



FYLDE BOROUGH COUNCIL



## Meeting Agenda

**Planning Policy Scrutiny Committee  
Town Hall, Lytham St Annes  
30 November 2006, 7:00pm**

# PLANNING POLICY SCRUTINY COMMITTEE

## MEMBERSHIP

CHAIRMAN - Councillor Kevin Eastham  
VICE-CHAIRMAN – Councillor Colin Walton

### Councillors

John Bennett	Harold Butler
George Caldwell	Trevor Fiddler
Raymond Norsworthy	Heather Speak
William Thompson	

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## **CORPORATE OBJECTIVES**

The Council's investment and activities are focused on achieving our five key objectives which aim to :

- Conserve, protect and enhance the quality of the Fylde natural and built environment
- Work with partners to help maintain safe communities in which individuals and businesses can thrive
- Stimulate strong economic prosperity and regeneration within a diverse and vibrant economic environment
- Improve access to good quality local housing and promote the health and wellbeing and equality of opportunity of all people in the Borough
- Ensure we are an efficient and effective council.

## **CORE VALUES**

In striving to achieve these objectives we have adopted a number of key values which underpin everything we do :

- Provide equal access to services whether you live in town, village or countryside,
- Provide effective leadership for the community,
- Value our staff and create a 'can do' culture,
- Work effectively through partnerships,
- Strive to achieve 'more with less'.



## A G E N D A

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# REPORT



REPORT OF	MEETING	DATE	ITEM NO
STRATEGIC PLANNING AND DEVELOPMENT	PLANNING POLICY SCRUTINY COMMITTEE	30 <sup>TH</sup> NOV 2006	4

## Housing Needs Survey

### Public item

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

### Summary

To seek Committee approval of the draft framework for the project brief for undertaking the Housing Needs Survey 2007.

### Recommendations

1. That the draft framework (Appendix 1) be endorsed.
2. That the Committee recommends to the Portfolio Holders that a new Housing Needs Survey, referred to in recommendation 1 above, be commissioned within the next 3 months.

### Cabinet Portfolio

The item falls within the following Cabinet portfolios:

Development and Regeneration	Councillor Roger Small
Community and social Wellbeing	Councillor Patricia Fieldhouse

#### 1. Background

- 1.1 Members will recall that at the Planning Policy Scrutiny Committee meeting on 12<sup>th</sup> October 2006, it was resolved that that a new in depth housing needs survey be commissioned. In preparing to commission that study it was also resolved that the

Continued....

framework for the survey be brought back to committee at a later date. A copy of the draft framework is attached as Appendix 1 to this report for the Committee's consideration.

- 1.2 Ideally, the council should review its housing needs and conditions at 5 yearly intervals to inform the housing strategy. Fordham Research carried out the previous survey in 2002. Therefore there is a need to update the 2002 survey because this is now four years old.
- 1.3 There will be significant financial implications associated with undertaking new survey. The previous survey was a combined Housing Needs and Stock Condition Survey which cost £92,000 of which about £50,000 can be attributed to the needs element of the survey.
- 1.4 In view of Members' concerns regarding the Fordham Survey, the new survey could be tailored to reflect Members wishes. In particular, it would be possible to specifically consider the distinct areas of Lytham, St Annes, Kirkham and Wesham, Freckleton and Warton, whilst the remaining rural areas could be surveyed on a parish-by-parish basis. The attached project brief reflects this. A project brief requiring this additional level of detail will almost certainly result in significantly increased costs. It is proposed that the housing needs survey, as set out in the attached framework, could be paid for by Planning Delivery Grant. Use of Planning Delivery Grant for this purpose would impact upon the delivery of other future projects.
- 1.5 If a housing stock condition survey were to be undertaken simultaneously then it is considered that there may be some savings based on economies of scale. However, it should be noted that a housing stock condition survey would have to be funded from other sources. A growth bid has been included in the 2007/08 budget estimates.
- 1.6 The new survey would need to be robust if it is to meet government guidelines. It would also need to withstand scrutiny. It is envisaged that the project brief framework as drafted would meet these requirements.
- 1.7 It is proposed that the study be commissioned within the next 3 months. The reason for this is that it is a specialised area of work and there are relatively few consultants who would be competent to undertake it. Appendix 1 proposes that the survey itself be carried out in the spring because at that time of year lighter evenings will make it easier to do the data collection in respect of the stock condition exercise.

<b>IMPLICATIONS</b>	
Finance	Significant financial implications would arise out of commissioning a new housing needs survey. These are detailed in the report.
Legal	The housing needs survey will be a key document in supporting the council's planning policies that relate to housing. As such, it will need to be demonstrably independent, robust and thorough. Only a survey carried out

	by external professionals will carry the weight needed to satisfy planning inspectors and others.
Community Safety	No direct implications
Human Rights and Equalities	No direct implications
Sustainability	No direct implications
Health & Safety and Risk Management	No direct implications

Report Author	Tel	Date	Doc ID
Mark Sims	(01253) 658656	Nov 2006	

List of Background Papers		
Name of document	Date	Where available for inspection
File H7		Planning Policy Section Town Hall St Annes

### Attached documents

Draft project brief for undertaking the Housing Needs Survey 2007.

# **DRAFT**

## **HOUSING NEEDS SURVEY SPECIFICATION BRIEF**

### **Introduction**

Fylde Borough Council is planning to commission an in depth Housing Needs survey to commence during the springtime of 2007. In conjunction with the needs survey it may also commission a stock condition survey but that decision has not yet been taken. If it is subsequently decided to commission a joint needs and condition survey the chosen contractor will be expected to undertake both pieces of work at the same time.

Fylde Borough Council is an area of mixed urban and rural towns and villages. It has a population of approximately 75000 occupying approximately 35000 dwellings. The tenure mix of the housing stock is in the order of 82% owner occupation, 11% private rented and 7% social rented.

Fylde is a LSVT local authority and the research is therefore intended for strategic purposes. It will inform the local planning process, the strategic housing process, the homelessness strategy and others.

The selected contractor will be expected to follow best practice and guidance and in particular the draft Housing Markets Assessment guidance issued in Dec 2005.

Tenders are invited from suitable qualified and experienced contractors and any contract will be awarded on the basis of value for money, quality control, technical expertise and the ability to deliver to an agreed timetable.

### **Research Objectives**

It is expected that for the purposes of the output information the borough will be split into a number of sub-areas. These will comprise the towns of St Annes; Lytham; Kirkham and Wesham; Warton and Freckleton; which will leave a remaining rural area. The remaining rural area comprises 10 parish areas and it is expected that the research outputs will be provided for each of these rural parishes.

Detailed below are the basic research criteria the Council expects the contractor to consider. Any suggestions for additional or alternative data will be welcomed.

The Council is particularly interested in details of affordability in terms of the proportion of households able to access market housing (owner occupied and private rented) and conversely, the restrictions which prevent access to the local housing market .



## Household information.

- Number of households in the Borough and sub areas
- Length of residence
- Ethnic origin of household
- Employment status
- Household income (from employment and benefits)
- Savings and investment levels
- Estimation of equity levels
- Tenure of occupation
- The level of mobile home occupation

## Housing need criteria

The survey should provide information on

- Homelessness
- Overcrowding and under occupation
- Older people
- Households with support needs and an estimation of the levels and type of support needed
- The adequacy of current support services
- Households with a disabled occupant or an occupant with a long term limiting illness
- Households with teenage parents/ pregnancies
- Households with care leaver
- The specific needs of mobile homes residents
- The provision of local services and infrastructure including transport, shops, employment, health care, social and leisure amenities.

The survey should enable the Council to make forward planning recommendations around income and affordability and will provide information about house prices, local rental levels and their relationship with local income levels. This information will be required in respect of all the separate survey areas.

It will provide information about;

### Housing Need

- The current unmet need
- Future need
- The required amount of affordable housing
- The profile of the required affordable housing in terms of size and tenure
- The tenure of affordable housing to which people aspire as a first choice and as a second choice.
- The need for affordable housing in the different parts of the borough.

Housing requirements of different households

- Minority and hard to reach groups
- The intermediate housing market

### **Work required from the contractor**

The contractor will be expected to consider the data within a national, regional, sub-regional and local context. The survey should take note housing market information available from neighbouring authorities and organisations. Secondary data should be considered from other organisations, both statutory and non-statutory, that are active in the area.

In view of the household category and needs information required, advice from the contractor on sample size and methodology would be welcomed. It is envisaged however that in respect of the urban areas of Lytham, St Annes, Kirkham and Wesham and Warton and Freckleton a total of approximately 1000 surveys with interviews would take place. These would be supplemented by appropriate postal questionnaires.

In respect of the rural parishes the sample size should be of a sufficient size to provide robust information at the parish level. It is envisaged that this would in effect result in a series of individual discrete local needs surveys.

### **Management issues**

Quality control will remain a priority throughout the contract and the contractor should be able to demonstrate appropriate control measures.

The contractor will be expected to provide qualified research personnel with details of their background and experience. Details of any recruitment process specific to this survey should be shared with the Council and an opportunity offered to the council to attend any training programme provided to survey staff.

The contractor will be expected to provide the Council with the names, addresses and contact detail of fieldworkers. The contractor will be expected to advise the relevant authorities of the commencement and completion of the fieldwork exercise.

Regular updates on progress will be required during the term of the contract. The contractor should be prepared to provide a detailed interim report in addition to the final reporting requirements.

The contractor will provide an agreed number of bound and unbound copies of the final report together with an electronic version of the report in an agreed format. The report and its copyright will remain in the ownership of the Council.

The contractor will be required to make two presentations of the findings of the report to elected members and others. These presentations will normally take place outside office hours.

The report data will be made available to the Council in an agreed electronic format to enable it to be used for future updating purposes. The contractor will be expected to demonstrate how to manipulate and interrogate the data.

### **Costs**

The contractor will provide a total cost for the overall project together with a breakdown for each part of the project.

Payments can be made by agreed instalments. An amount to be agreed will be retained from the final payment until the data sets are provided in the agreed format and demonstrations of their use have been provided.

### **Timetable**

It is expected that the survey fieldwork will commence in April 2007.

Invitations to tender	December 2006
Receipt of tenders	January 2007
Selection of contractor	End Jan early Feb 2007
Commence on site	April 2007
Interim report	Mid May 2007
Final report	End June 2007

### **Tendering requirements**

To be advised in accordance with procurement and tendering policies.

# REPORT



REPORT OF	MEETING	DATE	ITEM NO
STRATEGIC PLANNING & DEVELOPMENT	PLANNING POLICY SCRUTINY COMMITTEE	30 <sup>TH</sup> NOV 2006	5

## LOCAL DEVELOPMENT SCHEME

### Business and Industrial Land DPD

#### Public item

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

#### Summary

This report considers whether it is prudent to continue with the preparation of the Business and Industrial Land Development Plan Document (DPD) in the light of current circumstances.

The relevant (and changed) circumstances are described in order to enable Committee to take an informed view.

The decision on this issue will be one for determination by Council since it is concerned with the formulation of policy.

#### Recommendations

1. That discussions be undertaken with Blackpool and Wyre Borough Councils regarding the possibility of working jointly on respective Business and Industrial Land DPDs.
2. That work on the Fylde Borough Business and Industrial Land DPD continues for the present time.
3. That a report be brought back to Committee in the light of the above discussions and any other relevant developments.

## **Cabinet Portfolio**

The item falls within the following Cabinet portfolio:

Development and Regeneration

Councillor Roger Small

## **Report**

### Current Situation

1. The 'Business and Industrial Land' Development Plan Document is currently identified in the March 2006 Local Development Scheme (LDS). Work on assembling the base-line information was started in 2005 with the commissioning of GVA Grimley to undertake an Economic Development and Employment Land Study. The study was to inform the preparation of an Economic Development Strategy as well as to inform the Development Plan Document.
2. Stage 1 of the Grimley study was received in June 2006 and members will recall that the draft final report was considered by this Committee at its meeting on 8<sup>th</sup> June 2006.
3. Work has also been undertaken on the sustainability assessment scoping report, in respect of which a report was included on the agenda of the October meeting.
4. The March 2006 LDS proposes that preparation of the Core Strategy and Housing Land DPDs should be undertaken in tandem with the similar documents being prepared by Blackpool and Wyre Councils. This will include joint working on pre-production phases of plan preparation including preparation of the evidence base.

### Changes in Circumstances

5. A number of matters have now arisen which may now argue against continuing the project at this time.
6. First of all, the first two DPDs submitted to the Secretary of State for independent examination (Lichfield and Stafford) have both been found to be profoundly unsound. Under the new planning system, Inspectors are unwilling to make changes to plans because those changes would not have been through public participation or sustainability assessment. The up-shot in relation to the above two plans is that work will have to be commenced again from the start. This will involve at least two/three years additional work.
7. Secondly, it is now considered that an Inspector could consider the plan unsound because planning at the detailed level of land allocation is taking place before the spatial vision, strategic objectives and spatial strategy for the borough has been established in the Core Strategy. Whilst it was originally considered that the DPD could be progressed on the basis that certain policies in the adopted Joint Lancashire

Structure Plan and the adopted Local Plan formed a 'Core Strategy' which would suffice for plan preparation purposes, the Structure Plan policies will lose all status on the adoption of the new RSS (expected in autumn 2007). The examination of the Business and Industrial Land DPD is programmed for November 2008 which would clearly be after the likely demise of the structure plan policies.

8. Thirdly, there would be benefits in undertaking the Core Strategy first since it is now understood that this should contain detail in respect of the intentions to allocate land for various purposes. Also sustainability appraisal of the Core Strategy would inform and reduce the scope of the sustainability appraisal work on the lower level Business and Industrial Land DPD.
9. Fourthly, GONW has been consulted on the issue of the relationship between the Core Strategy and other DPDs but have provided an equivocal reply.
10. Fifthly, in light of the experience of Lichfield and Stafford, DCLG has written to all Chief Executives to identify the matters which had caused the plans to be determined as unsound. These matters include reference to the Core Strategy providing 'clear guidance to subsidiary DPDs'.
11. Sixthly, the most recent draft of Regional Spatial Strategy does not contain any business and industrial land requirements on a district basis. It provides these on a County-wide basis only and requires local authorities and relevant partners to work together to agree the distribution of land to the district level. No such work is ongoing at the present time since RSS has not been through the examination in public process yet and thus could be subject to change.
12. Seventhly, current government guidance is for local planning authorities to consider allocations of land for housing and employment so that each has regard to the other.
13. Eighthly, under draft PPS 25: Development and Flood Risk, the preparation of a Strategic Flood Risk Assessment is required before any land allocations can be made. The final PPS 25 has not yet been published. At the present time officers of the three authorities are considering whether this work would be better undertaken on a joint basis.
14. A combination of all these matters raises a significant doubt in the minds of officers as to whether continuing the preparation of a business and industrial land DPD at the present time would lead to the plan being found unsound during the independent examination process and thus proving to be wasted work.

#### Alternative Way Forward

15. On the basis that work is already planned in the Local Development Scheme for joint working with Blackpool and Wyre on the Core Strategy and a Housing Land DPD, there must be a reasonable argument in favour of programming a Business and Industrial Land DPD to be undertaken jointly at the same time as the Housing Land DPD and at a time when the Core Strategy had been prepared. This would also allow time for the county based RSS employment land figures to be disaggregated to the district level.
16. Whilst this would cause delay in the LDF preparation process, the work that GVA Grimley has undertaken would be used in the interim in the preparation of an Economic Development Strategy and would help to inform the future joint DPD.

17. The issues raised in this report have not been discussed with Blackpool or Wyre Councils to date.
18. The recommendation anticipates that work on the Business and Industrial Land DPD would continue until agreement in principle is reached with Blackpool and Wyre Councils regarding the re-programming of the respective Local Development Schemes.

<b>IMPLICATIONS</b>	
Finance	Delaying the preparation of the DPD would defer the costs of examination of the plan to a later date.
Legal	The views of the legal officer are welcomed.
Community Safety	No direct implications.
Human Rights and Equalities	No direct implications.
Sustainability	Sustainability Appraisal of DPDs is necessary as part of the statutory process.
Health & Safety and Risk Management	No direct implications.

<b>Report Author</b>	<b>Tel</b>	<b>Date</b>	<b>Doc ID</b>
Tony Donnelly	(01253) 658610	Nov 2006	

<b>List of Background Papers</b>		
<b>Name of document</b>	<b>Date</b>	<b>Where available for inspection</b>
File P28: Local Development Framework		Local Plans Section Town Hall St Annes

# REPORT



REPORT OF	MEETING	DATE	ITEM NO
STRATEGIC PLANNING AND DEVELOPMENT	PLANNING POLICY SCRUTINY COMMITTEE	30 <sup>TH</sup> NOV 2006	6

St Annes (Hey Houses) to M55 Link

## Public item

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

## Summary

To advise Committee of matters concerning the existing planning permission for the St Annes to M55 link Road.

To seek an instruction in respect of whether this Council wishes to see the permission renewed.

## Recommendation

1. The Chief Executive be instructed to write to the Director of Environment at Lancashire County Council in respect of the specific matters referred to in the report.

## Cabinet Portfolio

The item falls within the following Cabinet portfolio:

Development and Regeneration

Councillor Roger Small



## Report

### Background

The Chairman of the Committee has raised a number of matters regarding the completion of the above road and a report on those matters may be brought to a subsequent meeting of Committee.

In the meantime, it has come to notice that the planning permission, which was granted by the County Council on 22<sup>nd</sup> March 2002 will expire on 21<sup>st</sup> March 2007 if this is not renewed or implemented before the latter date. Your officers have no evidence to suggest that LCC intends to renew this permission or make a start on the road in order that the permission remains valid beyond the three year implementation period.

Also, whilst it is understood that the planning permission was granted in part to allow compulsory purchase of land along the route, no such proceedings have taken place and the County Council's intentions on this matter are unknown.

### Suggested Action

Whilst your officers could pursue these issues with the County Council, the matter has been referred to Committee to obtain its views on the following:

- Whether Members wish to continue to work towards completion of the road;
- Whether the Chief Executive should write formally to request that the permission be renewed or, if possible, that a start be made on the construction of the road and to enquire whether the County Council still intends to institute compulsory purchase proceedings in respect of land along the route.

<b>IMPLICATIONS</b>	
Finance	No direct implications
Legal	No direct implications
Community Safety	No direct implications
Human Rights and Equalities	No direct implications
Sustainability	No direct implications
Health & Safety and Risk Management	No direct implications

<b>Report Author</b>	<b>Tel</b>	<b>Date</b>	<b>Doc ID</b>
Tony Donnelly	(01253) 658610	November 2006	

<b>List of Background Papers</b>		
<b>Name of document</b>	<b>Date</b>	<b>Where available for inspection</b>
File I16		Local Plans Section Town Hall St Annes

# REPORT



REPORT OF	MEETING	DATE	ITEM NO
STRATEGIC PLANNING AND DEVELOPMENT	PLANNING POLICY SCRUTINY COMMITTEE	30 <sup>TH</sup> NOV 2006	7

## Extending Your Home – Supplementary Planning Document

### Public item

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

### Summary

To update Committee on work that is being undertaken in preparing the above jointly with Blackpool Council and Wyre Borough Council.

### Recommendation/s

That the content of the report be noted.

### Cabinet Portfolio

The item falls within the following Cabinet portfolio:

Development and Regeneration                      Councillor Roger Small

### Report

1. Background
- 1.1 Blackpool Council and Fylde and Wyre Borough Councils are producing a Joint House Extensions Supplementary Planning Document (SPD) : *Extending Your Home*. It is intended to provide guidance to applicants and their agents on the preparation of high quality and sustainable designs for planning applications for house extensions across the three Boroughs.

- 1.2 In relation to planning applications, a significant element of the three Councils caseload involves considering applications for extensions to dwellings. The adoption of supplementary guidance on good practice for extensions will help promote good quality development and consistency in decisions by letting applicants and professional agents know the factors that the planning authority will normally be looking at. The Joint House Extensions SPD will aim to consider two main factors – sustainable design and construction; and the impact on residential amenity.
  - 1.3 Management of the joint SPDs production is via a working group, which comprises Planning Policy and Development Control officers from the three Councils. Officers of Fylde Borough Council have undertaken to manage the various consultation exercises involved in the production of the document.
  - 1.4 Officers at Wyre Borough have undertaken to prepare the draft SPD itself. A workshop was held on 13<sup>th</sup> November, attended by development control and building control officers from the three councils, which contributed to formulating in detail the design elements of the SPD. Officers at Blackpool Council have agreed to undertake the work associated with the preparation of the sustainability appraisal (SA). Difficulties associated with joint working have meant the initial stages of the SPD's production have been delayed. Challenges have arisen in preparing the Pre-production Consultation Document due to there being delays in producing the accompanying Scoping Report for the SA.
2. Pre-Production Consultation
    - 2.1 The first stage in the production of this new document is to consult on a Pre-production Consultation Document. This paper is intended to provide consultees with an opportunity to influence the content of the new document(s) at the earliest possible stage.
    - 2.2 A copy of the Pre-production document is attached for Members information. Members are asked to note that the Portfolio Holder for Development and Regeneration has approved the document for consultation purposes.
    - 2.3 The Pre-production Consultation Document and related documents will be available for inspection on Fylde Borough Council's website and various deposit points for a period of six weeks. It is hoped that this consultation period will commence at the beginning of December.
    - 2.4 A combined register of consultees has been set-up, which comprises consultees from each of the Councils. In total 1159 consultees will be notified about this consultation exercise. A dedicated Planning Policy email address has been set up so as to receive responses on this and other consultation exercises. Furthermore, an online representation form will be available to facilitate this purpose.
  3. Sustainability Appraisal
    - 3.1 Also available for inspection will be the accompanying Sustainability Appraisal Scoping Report. Its purpose will be to set out the scope and level of detail that should be included in the Sustainability Appraisal of the emerging Supplementary Planning Document. The Scoping report is the primary stage of the Sustainability Appraisal, which identifies the issues that the three authorities are seeking to

address through the SPD in order to make a positive contribution to achieve sustainable development across the three districts.

#### 4. The Next Stages

- 4.1 It is proposed that a consultation statement be produced in response to the Pre-production Consultation Document. Where appropriate the responses received will be used to influence the Draft SPD.
- 4.2 The three councils are proposing to consult on the Draft SPD in April 2007. That document will set out the policies and standards that the Council believes should be adopted within the final document. There will be a further opportunity to comment at that stage and the Councils will then consider any comments received before amending and adopting the document. It is intended that this Committee be consulted on the Draft SPD prior to public consultation and the final document prior to approval.

<b>IMPLICATIONS</b>	
Finance	No direct implications
Legal	No direct implications
Community Safety	No direct implications
Human Rights and Equalities	No direct implications
Sustainability	It is proposed that the draft SPD includes a householder guide to sustainable design and construction of building extensions and loft conversions.
Health & Safety and Risk Management	No direct implications

<b>Report Author</b>	<b>Tel</b>	<b>Date</b>	<b>Doc ID</b>
Mark Sims	(01253) 658656	Nov 2006	

<b>List of Background Papers</b>		
<b>Name of document</b>	<b>Date</b>	<b>Where available for inspection</b>
File S1		Planning Policy Section Town Hall St. Annes

#### **Attached documents**

- 1. Extending Your Home – Draft Supplementary Planning (SPD) : Pre-Production Consultation Document**

**Blackpool Council  
Fylde Borough Council  
Wyre Borough Council  
Local Development Frameworks**

***Extending Your Home - Supplementary Planning Document***

**Pre-production Consultation  
November 2006**



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## Introduction

Blackpool Council and Fylde and Wyre Borough Councils are producing a Joint House *Extensions* Supplementary Planning Document '*Extending Your Home*' which is intended to provide guidance to applicants and their agents on the preparation of high quality and sustainable designs for planning permission for house applications across the three Boroughs.

The first stage in the production of this new document is to consult with a range of stakeholders.

This paper is intended to provide you with an opportunity to influence our new document(s) at the earliest possible stage.

### What will the Extending Your Home Supplementary Planning Document cover?

The *Extending Your Home* document will provide guidance on extensions to houses and other domestic development. It is intended that it will set out the standards the three Councils will use in assessing planning applications for extensions.

The Supplementary Planning Document will be supplementary to the following policies of the three Local Plans:

Local Plan	Existing Local Plan Policies
Blackpool	BH3, LQ1 & LQ14 of the Adopted Blackpool Local Plan (June 2006)
Fylde	HL4, HL5, SP2, SP3 & SP6 of the Fylde Borough Local Plan - Alterations Review (October 2005)
Wyre	SP14, H4, ENV9, and ENV10 of the Adopted Wyre Borough Local Plan (July 1999)  CORE 11, HOUS2, ENVT9 and ENVT10 of the 1st Deposit Draft Wyre Borough Local Plan 2001-2016 (April 2004)

When adopted the SPD will replace the following guidance issued by Blackpool and Wyre Councils-

Supplementary Guidance Note 1: 'House Extensions' (Blackpool Borough Council, September 1992); and  
Supplementary Planning Guidance Note 5: 'House Extensions' (Wyre Borough Council, September 1998).



There is currently no supplementary planning guidance specific to residential extensions operating in Fylde Borough.

### **What are the aims of the Extending Your Home Supplementary Planning Document**

The principal aims of the Supplementary Planning Document are:

- To promote a high quality of design in all house extensions throughout the three local authority areas;
- To provide applicants with guidance on the minimum standards of design and space about dwellings which the three Councils will expect proposals to meet when determining planning applications; and
- To provide design advice in respect of extensions even where planning permission is not needed.

To achieve these aims we intend that the planning document on House Extensions will do the following:

- Be as user friendly as possible;
- Wherever possible, deal with each issue on a separate “stand alone” basis;
- Provide clear advice ;
- Use illustrations wherever appropriate;
- Not be over prescriptive;
- Promote a high standard of design;
- Promote sustainable building practices;
- Promote good quality development; and
- Introduce a common set of standards leading to consistent decision making.

## What issues will *Extending Your Home* cover?

We suggest that the Supplementary Planning Document would cover the following issues:

Subject/Chapter Heading	Explanation
<b>Part A: Introduction and Background</b>	
Introduction	This will outline the document's structure and how to use it. It will provide guidance on how to find out if planning permission is needed and a brief explanation of permitted development rights as they relate to private dwellings. It will also identify where appropriate advice can be sought.
Background – why and how this document has been produced	An explanation of the context for the document along with its aims and purpose will be given. Reference will also be made to the statutory procedures that the Councils have followed and the consultation undertaken in preparing the document.
<b>Part B: Design Guidance for Extending Your Home</b>	
Sustainable Design and Construction	The general principles of good design and sustainable construction will be referred to.
Key Design Principles	This will offer guidance on the main features, which a well designed extension should respect so as to be in keeping with the original house.
Bulk and Scale	This will explain the harmful effect that that over-large extensions can have on the original house, adjoining properties and the general character of the area. The positive effect of an appropriately sized extension, which is not over-dominant, will also be referred to.
Daylight and Sunlight	This section will outline the effect that an extension can have upon neighbouring garden areas and rooms in terms of overshadowing.
Overlooking and Privacy	This section will set out how house extensions should avoid reducing privacy of neighbouring properties by being well designed.
Side Extensions	Specific guidance will be given in respect of both single storey and two storey side

	extensions. A range of factors will be identified as considerations, which are likely to impact upon the character of a street.
Rear Extensions	Rear extensions (including conservatories) are more acceptable if they are set away from the boundary with neighbours. This section will explain the acceptable projection of rear extensions.
Dormer and Roof Extensions	This section will explain how it will normally be acceptable for dormers or roof extensions to be subordinate to the original roof and the original roof ridgeline should not be exceeded.
Outbuildings	Garages, sheds and other outbuildings can have similar effects on amenity as other extensions. This section will describe how they will be treated in the same way as other extensions where they are attached to a house.
Fencing	Fences, walls, and other means of enclosure can have a big impact on the appearance of a dwelling house and its surrounding area. This section will set out principles for the good design for such structures.
Rural Areas	Blackpool, Fylde and Wyre Boroughs include large areas of attractive open countryside. A range of considerations, including the acceptable scale of extensions to houses in these locations, will be outlined so as to protect their open and rural character.
Conservation Areas and Listed Buildings	In areas where conservation areas have been designated, or where houses have been protected as Listed Buildings, stricter planning controls apply in order to protect their special character. The special regard, which is required to be had so that extensions or alterations are sympathetic to the original building, will be identified.

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## Part C: Other Important Information and Advice

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### Appendices

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Householder guide to sustainable design and construction of building extensions and loft conversions.

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## What information would we like to receive from you?

We have set out above what we think the aims and the content of the Supplementary Document should be. We would welcome **your** comments and ideas for instance:

- What do you think about the current design quality of house extensions?
- Have you ever submitted a planning application for a house extension? How could the Councils development control service be improved to help you with your application?
- Is current local plan policy guidance adequate?
- Is there a need for a new supplementary planning document dealing with house extensions?
- Should the new SPD be consistent over the three local authority areas?
- Have we got the proposed aims, issues and contents right?
- What key issues do you think the SPD should address?
- What else do you think we need to include?

## How to submit your comments?

The Councils invite representations on the Pre-Production Consultation Document. A separate representation form should be submitted for each representation made.

**Either:** Complete the online representation form, which is available at <http://www.fylde.gov.uk/Category.aspx?cat=1571> to facilitate this purpose.

**Or:** If you are unable to submit your representation online, you can email it to [planningpolicy@fylde.gov.uk](mailto:planningpolicy@fylde.gov.uk)

**Or:** Alternatively, completed forms can be submitted in writing to Mr A Donnelly, Head of Planning (Policy), Fylde Borough Council, Town Hall, Lytham St Annes, FY8 1LW or faxed to 01253 713113.

Please ensure that you state the following information with your comments:

- Your name;
- The organisation you represent (if appropriate);
- Your email address;
- Your postal address; and
- The document(s) you are commenting on (e.g. the *Extending Your Home* Supplementary Planning Document).

Comments must be received before 5pm on **XXth January 2007**.

## **What will happen to your comments?**

We will consider your comments as we produce the draft supplementary planning document '*Extending Your Home*'.

It is the Councils intention to make all comments submitted and our response to them publicly available at the same time as publishing the draft supplementary planning document.

## **Who else have we consulted at this stage?**

We have consulted the following people or groups:

- All those that we are required to consult by the 2004 Regulations;
- Government Departments;
- Elected Councillors;
- LSP Members;
- Planning Agents; and
- Local residents and businesses who are known to have an interest in this issue through their regular involvement in planning applications involving extensions or through involvement in planning policy formulation.

In total 1159 consultees have been notified about this consultation exercise.

## **What are the next stages in the production of the Extending Your Home Supplementary Planning Document?**

The three Councils intend to jointly publish a draft *Extending your Home* Supplementary Planning Document for public consultation in April 2007. That document will set out the policies and standards that the Council believes should be adopted within the final document. There will be a further opportunity to comment at that stage and the Councils will then consider any comments received before amending and adopting the document.

## **Sustainability Appraisal**

As part of the process of writing local development documents, Councils must undertake a continuous process of appraisal to identify the social, environmental and economic effects of plans and policies. This is to guide their preparation in such a way as to ensure that they accord with the principles of sustainable development.

The purpose of the accompanying Sustainability Appraisal Scoping Report is to set out the scope and level of detail that should be included in the Sustainability Appraisal of the emerging Supplementary Planning Document. The Scoping Report is the primary stage of the Sustainability Appraisal and will identify the issues that the three authorities are seeking to address through the SPD in order to make a positive contribution to achieve sustainable development across the three districts.



## How to find out more?

Further information on the proposed Supplementary Planning Document and the new Local development Framework system can be found at:

Council	Web Site	Telephone	Office Location
Blackpool	<a href="http://www.blackpool.gov.uk">Http://www.blackpool.gov.uk</a>	01253 477477	Planning and Transportation Division,  Blackpool Council, PO Box 17, Municipal Buildings, Corporation Street, Blackpool, FY1 1LZ
Fylde	<a href="http://www.fylde.gov.uk">Http://www.fylde.gov.uk</a>	01253 655658	Planning (Policy),  Fylde Borough Council, Town Hall, Lytham St Annes, FY8 1LW
Wyre	<a href="http://www.wyrebc.gov.uk">www.wyrebc.gov.uk</a>	01253 891000	Planning Reception  Wyre Borough Council, Civic Centre, Breck Road, Poulton-le-Fylde, FY6 7PU

## **APPENDIX 1 : RELEVANT LOCAL PLAN POLICIES**

### **Blackpool Local Plan 2001 - 2016 (June 2006)**

#### Policy BH3 - Residential and Visitor Amenity

Amenity, Public Health and Safety

(A) Developments will not be permitted which would adversely affect the amenity of those occupying residential and visitor accommodation by:

- (i) the scale, design and siting of the proposed development and its effects on privacy, outlook, and levels of sunlight and daylight; and/or
- (ii) the use of and activity associated with the proposed development; or by
- (iii) the use of and activity associated with existing properties in the vicinity of the accommodation proposed.

(B) Residential units will need to provide a rear or side garden, or other area of outdoor private amenity space, of sufficient size to meet the needs of their occupiers. Exceptionally flat developments without private amenity space will be acceptable where:

- (i) The characteristics of the site and/or surrounding built form preclude the provision of private amenity space;
- (ii) The development is in a highly accessible location;
- (iii) The development would have wider regeneration benefits or would re-use vacant space above commercial premises in shopping centres; and
- (iv) Adequate provision is made for the storage of refuse.

#### Policy LQ1 - Lifting the Quality of Design

All new development will be expected to be of a high standard of design and to make a positive contribution to the quality of its surrounding environment. All planning applications for large-scale developments or smaller developments occupying prominent and/or sensitive locations, such as gateways and activity nodes must be accompanied by an 'Urban Design Statement'. This statement will need to set out the design principles of the development covering the following:

- (a) site appraisal and context
- (b) layout of street and spaces (bi) activity and movement patterns
- (c) building design
- (d) public realm design
- (e) landscape design, including wildlife and biodiversity issues
- (f) energy and resource conservation
- (g) other relevant design issues.

For the purposes of this policy, large-scale developments are defined as residential schemes of 5 or more units or non-residential proposals in excess of 500 sqms. Sensitive and prominent locations are considered to be those within or adjacent to Conservation Areas, those directly affecting the fabric or setting of a Listed Building, those sites occupying landmark or nodal locations with the Town Centre, and any site within the Resort Core or Resort Neighbourhoods with any elevation fronting onto the Promenade.

#### Policy LQ14 - Advertisements and Signs

Applications for the display of advertisements will be considered having regard to their size, design and location. Advertisements that would detract from the



appearance of buildings or the wider streetscene, or hinder traffic or pedestrians will not be permitted.

## **Fylde Borough Local Plan 1996 - 2006 : Alterations Review (October 2005)**

### Enlargement And Replacement Of Rural Dwellings : Policy HI4

Proposals to enlarge substantially or to replace an existing dwelling with another substantially larger dwelling will not be permitted in countryside areas where the resulting development, by virtue of its scale, design or materials would be out of keeping with the rural character of the area or other traditional dwellings in the location.

### House extensions : policy HI5

House extensions will be permitted provided the following criteria can be met:-

1. The proposal in terms of its scale, design and external appearance is in keeping with the existing building and does not adversely affect the street scene;
2. The amenities of adjacent and nearby residents are not unduly prejudiced by loss of privacy, loss of sunlight or daylight, or by the creation of dominant or overbearing development;
3. Sufficient garden area remains to serve the reasonable needs of the occupants of the dwelling;
4. The proposal does not reduce the availability of private offstreet car parking to a level below the currently adopted car parking standards;
5. The proposal does not prejudice the safety of vehicular access to the site.

Proposals for other forms of development within the curtilage of a dwelling including garages, garden sheds, greenhouses, animal houses, swimming pools etc will be permitted subject to the above criteria.

### Development In Countryside Areas : Policy SP2

In countryside areas, development will not be permitted except where proposals properly fall within one of the following categories:-

1. That essentially required for the purposes of agriculture, horticulture or forestry; or other uses appropriate to a rural area, including those provided for in other policies of the plan which would help to diversify the rural economy and which accord with policy sp9;
2. The rehabilitation and re-use of permanent and substantial buildings which are structurally sound, in line with policies sp5 and sp6;
3. The re-use, refurbishment or redevelopment of large developed sites in line with policy sp7;
4. Minor extensions to existing residential and other buildings.
5. Development essentially needed for the continuation of an existing enterprise, facility or operation, of a type and scale which would not harm the character of the surrounding countryside.

### Development In Green Belt : Policy SP3

Within the green belts defined on the proposals map, planning permission will not be given except in very special circumstances for the erection of new buildings, other than for the purposes of agriculture, forestry, essential facilities for outdoor

sport and recreation, for cemeteries and for other uses which preserve the openness of the green belt and which do not conflict with the purposes of including land within it.

Where no change of use is involved, the limited extension or alteration of existing dwellings will be permitted as will their replacement with a building of similar size to the original. The re-use of permanent and substantial existing buildings will be permitted subject to the criteria identified in policies sp5 and sp6 and providing that the proposal would not have a materially greater impact than the present use on the openness of the green belt and the purposes of including land within it.

Forms of development other than those referred to above will not be permitted unless they maintain the openness of the green belt do not conflict with the purposes of including land within it and do not injure the visual amenities of the green belt.

#### Conversion Of Existing Buildings Outside Settlements : Policy SP6

In the countryside areas and green belts, the conversion of agricultural or other buildings to residential use will not be permitted except where:-

- it is necessary for purposes of agriculture, horticulture or forestry; or
- where it would form a necessary subordinate part of a scheme for business re-use, which would significantly benefit the rural economy; or
- it would result in the preservation of a building of architectural or historic interest, or which makes a special contribution to the rural landscape and the applicant has previously made every reasonable attempt to secure suitable business re-use.

Additionally conversion proposals will only be permitted where all of the following criteria can be met:-

1. The building must be of a permanent and substantial construction in brick or stone, have a form, bulk and general design in keeping with its surroundings and be structurally sound;
2. The building must be capable of conversion or re-use without substantial reconstruction or major demolition and without major extension;
3. The conversion or re-use, including any additional or replacement buildings, extensions to existing buildings and the creation of any residential curtilage, must be achievable without having harmful effect on the character of the building, its setting in the landscape and the surrounding countryside;
4. There would be no conflict with any adjacent or nearby buildings, uses or operations;
5. The site has, or must be capable of being provided with, safe and adequate vehicular access, satisfactory foul and surface water drainage disposal arrangements and other essential services without involving unnecessary expenditure by public authorities and utilities.

## Wyre Borough Local Plan (July 1999)

### Standards Of Design And Amenity: Policy Sp14

The council will seek to apply consistent principles and high standards of design and amenity for all types of development. Where development proposals generally accord with the principles of the development strategy and with other relevant policies and proposals of this plan the following criteria will therefore also need to be satisfied:

- A. The proposal should be compatible with adjacent existing land uses and any other relevant adjacent proposal of this plan;
- B. The development should be acceptable in the local landscape in terms of its scale, mass, style, siting and use of materials, including any associated advertisement matter;
- C. Any development proposal should respect and accommodate existing important features of the site such as preserved trees, biological and heritage features and public footpaths;
- D. The proposal should enjoy satisfactory access, parking and servicing facilities which should not prejudice the provision of such facilities for neighbouring properties on an individual basis or as a joint arrangement;
- E. The traffic associated with the development should not have any adverse impact on the local environs nor on the local highway network generally;
- F. Suitable landscaping and/or screening should be employed to satisfactorily ameliorate the impact of the development and any necessary associated activities (for example parking, external storage);
- G. Where appropriate, and particularly in those developments where access is intended for the general public, adequate provision should be made in the design for the special access needs of the physically impaired and for the safety and convenience of other vulnerable groups;
- H. The interrelationship between buildings and open spaces in any layout should act to minimise opportunities for criminal activity, consistent with good layout and architectural design.

### Alterations And Extensions To Residential Properties: Policy H4

Proposals to extend or alter existing residential properties within the plan area will be permitted providing that the scheme meets the design and amenity requirements of policy sp14 and does not conflict with any other policy or proposal of this plan.

Proposals relating to dwellings located either in the open countryside, green belt or the area of outstanding natural beauty will only be approved provided that the extension or alteration;

- A. Is appropriate in character and style to the dwelling and the area, and
- B. Is proportionate in scale to the size of the original building, and
- C. Is developed using materials appropriate to the locality, and
- D. Involves a high standard of design which enhances the visual quality of the landscape

### Conservation Areas: Policy Env9

Development in and adjoining conservation areas as defined on the proposals map will only be permitted where:

- A. Proposals respect the existing character and setting of the area together with views into or out of the area, and
- B. New buildings are sited so as to retain existing building lines and open spaces, and
- C. The density, scale, proportions, height and fenestration accord with their surroundings, and
- D. The use and application of building materials respect local traditional materials, techniques and design characteristics, and
- E. The scale, proportion and height of advertising material and the use of materials, including colour, is appropriate, and
- F. Where acceptable the nature and degree of any illumination should have no detrimental impact upon the visual character of the conservation area, and
- G. Landscaping is designed as an integral part of the scheme where appropriate.

Except in those circumstances where it can be clearly shown that demonstrable harm will not be caused to the character of the conservation area, and the basis of its designation will not be undermined, and in respect of listed buildings is consistent with policy env11, development proposals in conservation areas will not be permitted where they include:

- H. The demolition of listed buildings or those buildings which make a positive contribution to the character or appearance of the conservation area; or
- I. The amalgamation of adjacent plots if this results in the development of larger buildings out of scale with their surroundings; or
- J. The refurbishment of adjoining buildings to create a single larger space user where this would adversely affect the character of the conservation area.

### Listed Buildings: Policy Env10

Proposals for the repair, alteration, extension (internal or external) or change of use of a listed building will be permitted provided that:

- A. Any changes are entirely in keeping with the character, proportion, detailing and materials of the existing building, and
- B. The proposal preserves the physical fabric of the building, and
- C. The proposal does not adversely affect the building's setting or its reasons for listing, and
- D. Any change of use is necessary to ensure the future of the building.

## **Wyre Borough Local Plan 1st Deposit Draft 2001-2016 (April 2004)**

### Standards of Design and Amenity: Policy (CORE 11)

All development proposals should be compatible with adjacent existing land uses and any other relevant adjacent proposal of this plan.

Developers, when applying for planning permission, will be required to demonstrate that all aspects of development form - layout, landscape, density, height, massing, details and materials - reflect the objectives of good design as defined by the following criteria. the council will require all new development to:

- A. Respect and relate to the character and context of the area in which it is proposed. development proposals should not detract from, and where possible enhance, the character of the existing area. the development should respect and accommodate existing important features of the site such as natural and heritage features and rights of way, be acceptable in the local landscape and/or townscape, and acknowledge prevailing development form where it contributes to a distinctive area character, and
- B. Ensure a high quality, safe and accessible public realm. the treatment of spaces, landscaping and linkages should form an integral part of the overall design. submitted schemes should clearly distinguish between the public and private realm, and exhibit a design and choice of hard materials, boundary treatment and planting appropriate to the particular location and existing landscape and/or townscape character, and
- C. Provide and facilitate convenient access for pedestrians and sustainable modes of transport where appropriate, integrate with established patterns of movement, and not have any adverse impact on the local environs nor on the local highway network generally by way of additional traffic generated. the proposal should enjoy satisfactory access, parking and servicing facilities appropriate to the nature of the development.

### Alterations and Extensions to Residential Properties: Policy (HOUS2)

Proposals to extend or alter existing residential properties within the plan area will be permitted providing that the scheme meets the design and amenity requirements of policy core11 and does not conflict with any other policy or proposal of this plan.

Proposals relating to dwellings located either in the open countryside, green belt or the area of outstanding natural beauty will only be approved provided that the extension or alteration;

- A. Is appropriate in character and style to the dwelling and the area, and
- B. Is proportionate in scale to the size of the original building, and
- C. Is developed using materials appropriate to the locality, and
- D. Involves a high standard of design which enhances the visual quality of the landscape.

### Conservation Areas : Policy (ENVT9)

Development in and adjoining conservation areas as defined on the proposals map will only be permitted where:

- A. Proposals respect the existing character and setting of the area together with views into or out of the area, and
- B. New buildings are sited so as to retain existing building lines and open spaces, and
- C. The density, scale, proportions, height and fenestration accord with their surroundings, and
- D. The use and application of building materials respect local traditional materials, techniques and design characteristics, and
- E. The scale, proportion and height of advertising material and the use of materials, including colour, is appropriate, and
- F. Where acceptable the nature and degree of any illumination should have no detrimental impact upon the visual character of the conservation area, and
- G. Landscaping is designed as an integral part of the scheme where appropriate. Except in those circumstances where it can be clearly shown that demonstrable harm will not be caused to the character of the conservation area, and the basis of its designation will not be undermined, and in respect of listed buildings is consistent with policy envt11, development proposals in conservation areas will not be permitted where they include:
- H. The demolition of listed buildings or those buildings which make a positive contribution to the character or appearance of the conservation area; or
- I. The amalgamation of adjacent plots if this results in the development of larger buildings out of scale with their surroundings; or
- J. The refurbishment of adjoining buildings to create a single larger space user where this would adversely affect the character of the conservation area.

#### Listed Buildings: Policy (ENVT10)

Proposals for the repair, alteration, extension (internal or external) or change of use of a listed building will be permitted provided that:

- A. Any changes are entirely in keeping with the character, proportion, detailing and materials of the existing building, and
- B. The proposal preserves the physical fabric of the building, and
- C. The proposal does not adversely affect the building's setting or its reasons for listing, and
- D. Any change of use is necessary to ensure the future of the building.

# REPORT



REPORT OF	MEETING	DATE	ITEM NO
STRATEGIC PLANNING AND DEVELOPMENT	PLANNING POLICY SCRUTINY COMMITTEE	30 <sup>TH</sup> NOV 2006	8

## STATEMENT OF COMMUNITY INVOLVEMENT

### Public item

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

### Summary

The Regulation 29 Consultation carried out on the Submission Statement of Community Involvement (SCI) is complete. The representations have been processed and submitted to Government Office North West and the Planning Inspectorate.

### Recommendation

1. This report is brought for information only.

### Cabinet Portfolio

The item falls within the following Cabinet portfolio:

Development and Regeneration

Councillor Roger Small

### Report

1. As part of the new planning system brought in by the Planning and Compulsory Purchase Act 2004, local planning authorities are required to prepare an SCI by which means the community will know how and when they will be involved in the preparation of local development documents (within the Local Development Framework) and how they will be consulted on planning applications received by the Council.

2. Regulations set out the minimum standards to be met in terms of consultation arrangements and the statement must show how these minimum standards will be met or exceeded.
3. The preparation of the SCI is itself subject to statutory procedures. In brief form, these are:
  - Consultation on a pre-draft SCI with a number of 'specific consultation bodies' and 'general consultation bodies'.
  - Consultation and public participation on a draft SCI. This stage involves a second reference to the above bodies and a first reference to the general public.
  - Submission to the First Secretary of State and consultation on the submission draft SCI. (Regulation 29 Consultation)
  - Independent examination into the soundness of the SCI
  - Inspector's binding report
  - Adoption
4. The consultation period for the Submission Draft SCI commenced on Wednesday 30<sup>th</sup> August 2006 and finished on Wednesday 11<sup>th</sup> October 2006.
5. A summary of the submissions received and your officers' response to them is attached as Appendix 1.
6. The submissions and responses have been sent to Government Office North West and the Planning Inspectorate.
7. In summary we have received 13 representations. Two were stating that the SCI had failed a Test of Soundness (one of these has now been withdrawn ). Four were general representations on the text. Two of the representations were requesting corrections, four were making no comments and one was requesting a change to the Register of Consultees. None of the individuals wishes to appear and present their case at a public examination. Two wish to have their objection considered as written representations, they are the Home Builder's Federation and the Lytham St Annes Civic Society, the rest have not indicated a preference.
8. We have been advised informally by the Planning Inspectorate that we will receive the Inspectors Report before May 2007 in line with the timetable identified in the Local Development Scheme.
9. A further report will be brought when the Inspector's binding report has been received.

<b>IMPLICATIONS</b>	
Finance	The Planning Inspectorate charge for assessing the soundness of SCIs at £679 per day  Consultation on LDDs and planning applications in line with the SCI will have financial implications.
Legal	The SCI is a statutory requirement and has to be prepared according to the regulations.



Community Safety	N/A
Human Rights and Equalities	Consultation arrangements will have to have regard to these issues.
Sustainability	Consultation arrangements will take place on the sustainability appraisals on LDDs
Health & Safety and Risk Management	Local Development Documents may be rejected at examination stage if the consultation has not been carried out in accordance with the SCI.

REPORT AUTHOR	TEL	DATE	DOC ID
Julie Glaister	(01253) 658687	December 2007	

LIST OF BACKGROUND PAPERS		
NAME OF DOCUMENT	DATE	WHERE AVAILABLE FOR INSPECTION
SCI File p12		Planning Policy Section Town Hall St Annes

### Attached documents

Appendix 1: Summary of submissions received etc

**Responses to the Submission Draft of the Statement of Community Involvement (SCI).**

The consultation requested that representations were made on the official form which comprised of personal and or agents details and a further five questions. The most important question was question 4a which asks whether or not the respondent considers the SCI to be unsound. The Annex to the representation form describes the nine tests of soundness and question 4b asks the respondent to identify which test of soundness their representation relates to.

Each representation has been given a representation reference, the first number relates to the position of the consultee in the Register of Consultees. The letters relate to the consultation group eg SCB Specific Consultation Body. The subsequent number or letters relate to the type of representation eg 5 – the SCI fails Test of Soundness number 5, Res a response to the text, C – corrections, NC – no comments.

The representations have been placed in the following order:

- Those relating to failure of a Test of Soundness
- Those which are general representations on the text
- Those which request corrections
- Those which request an addition to the Register of Consultees
- Those which make no comment on the SCI

**Representations Relating to Failure of Test of Soundness**

**Home Builders Federation 5/GCB/3**

The representation states that the SCI is unsound because it fails Test of Soundness Number Three (see below )

3. The Statement does not identify in general terms which local community groups and other bodies will be consulted.

The representation relates to Section 4 and paragraph 4.5 of the SCI.

**Section 4: Register of Consultees**

While we welcome the inclusion of planning consultants and agents and the development industry, it is considered appropriate to specifically list the Home Builders Federation in this register in accordance with Appendix E of PPS12. The Home Builders Federation (HBF) is the trade organisation representing the house building industry.

**Response:**

Following a telephone conversation with a representative from the HBF it was agreed that the HBF are included in the correct section of the Register of Consultees. The HBF do not therefore wish for this representation to be put before an Inspector. It is included for completeness.

**Recommendation:**

No change to the SCI.

**The Lytham St Annes Civic Society 6/GCB/6**

Question Three of the response form was as follows:

3. Did you raise the matter that is the subject of your representation with the LPA earlier in the process of the preparation of the SCI, ie before it was submitted for examination?

The representation stated that this matter had not been raised before because ‘the manner of this consultation has been far too complicated and time consuming’.

The representation also stated that the SCI is unsound and that it fails test of soundness number 6.

6. The resources are not available to manage community involvement effectively.

Change requested to the SCI in order to make it sound:

‘Considerable extra resources will be required to enable “hard to reach” groups to become part of this process. We all need to feel that we have been successful in some of our submissions, whether for the LDF or DC. Groups like ourselves will and do make representations whether they are considered or not. We receive little or no feedback. To improve this situation extra resources will be needed. There is a danger of an inflexible structure being created here’.

**Response:**

Section 8 of the SCI provides details of the Reporting Back mechanisms that will be put in place as part of the new planning system in relation to the LDF.

It states that all consultation responses received in relation to both DPD’s and SPD’s will be acknowledged, and will be published within a ‘Consultation Statement’. Statements will be published after each consultation stage.

The statements will identify :

- Who has been consulted and who has replied;
- The consultation methods used;

- The number and substance of the representations;
- Those changes to the document which are proposed on the basis of representations received;

The reasons why some suggested alterations cannot be accepted by the Council. (Where suggested alterations are rejected by the Council, persons will be able to pursue these through the examination process with an independent inspector).

A copy of the Consultation Statement will be sent to every person or body making representations.

Paragraph 10.6 states that ‘In line with sound management practice, the Council will monitor the financial costs of community engagement, and during the annual budget allocation process will make the appropriate resources available to meet the programmes outlined in this document.

Section 13 of the SCI provides details of the Reporting Back mechanisms that will be put in place in relation to Planning Applications.

Paragraph 13.2 states that when an application is determined any comments received from interested parties will be summarised in the officers’ report. The officers report will clearly state how the issues that have been raised have been addressed in reaching the final recommendation.

If an application has gone to committee then the Officer’s report will be available on the internet. If it has been delegated the Report will be available in the file at the Council’s One Stop Shops during normal office hours.

Paragraph 13.3 states that if you comment on a planning application, we will acknowledge the receipt of your comments. Once a decision is made on a planning application we will undertake to advise you of the decision of the Council on that planning application. We will also publish details of decisions on the Council’s website. It is not proposed to provide feedback in relation to neighbour consultations.

**Recommendation:**

No change to the SCI

**Representations Which Do Not Identify a Test of Soundness**

**Home Builders Federation 5/GCB/Res**

Appendix 1: Consultation Techniques

The significant number of consultation techniques applied by the Council and set out is noted. HBF would like to emphasise the importance of traditional consultation techniques, namely formal letter and email notification of the availability of documents and the holding of events. Making documents available on the council’s

website, for example, is only of benefit if the stakeholders are in practice of regularly checking the council's website on the off –chance that something new has been announced. It is highly unlikely that most stakeholders will be in the position to do this. However, using emails or standard letters to inform stakeholders that documents are available or events are to be held is a vitally important aspect of the overall consultation and participation process.

**Response:**

Paragraph 6.3 of the SCI states that :

As a central part of the Council's approach to consultation on the Local Development Framework, all parties on the 'Register of Consultees' will be asked at the commencement of each individual LDD if they want to be consulted on it. Consultation will be undertaken with all the parties that request it. If parties indicate that they do not wish to be consulted or do not reply then the Council will infer that they do not wish to be consulted. This stance will also be undertaken in relation to the 'Specific Consultation Bodies'.

That is, at the commencement of work on any LDD, the Council will write to everybody on the Register of Consultees and ask them if they wish to be consulted on that document.

**Recommendation:**

No change to the SCI because we will be writing to everybody at the commencement of production of every DPD see paragraph 6.3 of the SCI.

**Jim Hogan. JP 8/OC/Res**

I am always concerned when I see "consult where appropriate" or "in the circumstances of the case" and to the extent that the Council thinks" in such documents and I expect that the planning procedures will hardly progress with this exercise. I still favour a local policy whereby the council would take the same panel in the local newspaper every week and publish in some detail and transparency ALL planning applications received by FBC. This would obviously shift the onus onto residents and other interested parties to comment/object as they think appropriate. Importantly the FBC would have done its part and be seen to do so. I also suggested and /or the formation of a small representative but independent (in the true sense not like some of your elected members ) group to review applications and perhaps point out aspects that are almost always overlooked or ignored by planners and elected members.

**Response:**

The Council needs to be allowed some discretion ( within the remit of the regulations ) in deciding what level of consultation will be appropriate in relation to a particular document or planning application. A weekly list of all applications submitted is sent out to the Civic Society and the Parish Councils including those in the rural area. Applications are also publicised in a variety of other ways which are listed at

paragraph 12. It is not considered necessary to set up a small public filter as the Council already consults very widely on planning applications.

**Recommendation:**

No change to the SCI.

**The Right Honorable Micheal Jack MP 9/OC/Res**

My main purpose in commenting on your Draft Statement was to emphasise the importance which I attached to ensuring that the public fully understood all the different ways in which the planning system in Fylde operates. To me that is a vital precursor to any improvements that may result from your efforts to improve the ways in which the community are consulted on matters such as this.

**Response:**

Paragraphs 2.0-2.14 explain how the new planning system works and how people/organisations can participate in it. Paragraphs 11 and 12 explain the Development Control system and how people/organisations will be consulted. Paragraph 13.1 explains what can and cannot be taken into account when determining a planning application.

It is felt that these matters are covered in sufficient detail in the SCI.

**Recommendation:**

No change to the SCI.

**Sanderson Weatherall 11/OC/Res**

Although Part 2 of the document refers to consultation on Planning Applications we feel that a lot more could be added to this section in terms of clarification on what exactly is required from the applicant/agent when submitting Planning Applications. This section could be improved by including the following:-

First a list of consultation exercises for which the applicant/agent should carry out on Planning Applications and how they should be expected to engage the community-exact measures of engagement etc.

How the information obtained from the consultation exercise can be incorporated back into the application/scheme.

How the applicants should present their amendments back to the Council as part of their submission.

**Response:**

The main purpose of the SCI is to inform people /organisations how they will be consulted in relation to Planning Policy documents and planning applications. It is not

intended to provide guidance on the submission of planning applications. This advice will be given by Development Control Officers. The SCI is already a substantial document, it must be kept as succinct and “fit for purpose” as possible.

**Recommendation:**

No change to the SCI.

**Representations which Request Corrections to the SCI**

**Blackpool Council 1/SCB/C**

We support the document as a whole but we would like to point out an error. Please can all references to Blackpool Borough Council be changed to Blackpool Council and similarly, references to Preston Borough Council should be changed to Preston City Council.

**Response:**

It is agreed that these amendments should be made.

**Recommendation:**

The changes requested above should be made to the SCI.

**Carolyn Mercer 10/OC/C**

Prompted by the letter sent to me, I looked at the web site and was impressed by the content.

However, I thought you would wish to correct the ‘typo’ of the mis-spelling of ‘Statement’ in the heading of the first stage.

**Response:**

The SCI should be corrected.

**Recommendation:**

Change the SCI.

**Representations which Request an Amendment to the Register of Consultees**

**Sanderson Weatherall 11/OC/C**

Could you include our client in your list of consultation bodies included in appendix 2 of the document? Planning Policy Statement 12 identifies the Post Office Property Holdings in Annex E of the document as a statutory organisation to be included and due to the fact that our client Royal Mail Group Plc are indeed the umbrella company we wish therefore for their details to be included on the list.

**Response:**

Royal Mail Group Plc will be added to the Register of Consultees along with Sanderson Weatherall on behalf of the Royal Mail Group Plc.

**Recommendation:**

The Register of Consultees be amended as shown above.

**Representations Which Made No Comment on the SCI**

**Lancashire County Council 2/SCB/NC**

Lancashire County Council have no objections to the submission draft SCI, also they made no comments as whether or not the document is sound in terms of the relevant legislation. They did specifically request to be notified of the recommendations of the Inspector and also the adoption of the SCI.

**Response:**

These requests are noted.

**Recommendation:**

No change to the SCI.

**Countryside Agency 3/SCB/NC**

We have no further comments to make.

**Response:**

No response needed

**Recommendation:**

No change to the SCI

**Highways Agency 4/SCB/NC**

The Highways Agency has no further comments to make with regard to this document at this time.

**Response:**

No response needed

**Recommendation:**

No change to the SCI



**The Theatres Trust 7/GBC/NC**

We have no particular comments to make and support your Submission SCI, and are pleased to be included in Appendix 2.

**Response:**

No response is needed.

**Recommendation:**

No change to the SCI.

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