, the terrace should be complete to a high degree with the key features remaining for example, roofline, specific features such as the rhythm of windows, storey

heights, materials, chimneys, decoration and ornament, fenestration and door cases. Frontage landscaping and external but unifying features including boundary walls may be important.

TERRACES : ADAPTIVE - VARIETY WITHIN UNITY

In certain situations, the importance of a terrace may be the fact that it has developed not as single composition, by one commission, but as a series of individual component parts (Adaptive). Nonetheless, in some cases the overall terrace may have significant value as a group because the individual elements of the terrace nonetheless share common characteristics that appears to give it a coherent and cohesive appearance. The terrace may have variety but overall, it has a defined unity. The unity may be the result of a number of factors that could include a common theme such as the width of plot frontage, the verticality of expression by way of window openings, fenestration, and a similarity of other features such as fascia depth, roof slope, materials, the scale and proportion of architectural elements. There is a fine balance involved where this unity is apparent. Where terraces have been altered in an inappropriate fashion, the unity is often disrupted, which devalues the principle.

SETTING

The setting of terraces is often an important feature in a particular street scene, neighbourhood or, town. It will be important to recognise the value of individual buildings with a terrace and the role they play in the general character of the terrace. The value may be enhanced where the terrace itself benefits from a particular setting e.g. fronting gardens or open space. In such cases particular aspects of the setting may accentuate particular features such as the skyline, roofscape, and the symmetry of the terrace or defining features.

HISTORICAL INTEREST

The historic interest of a building may be expressed through its particular style or its importance in relation to the economic, social, environmental or cultural circumstances of the time. Historical interest may also be relevant in the context of:

- A building artefact or other feature (asset) that has strong associations with notable individuals or events.
- An asset that is important for its community associations – e.g. public building used for civic use or entertainment or market cross.
- A building or group of buildings that are important in the development of a particular place or are a good example of town planning.
- An asset that is important overall in the development of a location or in connection with an important feature of an area.
- As asset that is a good example of a particular type of development tied to a notable historical period of development.

ARCHAOELOGY

An asset that important as it demonstrates the evolution of human activity based on the development of a particular feature, building or locality. This might include a site that contains remnants of previous development, processes and will potentially reveal information about past activity.

DESIGNED LANDSCAPES

An open space, park or garden that has historic or landscape significance. These could include:

- An asset that was designed by a notable designer.
- A landscape asset that is representational of a particular landscape style.
- A landscape that is considered important as an integral part of the development of a notable building, site or town

RARITY

The issue of rarity is a part of the process that will follow on from the evaluation of a locality through field evaluation.

It might be the case that if a building or asset is rare, having attributes that meet the criteria as set out, then its significance will be all the more pronounced. On the other hand, many buildings that are typical of an area may nonetheless, have significance. The field evaluation will identify the importance of rarity as the study progresses.

APPENDIX 2

FAIRHAVEN : HERITAGE ZONE 1

Introduction

Fairhaven is the pilot study area for testing the methodology, which can subsequently rolled out over the Borough. The objective is one of identifying the potential for local listed buildings, Groups of High Townscape Value and any conservation area potential within the zone.

Discounting

The whole of the Lytham St Annes has been reviewed by field survey, local knowledge and utilising the Lancashire Extensive Urban Study, which aims to discount areas of development that could not be regarded as having heritage value. These areas of development effectively postdate 1945, although it is possible that there could be some buildings of heritage value albeit sitting within these later areas of development.

Formation of Zones

Once the areas of discounted development are taken into account the remaining areas are deemed as having potential heritage interest. The objective is then one of characterising them into definable areas or zones which tend to have a particular character. The zone might have particular defining features such as edges (major roads, railways, open spaces, seafront etc.) or a specific character that distinguishes it from another area. It may, for example, have a particular street pattern, type of development, form of enclosure e.g. street width and building height, style of building, land uses or having a particular ambience.

It should be noted that the term Heritage Zone does not imply that it necessarily has heritage value in whole or part. This descriptions rather a definition and means of identification of the particular study area for the means of identifying any heritage assets it possesses.

The Fairhaven Heritage Zone

This zone is shown on the Map and is defined quite clearly as a distinctive area with firm edges Fairhaven Lake/Inner Promenade, King Edward fields, the railway line and Ansdell Road South.

Historical Overview

Research undertaken as part of the Heritage Lottery Bid for Fairhaven Lake identified that Fairhaven as a whole was a purpose built planned suburb/resort containing a marine lake, hotel, community facilities and recreational provision. It developed to a grid iron pattern with the Inner Promenade as a coastal road to accommodate building plots that would command views over the lake and associated parkland. The suburb was planned from the turn of the twentieth century and development commenced soon after. During the early 1920's, the noteworthy landscape architects and town planners Thomas Mawson and Sons were commissioned to undertake a review of the site – and adjoining land alongside Inner Promenade – to include a significant expansion of the lake, its parkland and recreational facilities. The outer promenade was an initial part of the overall scheme, designed as a 'marine drive', originally planned to link with St. Annes. The residential frontage fringing the lake was, in fact, developed later and contains inter and postwar development. Nonetheless this is important as it was designed as an integral part of the Fairhaven development.

Rapid Characterisation

A field study has been undertaken by mapping each property within the defined zone on a street by street basis. Using the *Selection Criteria* each building. The traffic light system has been used has been identified as 'Red' – Buildings of no architectural or historic interest based on the criteria, 'Yellow' – buildings of quality and having the potential to be locally listed and 'Green', Buildings collectively forming groups with architectural or historic interest.

Building Assessment

As a result of the characterisation field study and detailed assessment of the Selection Criteria, a number of buildings have been identified that are considered significant enough to be individually locally listed. These tend to be those of high public significance as community assets or of particular historic merit. These buildings are the subject of a more detailed assessment. The characterization stage has also identified a number of buildings identified in green. These buildings have then been reappraised to ascertain as to whether they fall into the description of Groups of High Townscape Value. In assessing the scope for such groupings the individual quality of buildings is important – each one should meet at least two of the Selection Criteria. However, the collective importance is of great relevance and in this regard the relationship of the buildings to each other as a group is important e.g. form, building line, style, materials, roofline, boundary walls, consistent architectural features, trees and landscaping. In the case of Fairhaven, the historic importance of the lake is important as a site, as outlined in the historic overview, above.

In the case of potential locally listed buildings, each candidate will be considered in more detail through the provision of a Data Sheet which contains a full description of the building identifying why in particular it is considered suitable for local listing. Each building will then be considered by the Expert Buildings Review Panel.

Evaluation

Following the process undertaken, the following conclusions can be drawn.

1. That the Fairhaven Zone is generally of historic interest as it was designed as a purpose built coastal resort complete with lake, residential and community buildings and recreational provision.
2. The street pattern is of interest in general terms but the characterization points to many of the frontage buildings being of mediocre quality or have been the subject of significant alteration such that they would not meet the criteria for local listing. In general the area as a whole would not therefore be a candidate for conservation area designation.
3. However, the frontage area to the lake (and the lake itself) can be considered to be historically and architecturally significant and the lake frontage and its setting and were an important feature of the development of the area.
4. Notwithstanding the lack of architectural or historic interest of much of the development, the characterisation study has identified a number of building groups of particular interest.
5. There are a number of individual buildings that appear to be worthy candidates for local listing, in particular, these with community significance.

Conclusion and Recommendations

1. That the buildings shown on the Heritage Zone Map be considered appropriate for Local Listing and that additional Planning control measures are considered as appropriate.
2. That the area shown be the subject of more detailed consideration for potential designation as a conservation area – designated as an area of special architectural and historic importance. In this respect, a full appraisal be carried out and public engagement be an important part of the process.
3. That the buildings shown as specific groups (G1, G2 etc.) be designated as Groups of High Townscape Value and following further consideration additional planning control measures be considered as appropriate
4. Ratification is required by the Project Board and Fylde Council's Development Management Committee.

APPENDIX 3 : DATA SHEET EXAMPLE

HISTORIC ASSET RECORD (HAR)
Template version 1.0

DATA SHEET

TITLE / ADDRESS 277 Inner Promenade (Beryldene)			**Asset number** HA
National Grid Reference	County Lancashire	District Fylde	**Ward** **HZ1 Fairhaven**
Grade: Local			

Summary of Significance

Distinctive detached dwelling designed by Herbert Wade in 1907 for James Boddington Leigh (of Boddington family, Manchester) which makes a positive contribution to the streetscene. Owned by George Formby 1949 - 53

Historic Asset Description
Distinctive detached dwelling designed by Herbert Wade in 1907 for James Boddington Leigh (of Boddington family, Manchester) which makes a positive contribution to the streetscene. Owned by George Formby 1949 – 53.

Described by The Lytham Times at the time of construction as “modern in design and built of specially made thin facing bricks, with dressing of Darley Dale stone, roofs of dark-brown Broseley tiles, and wrought iron casement windows filled with heavily leaded lights of clear glass.“ Since re-reroofed with Westmorland slate, and modern inserts in original window openings.

Two storey detached house with three bays to main elevation. Main entrance in narrow central gabled bay with recessed door. Single window above. Double height canted stone bay window to first bay with small gable window above. Third bay has 3 light mullioned window to first floor; mullioned and transomed window to ground floor set behind an unusual full width square single height bay with flat roof, pilasters and an over-sized keystone; large semi-circular opening to view the ground floor window. Flat roof to create a terrace with short modern railing. The building is set well back from the road with a brick boundary wall

Sources: *The Making of Fairhaven* by Brian Turner

Criteria: Age [ ] Architectural merit [x] Historic interest [x] Group value [ ] Setting [ ]
Rarity [ ] Designed landscape [ ] Archaeological interest [ ] Landmark quality [x]

Comment: e.g. materials, features of particular note

The communal value is of special interest and the historical value is high

Any further comment e.g. recommend for national listing

Date of expert panel decision 8/7/16

APPENDIX 3

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	DEVELOPMENT MANAGEMENT COMMITTEE	20 JANUARY 2016	5

APPOINTMENT TO OUTSIDE BODIES/WORKING GROUPS

PUBLIC ITEM

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

SUMMARY

Where appropriate, Council has asked that the programme committees make nominations/ appointments from within their respective memberships for working groups that are tasked with assisting in the delivery of particular projects that relate to the Development Management Committee matters.

RECOMMENDATION

The committee is invited to recommend nomination(s) to the working party, to be known as the Project Board in the delivery of the local listing of heritage assets, which is a specific project contained within the Council's adopted Built Heritage Strategy, 2015.

CORPORATE PRIORITIES			
To Promote the Enhancement of The Natural & Built Environment (**Place**)	√	To Encourage Cohesive Communities (**People**)	
To Promote a Thriving Economy (**Prosperity**)	√	To Meet Expectations of our Customers (**Performance**)	√

SUMMARY OF PREVIOUS DECISIONS

A report has been considered by Council on 20th May 2015 which seeks recommendations from individual programme committees as to nominations for representation.

REPORT

1. The Council makes a number of appointments to outside bodies and 'internal working groups' in each municipal year. A report was considered at the last AGM, which is in line with the process undertaken each year. Council resolved '*That this matter stands referred to the next council meeting to allow the various programme committees the opportunity to recommend appointments from within their respective memberships for those outside bodies relating to the brief of their committee'*. In the case of the appointment of individual members to 'working groups', largely operated to deliver Council projects, the decision to appoint individual members rests with the appropriate parent committee. In this case, therefore, The Development Management Committee has the authority to appoint members to the working group in line with its terms of reference, approved in June 2015.

2. Development Management Committee is asked to nominate members, no less than two but no greater than three (including a possible substitute), to participate in the undertaking of a project, contained within the Built Heritage Strategy (Theme 1: Conserving the Built Heritage – Project 2). This relates to assessing the scope for the compilation of local lists of buildings and other assets. The initiative has been partly assisted by the provision of support funding from the Lytham St Anne's Civic Society. As such, the project will commence within this area but will be rolled out across the Borough in due course. The initial background work to establish a methodology for this work will, of course, be beneficial for the Borough as a whole.

3. The issue of potentially locally listing buildings or other assets will be undertaken in line with a process and protocol that is now to be developed. This will be based around that suggested by Historic England (tailored to meet local circumstances.) In undertaking the project, technical expertise will be required but equally, it is considered that member involvement would be to the advantage of developing the project. The purpose of the Project Board is to ensure that the processes, protocols and criteria for the potential selection of buildings is transparent, impartial, and objective and that checks and balances are put in place. Member involvement will assist in this process and their inclusion will effectively be on behalf of the Development Management Committee. It will also be an effective way of making relatively simple amendments to the process as the project proceeds.

4. It should be emphasised that apart from managing the technical procedures, the Project Board will not have any powers of decision making, rather one of making recommendations to the Development Management Committee. It is considered that the Board should comprise of Development Committee Members, professional officers – Fylde Council- (maximum of 2) and a representative of the Civic Society.

5. It is important that the members nominated to represent the Council on working groups have an appropriate interest in the body/partnership/subject, can commit to positively represent the Council/Committee and be available to commit the time to attend the majority of the meetings involved. It is envisaged that the Project Board will meet as necessary as a way of discussing issues and monitoring progress. It should not be particularly onerous in respect of the frequency of meetings.

6. The current protocol is that members are required to produce regular reports about the working group on which they serve, currently every six months. It is the intention that this information and progress of this initiative will be made available to the programme committee members on a regular basis. Officers will assist and support this process.

Development Management Committee – working group			
Outside body / partnerships	**Role/Purpose**	**Frequency of meetings**	**Previous representation**
Local Listings Project Board	To establish a process and protocol, to be applied to compiling a local list of heritage assets including buildings. To undertake research in this regard and to make recommendations to Development Management Committee in respect of the potential for local listing and related conservation issues.	When required	N/a

IMPLICATIONS	
Finance	There are no direct implications to The Council
Legal	There are no implications
Community Safety	There are no implications
Human Rights and Equalities	There are no implications
Sustainability and Environmental Impact	There are no implications
Health & Safety and Risk Management	There are no implications

LEAD AUTHOR	TEL	DATE	DOC ID
Paul Drinnan	01253 658434	5 January 2016	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Report to Council	20th May 2015	Council web site

APPENDIX 4

LOCAL LISTS OF BUILDINGS

A guide to help in understanding the issue of local listing

What are local lists of Buildings?

The Government actively encourages local authorities to promote the protection and conservation of its built heritage. Locally, 'Listed Buildings' can be seen as part of that process. The idea is that they will be selected where they meet specified criteria. They will then have the status of locally listed buildings and will be recognised for their historic and architectural importance through the planning system. They will also have the status of being 'special' and valued from the heritage standpoint.

Where did the idea come from?

A number of local authorities have adopted a local list of buildings. The Governments heritage advisor 'Historic England' promotes the idea of local listing. Fylde Council's adopted Heritage Strategy sets out the principles of compiling a list of locally important buildings and so, this project aims to deliver that part of the Strategy. The web site link at the end of this guide note will direct the interested reader to the Strategy.

Why have them in Fylde?

One of the recognised qualities of Fylde as a place is the wealth of attractive towns, villages and rural landscapes. Individual, as well as groups of buildings, reflect the history and development of the area and are often valued by the communities in which they are located. With such a rich heritage, many buildings are important to the character of places and should be recognised for the contribution they make.

Is local listing the only means of recognising and conserving our built heritage?

No. Fylde contains over 200 buildings that are considered to be of national importance i.e. nationally listed by Historic England. In addition, the Borough contains 10 localities that contain historically important parts of towns and villages, which have been designated as conservation areas. There are also 3 historically important parks and gardens, designated as such in view of their national significance. There are also a number of sites of archaeological importance. Further information can be found in the Heritage Strategy.

What is the difference between a listed building and a locally listed building?

As outlined in the preceding paragraph, listed buildings are designated by Government on the advice of Historic England, in recognition for their architectural and historic interest in the national context. As such, consent is required for any type of development that would impact on the character of such a building. Locally listed buildings are designated for their local significance by the Local authority (in this case Fylde Council). Planning permission requirements remain as if the building were not listed unless there is considered to be a justification for additional planning controls being introduced, in order to safeguard the character of the buildings.

How they chosen and what are is the process?

The principal criteria for local listing is that the building has notable architectural and historic significance. Fylde Council has adopted specific criteria so that buildings can be selected with consistency. The criteria

applied is based on good practice, as advocated by Historic England and adapted to meet the circumstances appertaining to this Borough. The specific criteria applied is set out in the Local Listing Protocol document, referenced at the end of this guide. The step by step method of local listing is also set out in the Protocol.

What does this mean for a property owner?

The owner will of course be notified of any intention to locally list. Practically, this will make little difference and initially there will be no additional planning controls as there would be, for example, if a building were to be nationally listed. However, the intention of local listing is one of protecting the architectural and historic interest of the building for the longer term. As a result, the local authority may seek to introduce additional planning controls and would also offer building owners constructive advice about potential changes they may propose. The main aim is one of protecting the character of the building and not automatically preventing any changes. Additional planning controls are in place in some of the designated conservation areas.

Can a property owner object?

Yes. There is an appeal system built in to the local listing protocol. This will be based on a challenge being made that the building does not meet the criteria claimed, as set out in the Protocol. An objection would not be valid simply based on the premise that the owner, or other party, simply does not like the idea.

If I object what happens?

When first notified of a potential listing, it is hoped that the building owner or other interested party would discuss any issue they may have with officers of the local authority. If after doing so their objection remains there is a right of appeal. This would be delay with by a separate appeal panel taking account of the views of the objector. Following that panels recommendation, the matter will be placed before the Council's planning committee who will make the final decision.

Will local listing be recorded and if so how?

The local listing for a building will become a land charge and would be notifiable upon the sale of a property. In addition a locally listed building will be retained on the Council record and published on its web site.

If someone wishes to make changes to a locally listed building can they get advice?

Yes. The idea is one of ensuring that any potential chances are carried out sympathetically and appropriately. Therefore, officers with knowledge and expertise in heritage matters would be pleased to offer advice in respect of the potential aspiration of building owners to make changes to locally listed buildings.

If I require planning permission for works to a locally listed building, how will this be judged?

Account would be taken as to how the proposals would impact on the special character of the building in question. This would include looking at the overall scale and design of the development, the materials of construction and ensuring that they are appropriate to the building in question.

Would I need planning permission for changes to the inside of a locally listed building?

The principal aim of locally listed buildings (unlike nationally listed buildings) is to recognise and then conserve and protect them in view of the positive contribution they make to the character and appearance of the street or locality on which they are located. Whilst, from a heritage point of view the careful retention

and restoration of period fittings within buildings would always be recommended, the building owner would not require permission from the planning authority for changes to the inside of buildings.

Fairhaven zone LL buildings summary

ref	Asset	Building type	Description	comment
L1	King Edward V1I School	school	Restrained free Classical style school designed by Messrs Briggs, Wolstenholme and Thornley, of Blackburn, with extensive grounds, developed on the Fairhaven Estate to serve Lytham and St Annes, and completed in 1908.	Part of group of 3 items
L1	gate piers & gates	Within school grounds	Monumental stone gate piers and iron gates which form a grand and impressive entrance to the Edwardian school	ditto
L1	Critchley memorial sundial		Memorial sundial, with Pilkington & Gibbs helio-chronometer, to commemorate Burton Critchley, former KES schoolboy killed on 26 June 1918	ditto
L2	2-10 Pollux Gate	residential (single dwellinghouses and flats)	Former purpose built shops/houses designed by Henry Littler for the Fairhaven Estate Company in 1895. One of the earliest developments on the estate, and survives with little alteration.	Terrace of 5 properties
L3	Christadelphinian Hall, Pollux Gate	non –residential institution	Opened in 1898 and originally named the Strict Baptist Chapel, the hall is one of the earliest buildings on the Fairhaven Estate	
L4	St Paul's CE church	Place of worship	Early Edwardian church designed by James Medland Taylor of Manchester to serve the spiritual needs of the growing population in the area of the Fairhaven Estate	
L5	225 Inner Promenade	Residential (two flats)	Striking mock Elizabethan inter war detached house on a substantial corner plot which makes a strong positive contribution to the character of the local streetscene. The property also makes a positive contribution to the planned setting of the lake with large high quality houses.	
L6	Former boathouse, Fairhaven Lake	community/retail	Unusual pagoda style boathouse designed by Herbert and William Wade and opened in 1901 for the Fairhaven Estate Company	Owned by Council (occupied by RSPB)
L7	Fairhaven Methodist church	Place of worship	Church constructed in 1909 / 1910 to meet the need for a growing congregation in the local area.	
L8	253 Inner Promenade and 9 Beach Avenue	Residential – 2 dwellinghouses	253 Inner Promenade is a substantial inter war detached double-fronted dwelling with four tall chimneys and interesting roofline, which makes a striking contribution to the character of the local streetscene. Also makes a positive contribution to the planned setting of the lake with large high quality houses. 9 Beach Avenue has group value with 253 Inner Promenade, being of similar design and materials on a smaller plot.	Pair of houses

L9	51 Clifton Drive	Care home	Substantial interwar detached villa with unusual entrance feature which makes a strong positive contribution to the character of the streetscene	
L10	277 Inner Promenade	dwellinghouse	Distinctive detached dwelling designed by Herbert Wade in 1907 for James Boddington Leigh (of Boddington family, Manchester) which makes a positive contribution to the streetscene. Owned by George Formby 1949 - 53	
L11	Tram shelter, Marine Drive	Public shelter	Tram shelter constructed in 1923 to serve the St Annes and Lytham tramway	Owned by Council

1. FAIRHAVEN HERITAGE ZONE - GROUPS OF HIGH TOWNSCAPE VALUE

Group	Location	Built form and spaces between buildings/plot widths subdivision	Building Line/frontage/enclosure/setting	Frontage Landscaping boundary Treatments	Harmonious Scale, height, form	Coherent Style/consistency	Roofscape, roofline, chimneys, gables	Rhytham and Repetition Proportion: Solid/void	Articulation, projection, modelling, recession, bays etc	Material, colour, texture	Ornament and decoration inc. fenestration
G1	St Pauls Avenue	✓	✓	✓	✓	✓	✓		✓	✓	
G2	Inner Promenade	✓	✓	✓			✓		✓		
G3	Myra Road (West)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
G4	Myra Road (East)	✓	✓	✓	✓	✓	✓		✓		
G5	Inner Promenade / Cyprus Avenue		✓	✓			✓		✓		
G6	Inner Promenade / Eddington Road	✓	✓	✓	✓		✓		✓		✓
G7	Clifton Drive / Cyprus Avenue	✓	✓	✓	✓		✓	✓	✓	✓	✓
G8	Clifton Drive	✓	✓	✓	✓		✓		✓	✓	✓
G9	Inner Promenade	✓	✓	✓	✓		✓		✓	✓	
G10	Beach Avenue	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
G11	Clifton Drive (North)	✓	✓	✓			✓	✓	✓	✓	✓

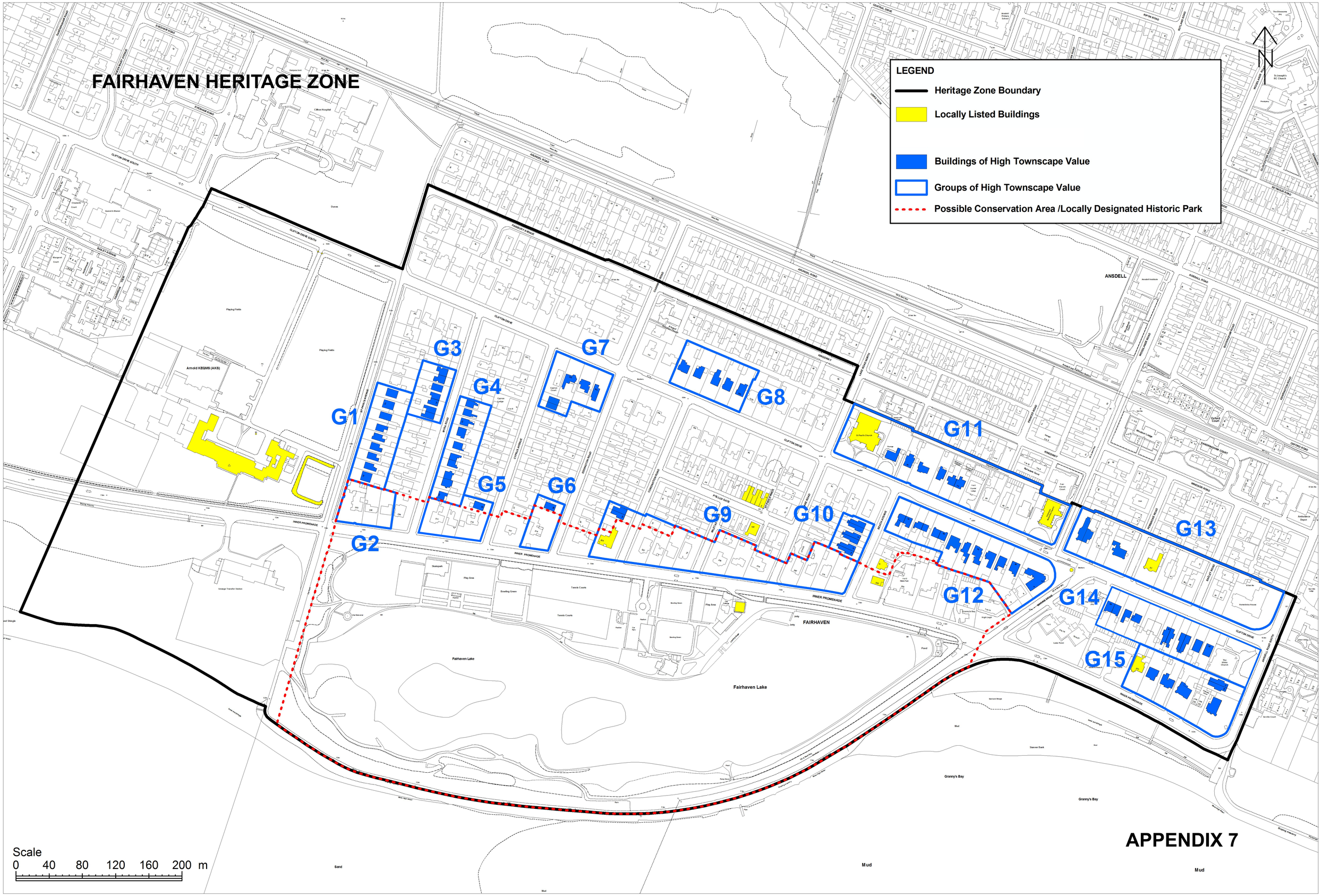
G12	Clifton Drive (South)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
G13	Clifton Drive (North)	✓	✓	✓			✓	✓		✓	✓
G14	Clifton Drive (South)	✓	✓	✓	✓	✓	✓	✓	✓		✓
G15	Inner Promenade	✓	✓	✓	✓		✓		✓	✓	

Notes

1. G2, G6, G9, G12, G13 & G15 are considered groups of high value in respect of their position relative to a potential conservation area.

2. Properties not coloured blue within defined groups are less important but any proposals for development should have regard to the importance attributed to the broader group.

FAIRHAVEN HERITAGE ZONE



APPENDIX 7

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DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	PLANNING COMMITTEE	8 MARCH 2017	5

PROPOSED INCREASE OF PLANNING APPLICATION FEES

PUBLIC ITEM

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

SUMMARY

In its recent housing white paper "Fixing our broken housing market", published on February 7th 2017 the government has proposed that planning application fees can be increased by 20% for those local planning authorities who commit the additional fee income to improving the planning department. The aim of the fee increase is to boost local authority capacity and capability to deliver, improve the speed and quality with which planning cases are handled whilst deterring unnecessary appeals.

This report asks Members to consider whether to apply the higher application fees or retain the existing fee schedule.

RECOMMENDATION

1. That the Section 151 Officer be authorised to make a commitment under Section 230 of the Local Government Act 1972 that Fylde Council accept the proposed 20% increase in planning application fees and that the amount raised through these higher fees will be spent entirely on improvement to the planning service.
2. That, subject to the approval of recommendation 1 above, Finance & Democracy Committee be recommended to approve a budget increase of £108,750 for 2017/18 (or pro rata depending upon the government's implementation date) in the planning department, fully funded from the increase in planning fees as set out in the report, and for £145,000 per annum thereafter.

SUMMARY OF PREVIOUS DECISIONS

Planning application fees are set by central government and reported annually to the Budget Council meeting.

Spending your money in the most efficient way to achieve excellent services (**Value for Money**)	√
Delivering the services that customers expect of an excellent council (**Clean and Green**)	√
Working with all partners (**Vibrant Economy**)	√
To make sure Fylde continues to be one of the most desirable places to live (**A Great Place to Live**)	√
Promoting Fylde as a great destination to visit (**A Great Place to Visit**)	

REPORT

1. In its recent housing white paper "Fixing our broken housing market", government has proposed that, from July 2017, planning application fees can be increased by 20% for those local planning authorities who commit the additional fee income to making improvement to the planning service. The intention of the proposed fee increase is to boost local authority capacity and capability to deliver, improve the speed and quality with which planning cases are handled, while deterring unnecessary appeals.

2. The Department of Communities and Local Government has written to all local authorities in England on February 21st 2017 asking that they confirm whether or not they wish to take advantage of the proposed fee increase by March 13th 2017. A full copy of the letter is attached as appendix 1 to this report. The letter invites Fylde Council to confirm its intention in relation to the fee increase. It is intended that the additional revenue should be invested in the planning service and that existing baseline and income assumptions will not be adjusted down as a result during this Parliament.

3. Paragraph 2.13 of the White Paper identifies that developers have expressed concern regarding the lack of capacity and capability in planning departments and that this is restricting their ability to get on site and build. After several years of limited development, Fylde has recently experienced an increase in development activity, in particular in the construction of new homes. As developers seek to implement planning permissions, greater pressure has been placed on the planning service not only in regard to determining planning applications, but in terms of the discharge of planning conditions, consideration of revised proposals, requests for pre application advice and the monitoring of development to ensure it is proceeding in accordance with approved plans and conditions. An increased investment in the planning service could be used by Fylde in many ways but there is potential to secure:
    - increased staffing resources to facilitate the speedy determination of planning applications and discharge of conditions,
    - the production and revision of guidance for developers in the form of Supplementary Planning Documents in order to secure improvements in the quality of planning applications and resultant developments,
    - increased resources to ensure the effective monitoring of ongoing development,
    - improved process and service quality through digital transformation and re-engineering

4. As a result of increased investment, the Council can expect that:
    - The quality of built development will be further improved as a result of improved guidance and development monitoring
    - Applications for the development of sites that the council considers unacceptable for development will be reduced
    - The number of appeals and associated cost to the council will be reduced
    - The delivery of new homes to meet the housing supply and deliver new homes bonus
    - Improved speed of determination of applications without the need for requests to extend time

5. For local authorities that do not make the commitment, or subsequently fail to deliver on the commitment to improve the service, the existing fee structure, which was last increased in April 2015, would remain in place.

6. In order to benefit from the higher planning application fees, DCLG require the Council's Section 151 officer, under s230 of the Local Government Act 1972, to provide a commitment and submit

information of the 2017/18 budget that demonstrates the additional fee income being spent on planning services.

7. At this stage, Government is asking for a commitment from local authorities which must be made by 13 March 2017. The final decision on whether or not to commit to the proposed fee increases would be made in the normal course of budget decision making by Full Council.

FINANCIAL IMPLICATIONS

8. The following information is required to be submitted to the DCLG as an indication of the additional income that would be generated to the Council if the proposed 20% increase in planning application fees is implemented with effect from 1st July 2017:

	2016/17	**2017/18**
Estimated expenditure on development management	£735,953	£732,327
Estimated income generated from planning application fees	£725,000	£725,000
Estimated additional income generated from higher planning fees (based upon the assumed implementation date of 01/07/2017 as advised by DCLG – i.e. 9 months additional income for 2017/18. For clarity a full year's additional income would be £145,000).	N/A	£108,750

9. If the Council opts to implement the higher fees then it commits to invest the additional fee income in the planning department. This effectively becomes a funded budget increase, with additional costs in the planning department being fully-funded from the additional income generated.

IMPLICATIONS	
Finance	Financial implications are set out in the body of the report.
Legal	None
Community Safety	None
Human Rights and Equalities	None
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	None

LEAD AUTHOR	TEL	DATE	DOC ID
Mark Evans	01253 658460	February 2017	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Housing White Paper – Fixing our broken housing market.	February 2017	https://www.gov.uk/government/publications/fixing-our-broken-housing-market
Guide to Fees for planning applications in England	January 2017	http://ecab.planningportal.co.uk/uploads/english_application_fees.pdf

Attached documents

1. Letter dated 21 February 2017 from DCLG

Department for Communities and Local Government

Simon Gallagher
Director of Planning

Department for Communities and Local Government
Third Floor, Fry Building
2 Marsham Street
London, SW1P 4DF

www.communities.gov.uk

Chief Executives of Local Planning Authorities in England
[Via Email]

21 February 2017

Dear Chief Executive,

Planning application fees: the Government's offer

'***Fixing our broken housing market'*** was published on 7 February 2017. It includes proposals for boosting local authority capacity and capability to deliver, improving the speed and quality with which planning cases are handled, while deterring unnecessary appeals.

As set out paragraph 2.13 of the White Paper, developers consistently tell us that the lack of capacity and capability in planning departments is restricting their ability to get on site and build. Alongside funding, local authorities also report difficulties in recruiting and retaining planners and others with specialist skills. There may also be wider capacity and skills issues for local authorities. To boost local authority capacity and capability to deliver, paragraph 2.15 explained that the Government will **increase nationally set planning fees**. Local authorities will be able to increase fees from 20% from July 2017 if they commit to invest the additional fee income in their planning department.

This letter invites you confirm your intention in relation to the fee increase. It is intended that the additional revenue should be retained by planning departments and that existing baseline and income assumptions will not be adjusted down as a result during this Parliament. This is an opportunity for all authorities to make improvements to their resourcing, leading to better services, improved performance, and greater capacity to deliver growth as set out in '*Fixing our broken housing market*'.

'*Fixing our broken housing market'* proposes a further increase of 20% for those authorities who are delivering the homes their communities need. This would also be on the understanding that the additional fee income generated will be invested exclusively in planning services. We will consult further on the detail of this proposal and the timing on it being brought forward.

For your authority to benefit from the higher planning application fees, we require your section 151 officers, under s230 of the Local Government Act 1972, to provide a commitment and submit information of the 2017/18 budget that demonstrates the additional fee income being spent on planning services. Annex A sets out details the information required.

Should your authority not wish to charge the increased fee, the existing fee structure will remain in place. Where authorities do accept, but do not comply with the assurances it has

provided, the Secretary of State will consider reducing the fee level for that authority back to the original fee level through a change in regulations.

Annex B includes a template for section 151 officers to sign and return. Replies should be sent to planningresources2@communities.gsi.gov.uk by Monday 13th March. It is important that a response is received from all local authorities; indicating whether or not the increased fee offer is to be accepted. You are also asked to confirm the correct legal name of your authority at Annex C, and return this with the template in Annex B. This will be used in the statutory instrument bringing forward the fee increase.

I would be grateful if you could forward a copy of this letter to s151 officers and the officer with lead responsibility for planning services within your authority.

Yours Sincerely,

Simon Gallagher

Annex A: Information section 151 officers should commit to providing

Alongside the condition to spend the additional income generated on planning, we are asking section 151 officers to provide DCLG with certain information to demonstrate that the additional funding is being spent on development management.

We therefore ask that authorities submit the following information, on the basis that your budget has been set, and on the assumption that regulations are in place by July 2017.

- Estimate of final income from planning application fees in 2016/17.
  - Estimate of final expenditure on planning/development management in 2016/17.
  - Estimated income from planning application fees in 2017/18.
  - Estimated additional income generated from higher fees.
  - Estimated expenditure on planning/development management in 2017/18.

The letter in Annex B includes a table in which to provide this information.

Annex B: Template letter for s151 officers to sign

Dear Simon Gallagher,

In reply to your letter of 21st February 2017 I am writing to certify that **[Insert name of authority]** has determined to:

Accept the proposed 20% increase in planning application fees……

Reject the proposed 20% increase in planning application fees……

If accepting:
I confirm that the amount raised through these higher fees will be spent entirely on planning functions.

I can also confirm that the full legal name for this authority to be used in regulations is

……..

Please also confirm this legal name in the table in Annex C, and return to planningresources2@communities.gsi.gov.uk with this letter.

I submit the following information, as requested.

	2016/17	2017/18
Estimated expenditure on development management		
Estimated income generated from planning application fees		
Estimated additional income generated from higher planning fees	N/A	

Yours sincerely

[S151 officer]

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	PLANNING COMMITTEE	8 MARCH 2017	6

APPOINTMENT TO OUTSIDE BODIES/WORKING GROUPS

PUBLIC ITEM

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

SUMMARY

In May 2015 Council asked that the programme committees make recommendations to appointments from within their respective memberships for those outside bodies relating to the brief for the committee. This report covers those appointments that relate to the Planning Committee.

Council will make appointments to outside bodies for the forthcoming municipal year at its meeting on 3 April 2017.

RECOMMENDATION

The committee is invited to

1. recommend nominations to the outside bodies listed for consideration by council
2. confirm the establishment of the working groups(s) listed which will meet as and when required
3. to note the reports from members currently serving on outside bodies

SUMMARY OF PREVIOUS DECISIONS

20th May 2015 - Council sought recommendations from individual programme committees as to nominations for representation.

6 July 2015 – Council confirmed the nominations from the programme committees.

11 April 2016 – Council confirmed the nominations from the programme committees.

CORPORATE PRIORITIES	
Spending your money in the most efficient way to achieve excellent services (**Value for Money**)	√
Delivering the services that customers expect of an excellent council (**Clean and Green**)	√
Working with all partners (**Vibrant Economy**)	√
To make sure Fylde continues to be one of the most desirable places to live (**A Great Place to Live**)	√
Promoting Fylde as a great destination to visit (**A Great Place to Visit**)	√

REPORT

1. The Council makes a number of appointments to outside bodies in each municipal year. In an election year these appointments are made at the AGM. In non-election years, these appointments are made at the last Council meeting of the municipal year. In May 2015, the Council deferred the decision to appoint to '…. *allow the various programme committees the opportunity to recommend appointments from within their respective memberships for those outside bodies relating to the brief of their committee'*.

2. The Council needs to make appointments to outside bodies at its meeting on 3 April 2017 for the forthcoming municipal year 2017/18. Nominations are sought from the programme committees for representatives to the outside bodies.

3. This report deals with the outside bodies that relate to the terms of reference for the Development Management Committee. The first table below includes the name of the body/group, the role/purpose and which elected member currently represents the Council. The committee is invited to recommend nominations for consideration by Full Council.

4. Under the previous governance arrangements there existed the facility through scrutiny for members to establish specific task and finish groups to look in some depth at particular issues and make recommendations to Cabinet. With the adoption of the new governance arrangements that is no longer possible. However programme committees may wish to establish their own subject specific working groups to be set up when required in order to advise the parent programme committee on a particular topic/issue.

5. The second table below lists those working groups that relate to the terms of reference of the Planning Committee that are currently established. The establishment of working groups is within the responsibility of the individual programme committees and does not need the approval of Council.

6. It is important that the members nominated to represent the Council on outside bodies/working groups have an appropriate interest in the body/partnership/subject, can commit to positively represent the Council and be available to commit the time to attend the majority of the meetings involved.

7. The members nominated should ideally be a member of the programme committee to which the matter relates to.

8. The current protocol is that members are required to produce regular reports about the outside bodies on which they serve, currently every six months. It is the intention that this information will be made available to the programme committee members to which the external partnership relates.

9. The conclusion of any working group would be brought to committee in a formal report as previously occurred in scrutiny.

Planning Committee- Outside bodies/partnerships			
Outside body / partnerships	**Role/Purpose**	**Frequency of meetings**	**Current representation**
Duty to Cooperate	Resolution of Cabinet 18/09/2013 - Leader of the Council appoints two members of the Council to sit on the joint member/officer Steering Group established to oversee the work under the Duty to Co-operate with neighbouring planning authorities.	When required	Chairman and Vice Chairman of Planning Committee
Planning Education Liaison Group	To ensure liaison between Lancashire CC and Fylde BC on education issues and to ensure these are reflected in planning policy and decisions made by Fylde BC	When required	Councillor Richard Redcliffe and Councillor Linda Nulty
Blackpool, Fylde & Wyre Economic Development Company (EDC) Leader's Group	Fylde coast economic partnership established to coordinate and promote economic growth	When required	Leader of the Council

Development Management Committee– Working groups			
Working group	**Role/purpose**	**Notes**	**Current representation**
Local Listings Project Board	To establish a process and protocol, to be applied to compiling a local list of heritage assets including buildings. To undertake research in this regard and to make recommendations to Planning Committee in respect of the potential for local listing and related conservation issues.	When required	Councillors Richard Redcliffe, Peter Collins and Maxine Chew
SHLAA Steering Group	To consult with relevant stakeholders to keep the strategic housing land availability assessment up to date. Two Councillors to attend in an overseeing role.	Meets when required	Councillors Peter Collins, Linda Nulty and Albert Pounder
Bryning-with-Warton Neighbourhood Plan Liaison Group	To provide input and comments to facilitate the development of the Neighbourhood Plan in line with Fylde Borough Council Policy	As required	Chairman and Vice Chairman of Planning and Councillor Cornah.

IMPLICATIONS	
Finance	No implications arising from this report
Legal	No implications arising from this report
Community Safety	No implications arising from this report
Human Rights and Equalities	No implications arising from this report
Sustainability and Environmental Impact	No implications arising from this report
Health & Safety and Risk Management	No implications arising from this report

LEAD AUTHOR	TEL	DATE	DOC ID
Tracy Morrison	01253 658521	Date of report	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection

Appendices attached to this report

Appendix 1 – Status of reports from Outside Bodies representatives

Appendix 2 – Reports from Outside Bodies representatives.

Outside Bodies Returned Forms – Feb/March 2017

Outside Body	Councillor	Info First Requested	First Reminder	Second Reminder	Date Returned	Notes
Planning, 8/3/17 meeting. Closing Date for reports Thursday 23 February						
Blackpool, Fylde & Wyre Economic Development Committee (EDC)	Sue Fazackerley	9/01/2017			9/01/2017	Nil return as no meeting held
Duty to Cooperate	Chair & vice – Trevor Fiddler & Richard Redcliffe	9/01/2017			12/1/2017	Nil return as no meeting held
(Planning) Education Liaison Group	Richard Redcliffe	9/01/2017	31/1/17	20/2/17	22/2/17	Report saved in folder
(Planning) Education Liaison Group	Linda Nulty	9/01/2017	31/1/17	20/2/17		

Details

Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)	Councillor Richard Redcliffe Member
Email	Cllr.rredcliffe@fylde.gov.uk
Period this report covers (date):	Sept 2016 - February 2017
Name of Outside Body:	Fylde Education Liaison Group
How often does the organisation meet? And how often have you attended?	Usually twice a year I have attended all meeting from the inception of the group
Key issues arising for Fylde Borough Council	Assessment of educational need generated as a result of proposed residential development in the Borough whilst at the same time ensuring appropriate provision for our communities. Particular issues include Provision of Sixth Form Education in Fylde after consultation undertaken by Lytham St Anne's High School over plans to close their Sixth Form. LCC's response to Fylde's Local Plan - primary and secondary school provision. Currently a consultation was ongoing on LCC's overall strategy for provision for early years to post 16 with Fylde Council contributing. Position of Medlar with Wesham Primary School and a site identified in the Infrastructure Development Plan for a new school on Mowbreck Lane. Role of LCC officers in determining Section 106 agreement for Whyndyke Village. Examination of capacity issues in existing primary and secondary schools in Fylde. Provision of Standard Timescales for reassessment of planning applications. Consideration of LCC methodology determining developer contributions and how money allocated is utilised for educational provision. This included challenging LCC policy of expanding existing schools rather than building new schools and the inability of growing communities to meet the educational needs of their children from within that community leading to disconnection. Role of free schools/academies in the future in meeting demand for school places in Fylde.
	Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc
Who did you inform of these issues within Fylde Borough Council?	Planning committee members/ officers
In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?	Yes
Any further comments?	Next meeting May/June 2017 It is essential that this body continues as currently there are huge infrastructure pressures building in Fylde as more housing developments are approved.It is a vital opportunity for Lancashire County Council, Fylde Borough Council and other local authorities to discuss and liaise over educational provision in Fylde.

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	PLANNING COMMITTEE	8 MARCH 2017	7

REVIEW OF PLANNING IMPROVEMENT PLAN ACTIONS

PUBLIC ITEM

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

SUMMARY OF INFORMATION

The attached document provides a summary of the actions completed in line with the Planning Improvement Plan which was prepared following a Peer Review of the Council's spatial planning function carried out during August 2012. Whilst continued improvement of all services is an ongoing process and will continue through other mechanisms, the improvements identified in line with this particular improvement plan are considered to have been completed.

SOURCE OF INFORMATION

Head of Planning & Regeneration based on information held in InPhase.

LINK TO INFORMATION

Summary of Planning Improvement Plan Actions

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

The former Community Focus Scrutiny Committee considered a number of progress reports monitoring the implementation of the Planning Improvement Plan. This report is the final update as all actions have been completed or have been passed to other improvement work streams.

FURTHER INFORMATION

Mark Evans, Head of Planning & Regeneration

e. mark.evans@fylde.gov.uk

t. 01253 658460

Summary of Planning Improvement Plan Actions

1	**Review and update the project plan to complete the local plan. Ensure sufficient resources are allocated to deliver this. There is support available from PAS for this. Raise awareness of the Local Plan.**		
	Planned Action	**Outcome**	**Notes**
1	Raise awareness of the importance of the Local Plan to Fylde Council by better communication with Senior Officers, Members and council staff (see 2 below).	Regular reports on local plan progress have been and continue to be provided to leadership board, management team and Development Management/Planning Committee. Key stages in the preparation of the plan are communicated via The Vine, departmental management team meetings, and "five points".	Ongoing
2	Regular reporting of progress on the Local Plan to Management Team/Management Board and LPSG – continuously monitor, review and support	Regular reports on local plan progress have been and continue to be provided to leadership board, management team and Development Management/Planning Committee who have taken on the role of the former Local Plan Steering Group.	Ongoing
3	Allocate the necessary resources to complete and adopt the Local Plan as soon as possible	Funding was put in place to fund the detailed project plan at Cabinet on 24 November 2014 which provided for the recruitment of additional staff dedicated to progressing the local plan.	Complete, but review having regard to progress of emerging plan and future planning policy development.
4	Establish a clear priority to focus on the Local Plan and acknowledge that additional work streams, the changing government agenda and achieving member acceptance may delay its adoption	The local plan is part of the Council's Corporate Plan and has been identified as a corporate priority. The work of the planning policy team has been focused towards completion of the local plan. This has resulted in some tasks being given a lower priority/not completed, but allowed the plan to achieve its latest key milestone (submission to Secretary of State for	

		examination, December 2016) in line with the project plan agreed by Cabinet in November 2014.	
5	Work with all Neighbouring Authorities, Lancashire County Council and statutory consultees on meeting the Duty to Cooperate at officer, corporate and member level	Regular duty to co-operate meetings have been established with neighbouring authorities, the County Council and key statutory consultees. Regularity of meetings has been tailored so that meetings with more prominent partners occur more frequently. A Memorandum of Understanding has been established between Blackpool, Wyre, Lancashire and Fylde with regular officer and member meetings. An education liaison group, including member representatives meets regularly. Consultation with other bodies, for example more distant local authorities within Lancashire, has taken the form of regular meetings or correspondence. All infrastructure providers have been fully engaged in the preparation of the Infrastructure Delivery Plan.	
6	Work with the PAS on reviewing the various stages of the plan and progressing it to examination.	The Planning Advisory Service (PAS) were engaged to develop a programme for the delivery of the local plan and to assist in addressing key topics, including the housing need for the borough. Support has been ongoing, with additional assistance and guidance provided by the Planning Inspectorate and DCLG.	
7	Develop good working relationships with statutory consultees e.g. United Utilities.	Individuals have been identified as first point of contact with all infrastructure providers who, in turn, have been fully engaged in the preparation of the Infrastructure Delivery Plan.	
8	Review evidence base continuously to ensure it is up to date at examination. A local housing requirement figure is needed to replace RSS. Out of date evidence can delay examination.	The evidence base has been kept under review and for example where changes in circumstances, government guidance or legislation have impacted upon the evidence base, updates to the evidence base have been commissioned. Examples include the Strategic Housing Market Assessment, Gypsy and Traveller Accommodation Assessment, Playing Pitch Strategy and	

		The Fylde Coast Retail Strategy.	
9	Stay up to date with emerging government agenda and current best practice in order to produce sound local plan.	Officers have kept abreast of developing legislation, guidance and best practice, including through subscribing to online resources that provide regular updates and attending relevant seminars and training events.	
2	**Develop a set of councillor briefing sessions to explain the 5 year land supply issue, NPPF and other pertinent planning issues.**		
1	Provide clarity on Community Infrastructure Levy'	Member training events were held on 15 April 2013 and 9 September 2013.	
2	To provide an understanding of the SHLAA methodology to assist in the review of SHLAA	A member training event was held on 24 April 2013 with a further briefing at the Local Plan Steering Group on 25 March 2014.	
3	To create a greater understanding on the roles and responsibilities of elected members in effective planning.	An initial training session was delivered by NWE in May 2013. The Member Development Steering Group recommended on 11 October 2013 that no further action was required.	
4	The concept and appreciation of Neighbourhood Planning	The role of neighbourhood plans was addressed in the induction training held on 28 & 29 May 2015.	
5	More joint training/information workshop events with planning team and DM Councillors	All training events are now open to attendance by officers and members.	
6	Involvement of the Member Development Steering group in the design and delivery for future years Agree the way forward on strategic issues and the Induction events.	Member training was procured and delivered by external trainers as part of the induction process following the 2015 election.	
7	Development of a regular structured training programme for members of the Development management committee and its substitutes	A member training schedule was developed in conjunction with the Member Development Steering Group.	
8	Lessons Learnt – Review of Appeal decisions	All appeal decisions, including a copy of the report that sets out the Inspector's reasoning for reaching a particular decision, are reported to Development Management/Planning Committee on monthly basis, with an analysis of appeal decisions being presented to	

		committee on an annual basis.	
9	Annual coach of borough- looking at areas of perceived good/ poor development	Tours of development sites have been undertaken and will continue on a regular basis. A further tour is being arranged for this spring/summer.	
10	An overview of the Council's Enforcement responsibilities	Enforcement matters formed part of the member induction training event held on 28 & 29 May 2015.	
11	Support and champion the training		
12	Environment Agency role	A member training event, delivered by representatives of United Utilities, Environment Agency, Lancashire County Council and Fylde Borough Council was held on 30 September 2013.	
13	Economic Development Strategy	A member training event was held on 29 April 2014.	
14	Town and Parish Council training	Training events for parish councillors were held on 28 March 2014 and 14 March 2016.	
3	**Review the arrangements for Development Management committee and the Local Plan Steering Group. Whilst not exhaustive, this includes (i) numbers of councillors on the DM Committee and (ii) the overall membership on the Local Plan Steering group and its governance arrangements. Consideration should be given to creating a policy of mandatory training for members of both structures.**		
1	Review size of Development Management Committee	The number of members sitting on the Development Management Committee was reduced from 18 to 12 as part of the corporate review of governance introduced in 2015.	
2	Review the role and governance arrangements of the Local Plan Steering Group	Responsibility for the overseeing of the production of the local plan was passed from the Local Plan Steering Group to the Development Management Committee as part of the corporate review of governance introduced in 2015.	
3	Review the policy of mandatory training for members of Development Management Committee and Local Plan Steering Group	The policy was reviewed by the member development steering group. It is not possible / legal to make training mandatory for elected members. However, it was agreed by the DM Committee Members that all members 'should' attend the training provided on	

		planning policy and issues in order to fulfil their responsibilities on the Committee. Rather than stating that the training is mandatory, members signed up to the duty to attend the training provided as a requirement of being on the DM Committee.	
4	**Work with the chair and vice chair to encourage the Development Management Committee to think about how it streamlines debate (e.g not repeating each other and focusing only on relevant planning issues).**		
1	Champion and support strong chairmanship and Committee management (mentor/coach)	All chairmen have been offered training in chairing skills and ongoing support to ensure effective chairing remains a corporate priority.	
2	Develop a clearer understanding amongst members to focus discussions on strategic issues rather than detail, to avoid repetition, including establishing necessary protocols	Training was provided as part of the 2015 induction process.	
3	Review the report formats and the presentation style	The format of reports has been reviewed and updated. The format and content of presentation of application reports to committee has been reviewed including the use of PowerPoint presentations to improve the quality of presentations. A reduced content presentation format is being phased in.	
5	**Arrange facilitated approach to review processes with staff using an external facilitator to carry out systematic review of processes and implement new streamlined approach. Staff need to be involved and own this and managers need to make time for it (both for themselves and for the staff).**		
1	Determine our understanding of the scope, range and impacts of **all planning activities** undertaken across the Council.	In association with the work Action 05 (2) there have been detailed discussions to assess the work areas, themes and outcomes that relate to the scope and range of all linked planning activities. This work supports the scoping of the council's ambition and	

		commitment to shape a better service, to understand and accept the corporate challenges and to respond to the barriers that will exist.	
2	Establish the functional linkages and relationships that exist **within and beyond** the Borough Council throughout the planning process.	A review of the planning application process has been carried out by the Council's internal Business Process Reengineering Group. Other key tasks delivered by the service have been added to the work plan of the group.	
3	Agree the **priorities** that will **influence and prescribe the form and format of an excellent, customer focussed and proactive planning service.**	Customer focus groups have been carried out with regular users of the planning service and feedback forms issued to less regular users of the service, with feedback considered and acted upon as appropriate.	
4	Assess the **options** for the form of our chosen planning service model.	Options for the delivery of the service have been reviewed and	
5	**Design and deliver the optimal process** for the delivery of our chosen service model.	As a result of the work of the BPR group the service has been tailored to produce an optimal service which meets the needs of the majority of customers.	
6	**Review line management and supervision arrangements (including coverage of appraisals) and implement a structured approach to one-to-one supervision to provide appropriate monitoring, support and development.**		
1	Assess the opportunities that exist to deliver a common approach to line management and supervision across the three service functions that make up the planning service.	Line management within the Development Management Policy Teams has been aligned. As part of the Corporate Refresh carried out in 2016, a review of line management responsibilities within the Regeneration Team is underway in accordance with the identified timetable.	Completion of review due April 2017.
2	Define roles, team working practices, skills and capacity to ensure that these linked issues genuinely connect with and contribute to the delivery of an effective and efficient planning service.	Roles of team members have been clearly identified and guidance notes produced to ensure clarity of responsibilities. Skills and specialities within the team have been identified in order to identify needs for further training and CPD opportunities.	
3	Map the developmental needs of staff within the planning service and define the personal and professional improvement	Personal development needs of all staff are identified through annual personal appraisals. Regular team	

	opportunities available through supervision, coaching, mentoring and any other relevant opportunities.	meetings ensure staff remain up to date in regard to changes in policy and legislation. Regular officer meetings have been introduced in order to provide opportunities for group learning and mentoring.	
4	Implement actions 1 and 2 above. Embed, within the service structure, specific and relevant efficiency standards, together with all aspects of performance management, reporting mechanisms and continuous improvement targets which will define an excellent service unit.	Actions 1 & 2 have been implemented, with monitoring of performance carried out on a quarterly basis. Latest quarter 03 monitoring shows that the time for determination of planning applications is above all three speed of determination targets and quality of determination is also above target. Submission of the local plan in December 2016 was also in line with the project plan agreed in November 2014.	
5	Implement action 3.	Embedded through personal development appraisal process.	
7	**Develop mechanisms for starting to build two-way trust between the Council corporately and the Planning Service. Develop ways in which both can work together to jointly own and drive Planning Service improvements. Jointly agree service-specific performance management mechanisms.**		
1	Address the 'perception' and state the reality clearly	A review of the perceptions held of the service by members was undertaken and measures to address any adverse perceptions has been undertaken as an integral part of this action plan. This included member training in order to manage expectations of what the planning service can and cannot deliver. The outputs of the service have been regularly published to demonstrate the improvements that have and continue to be made.	
2	Draft Planning Improvement Plan considered and adopted by Management Team	The PIP was considered and adopted by Management Team in January 2013.	
3	State and champion the 'planning vision' and reinforce (must be consistent with the current corporate vision)	The planning vision has been a central tenet of the local plan preparation and reinforced in the consideration of each stage of the plan preparation.	
4	Incorporate the 'planning vision' into the corporate vision for Fylde	Compared to the planning vision, the corporate vision for Fylde is concise. However the two visions are	

		aligned with a common focus.	
5	More joint training/information events with planning team and DM Councillors	All training events are now open to attendance by officers and members.	
6	Set up regular meetings between senior planning officers and Management Team in order to agree the way forward on strategic issues.	Regular meetings of senior officers take place at which strategic issues may be discussed. Strategic planning matters are also aired at Strategic Management Team.	
7	More regular interaction/briefings between key members (including Leader/Portfolio Holders) and senior planning staff. • Senior Planning Officers attending Management Board. • Leader/Portfolio Holders attending Local Plan Steering Group	The Head of Service and Service Managers within the Planning Service have presented key matters to Leadership board. The Leader of the Council and key members have attended Development Management Committee in order to provide support during the discussion of strategic planning issues.	
8	Develop the Planning Service and identify key policy issues other than the Local Plan	Key policy areas and priorities have been identified as part of the Local Development Scheme.	
9	Support and champion the success of the team and monitor the improvement Plan	Successes of the team have been the subject of press releases, reporting in The Vine and "five points". The work of the planning team was recognised in the team being awarded "team of the Year" in 2015.	
9	**Develop clear protocols, expectations and guidance for elected members working in sub-regional/regional contexts and arenas.**		
1	Need to engage effectively with sub-regional partnerships such as the Lancashire Economic Partnership	Regular attendance of officers at the Fylde Coast Economic Development Company, Combined Authority, Lancashire Planning Officer Society, Lancashire Development Plans Officer Group, Lancashire Development Management Officer Group. The Council is working with the LEP to deliver the Warton and Blackpool Airport Enterprise Zones and LEP representatives are invited to all Fylde Coast Duty to Co-operate Meetings.	
2	Pro-active engagements of members in partnerships with an outward looking focus	A number of members have been appointed to represent Fylde on various external groups &	

		partnerships. All members appointed to external partnerships to complete half yearly reporting forms. Information with the documents being shared with all other members and managers.	
3	More productive working with neighbouring authorities	Duty to co-operate meetings have resulted in improved working and communication with neighbouring authorities.	
10	**Develop outcomes-based approach to budgeting which is not driven solely by finance.**		
1	Consider the output from 'agreement of priorities Rec. 5' and 'agreement of the Planning Vision Rec. 7'	The outputs from these actions have been incorporated into the planning service. The planning vision has been incorporated into the development of the Local Plan.	
2	Feed 1, above into future budget setting considerations.	The outcomes and benefits of delivering the local plan were fed into the budget process and the budget was set accordingly.	
3	Feed 1, above into future performance management decisions.	The need to prioritise actions relating to the delivery of the local plan have been recognised in establishing corporate priorities.	
11	**Put in place a more systematic approach to assess the customer experience through asking users of the service for their views on service delivery by conducting bi- annual (or at least annual customer surveys).**		
1	Set frequency and audience for planning survey taking into account applicants, agents and consultees.	An annual customer experience survey is undertaken. Questions relating to the effectiveness of the planning service are also incorporated into the annual residents' survey.	
2	Design questionnaire(s)	A suitable user's survey has been developed.	
3	Report from crystal report to obtain email addresses for agents and applicants	All regular users of the service were identified by producing a report from the Council's IT system.	
4	Email link to address list obtained from crystal reports	A list of e-mail contacts was obtained from the IT system.	
5	Customer support team to telephone set number of consultees	Customer service staff have carried out several	

	for feedback (set number determined in action 1)	telephone surveys of service users.	
6	Results collated, report produced and action list drawn up.	The results of telephone surveys have been incorporated into the review of systems.	
7	Exercise repeated at least annually (once for agents / applicants and one for consultees)	The telephone surveys have been carried out twice, but discontinued due to reduced participation levels. Ad hoc customer feedback is acted upon as are results of annual surveys.	
12	**Develop a Neighbourhood Planning Strategy for Fylde ahead of completion of the Local Plan.**		
1	Raise the awareness and understanding of neighbourhood planning with local communities through briefing of Town & Parish Councils.	A presentation to raise the awareness of Neighbourhood Planning with Town & Parish Councils was presented to the Parish Council liaison group.	
2	Consider how to address the un-parished areas of the Borough at Ansdell and Fairhaven.	Interest in producing neighbourhood plans for Ansdell and Fairhaven was canvassed through local environmental groups.	No appetite for the production of Neighbourhood plans was forthcoming.
3	Provide a Neighbourhood planning resource page, including links to external assistance on the Council's website.	A neighbourhood planning resource page is now available on the Council's website including information on the progress of neighbourhood plans within Fylde and external links to useful resources.	
4	Utilise grant funding provided by Central Government to provide additional resource to facilitate delivery of Neighbourhood Plans.	Funding received from central government has been used to increase staffing resources within the planning policy team which has allowed a policy officer to be tasked with assisting neighbourhood planning groups in the development of their plans.	
5	Provide assistance to Neighbourhood Planning Forums, including securing assistance from external bodies, in progressing their proposals.	A policy officer to be tasked with assisting neighbourhood planning groups in the development of their plans.	
13	**Commence preparation work on CIL. There is already sufficient data in Fylde's evidence base which can be incorporated into the project plan for the Local Plan so they are developed in tandem.**		

1	Establish CIL requirements as a corporate priority, report to Management Team/Management Board and secure resources	A commitment to introduce a CIL has been established and included within the Corporate Plan.	
2	Carry out initial member awareness raising exercise	A member training event on CIL was carried out on 9 September 2013.	
3	Appoint external facilitators/consultants to support progression of CIL in tandem with Local Plan	The Council appointed Keppie Massie to advise on the preparation of a CIL and provide a draft preliminary charging schedule which has included: a review of existing evidence; information gathering & modelling; the holding of a 1st consultation event; viability appraisal and testing; the holding of a 2nd consultation event and a review outputs and refine modelling	
4	Presentation to Members – including establishing viability of CIL	The Cabinet agreed to the principle of adopting a CIL on 11 February 2015.	
5	Preliminary Draft Charging Schedule Consultation	Consultation on the preliminary draft charging schedule took place between 11 August and 22 September 2016.	
6	Review of Consultation responses on preliminary draft Charging Schedule and advise on updates as necessary	A review of responses has been placed on hold pending the examination of the local plan (see item 13(8) below)	
7	List priorities for infrastructure need and determine partners with whom Fylde should work	A list of infrastructure requirements has been identified as part of the preparation of the Infrastructure Delivery Plan.	
8	Joint Local Plan/CIL Examination	A decision to progress the local plan to examination ahead of the CIL has been taken. The initial proposed joint examination was intended to reduce the risk of sites identified for development in the local plan coming forward for planning permission in advance of the CIL and thus avoiding payment of CIL. However, the majority of strategic sites identified within the plan have already obtained planning permission and so this urgency is diminished.	