



Agenda

Planning Committee

Date:	Wednesday, 3 June 2020 at 6:30pm
Venue:	Remote meeting via Zoom
Committee members:	<p>Councillor Trevor Fiddler (Chairman) Councillor Richard Redcliffe (Vice-Chairman)</p> <p>Councillors Tim Armit, Chris Dixon, Kiran Mulholland, Jayne Nixon, Linda Nulty, Liz Oades, Michael Sayward, Heather Speak, Ray Thomas, Stan Trudgill.</p>

Please Note: This meeting is being held remotely via Zoom. To access the meeting please click on the link below.

<https://us02web.zoom.us/j/87945946956?pwd=d0NBSG5YeFNmSU1JVy9tVXY0YnVtdz09>

Meeting ID: 879 4594 6956

Password: 759409

	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 20 May 2020 as a correct record.	1
3	Substitute Members: Details of any substitute members notified in accordance with council procedure rule 24.	1
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<http://fylde.cmis.uk.com/fylde/DocumentsandInformation/PublicDocumentsandInformation.aspx>

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DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
CHAIRMAN'S REPORT	PLANNING COMMITTEE	3 JUNE 2020	4
COVID 19 IMPACT ASSESSMENT & RECOVERY			

PUBLIC ITEM

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

SUMMARY

This is an initial report that provides an overview of the known and potential impact of the COVID 19 lockdown measures on the services and functions within the remit of the Planning Committee. At this stage the information is based on the data available and government policy in place at the time of drafting the report. Plans are being made across the council to revise budget forecasts and business plans in response to the changes brought about by the COVID-19 measures. Further reports will be published for the committee over the coming months to provide updates on the impact of COVID-19 measures as the nation moves out of lockdown through a phased approach.

RECOMMENDATION

1. That the impact of the COVID-19 measures on functions within the remit of the committee are noted and members provide any feedback to support the recovery programme.

SUMMARY OF PREVIOUS DECISIONS

None

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

Introduction

1. The Coronavirus (COVID-19) world pandemic has had an impact on society never experienced. The necessary measures put in place through national legislation have had a direct impact on every individual and it is expected that the process of returning to some sort of normality, albeit in a different world, will take months if not longer as the world comes to terms with the changes. It is in this context that officers have collated the

known and estimated financial and operational impact of the COVID 19 measures on the services within the remit of the Planning Committee.

2. The information included in this report represents the current knowledge based on known factors, such as loss of income to date or operational changes, as well forecasts from scenario planning. As society moves further away from the lockdown period towards a new norm updates on the impact outlined in this report will be provided along with details of additional impacts yet unknown.

General

3. On 13 May 2020, Government published updated Covid-19 Planning Guidance which is available at: <https://www.rtpi.org.uk/news/coronavirus-hub/government-updates>. This guidance has been used in the adaptation of Fylde's Planning Service to respond to the Coronavirus pandemic.
4. The majority of staff within the service are currently working from home and the town hall is closed to visitors. Whilst staff are able to work remotely in order to perform the majority of their role, the quality of some services, for example responding to ad hoc telephone enquiries, has been impacted with the introduction of a 'message and call back' system. Various video conference packages are being utilised in order to facilitate discussions with applicants regarding proposed developments as well as to ensure effective communication within the planning team.

Development Management

5. The number of planning applications submitted since mid-March has fallen when compared to previous years, although the drop in applications has not been as marked as was first expected. This may be as a result of those applications that were in the course of preparation being submitted as planned. If this is the case, there may be a lag before any reduction in applications is experienced. The number of new applications will continue to be monitored.
6. Whilst the number of planning applications has remained relatively buoyant, the fee income from planning application fees has dropped markedly. When compared to the average fee income for the same period in the last 3 years, application fees have reduced by 50%. This correlates with a reduction in the number of major planning applications that have been submitted. It is not clear at this time whether there will be a corresponding increase in applications as the development industry responds to government initiatives to stimulate the economy or the economic situation becomes clearer.
7. As a result of guidance on non-essential travel and working, it was not initially possible to carry out any site visits to assess the potential impacts of development which in turn delayed the processing of those applications that had not been visited prior to the introduction of the lockdown. As national guidance has been revised, risk assessments have also been revised in order to allow certain site visits to take place where these can be carried out having regard to the safety of members of the public and staff. The decision on those applications that require visits to the interior of properties, such as applications for listed building consent for internal alterations, will continue to be placed on hold. All applicants continue to be kept up to date on the progress of their applications.
8. On the announcement of the lockdown, the Planning Inspectorate (PINS) announced that all appeal hearings and site visits would be postponed or placed on hold. Although new cases are being registered and processed as far as possible, there has been delay in the issuing of some appeal decisions. PINS are working to implement digital solutions such as holding hearings and inquiries via telephone or video conferencing.
9. A number of housing developers shut down their construction sites at the commencement of the lockdown, although most major developers have recommenced construction activity in recent weeks. This will likely result in reduced housing delivery for the year, which in turn may impact on the council's 5 year housing supply position.

Planning Enforcement

10. Government advice issued at the commencement of lockdown encouraged councils to take a pragmatic approach to the enforcement of planning conditions in order to facilitate the delivery of key services, for example through allowing store deliveries to take place outside authorised hours. Some of the initial advice has now been introduced into legislation, whilst enforcement of other matters is being left to the discretion

of individual councils. For example, Government have revised legislation to allow pubs, cafes and restaurants to provide delivery and take-away services without seeking planning permission.

11. The courts have advised that they have ceased hearing all but the most urgent cases and so it has not been possible to progress any planning enforcement cases to prosecution. The availability of the courts to accept new cases will continue to be monitored.
12. The Ministry of Housing, Communities and Local Government has highlighted that local authorities may have to provide additional temporary support to the travelling community, including making alternative stopping places available, such as transit sites, suitable local authority land. This in turn has implications for the enforcement against unauthorised sites.
13. The work of the planning enforcement team requires a high degree of interaction with the public and this is being managed to reduce the level of associated risk to staff and members of the public.

Planning Policy

14. Much of the work of the Planning Policy Team involves extensive engagement with local communities. Clearly traditional public meetings and community engagement events have had to be placed on hold. In addition, the Town & Country Planning Regulations require that physical copies of certain documents be placed on deposit to provide for public scrutiny. Government have announced revised regulations to provide for alternative forms of consultation. It is proposed to amend the council's Statement of Community Involvement which sets out how the council will engage with the local community will need to be amended in order to reflect legislative changes (see item on elsewhere on this agenda). This will provide the flexibility that will allow the local plan review and other policy documents to proceed, however, the completion of these projects including the review of the local plan and the adoption of Supplementary Planning Guidance as set out in the Local Development Scheme will inevitably be delayed.
15. The delivery of new housing will continue to be monitored, with the intention of submitting an Annual Position Statement (Five Year Housing Supply) in July as per the normal timetable.

Regeneration and Urban Design

16. As with planning policy, all planned community engagement events have had to be postponed. Some of these will be rearranged, whilst alternative means of public engagement are being explored wherever possible. This will inevitably result in delays in the delivery of projects.
17. Government have recognised the impact that responding to the Coronavirus pandemic is having on local authorities and so they have delayed a number of deadlines for the submission of bid documents including the submission of final business cases for the Future High Street Fund bids.
18. In addition, Government have announced a number of new initiatives to support local businesses and communities in the face of the pandemic. Officers are exploring the opportunities presented by these programmes and recommendations will be brought to committee in due course. There will inevitably be a refocusing of resources in order to deliver key projects during the recovery phase and so the timetables for the delivery of some existing projects will have to be revised.
19. Physical work on projects has also been delayed. For example, Lancashire County Council closed down the construction site at Wood Street in order to allow them to redeploy their resources to assist in the response to the pandemic. Work on site has recently recommenced. There will also be a knock-on effect on other projects that were due to commence construction in the next few months.
20. The tree officer continues to respond to applications for works to protected trees as well as any reports of unauthorised works within the constraints of revised safe working practice.

Conclusions

21. A number of projects have already been delayed as a result of the measures introduced to control the transmission of the virus. At this time, it is not possible to accurately quantify these delays as progress will depend on further changes to guidance and legislation, as well as any requirement to refocus resources as the Council's 'response' phase moves to 'recovery' planning.

22. Social distancing measures implemented as part of phased return to work are expected to have an impact on operations across the council for the remainder of the 20/21 financial year and possibly even longer. The Medium-Term Financial Strategy (MTFS) and service delivery plans will be reviewed to take account of the financial and operational impact of COVID 19. The first revision of the MTFS will be published in September.

IMPLICATIONS	
Finance	This report provides a general commentary of the financial impact to the Planning Committee operations of the Covid-19 lockdown measures. These estimates are subject to change as the situation develops. In due course an updated Financial Forecast will provide a more accurate assessment of income loss and additional costs.
Legal	None from this report
Community Safety	Safe systems of working have been devised to manage the safety of the community and staff.
Human Rights and Equalities	None from this report
Sustainability and Environmental Impact	None from this report
Health & Safety and Risk Management	Risk assessments have been revised to recognise the risk posed by Covid-19 and safe systems of working have been established to manage the risks to staff and members of the public.

LEAD AUTHOR	CONTACT DETAILS	DATE
Mark Evans	mark.evans@fylde.gov.uk & Tel 01253 658460	May 2020

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
COVID 19 Lockdown Measures	March – May 2020	https://www.gov.uk/coronavirus?gclid=EAlaIQobChMIlKCymb-f6QIVNoBQBh0WqQCIEAAYASAAEgIbR_D_BwE

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	PLANNING COMMITTEE	3 JUNE 2020	5
WESHAM COMMUNITY CENTRE			

PUBLIC ITEM

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

SUMMARY

This report relates to the proposed physical enhancements to Wesham Community Centre. The centre acts as a well-used community hub and civic centre. The scheme has been designed over a period of time with Wesham Town Council. Initially the area around the community centre entrance was proposed for improvement, but this has been extended, effectively creating a broader long-term strategy for upgrading the complete environs of the centre including the car park and its approaches as well as a community garden.

Based around three phases, Committee is asked to approve the drawdown of the funding with a total budget proposal of £119,000 which would provide funding for two of the phases, details of which are set out in the background to the report.

The scheme has been designed by the Regeneration Team on an iterative basis with the Town Council. It is proposed that the scheme's delivery be undertaken by Lancashire County Council and that this will be done in partnership with Wesham Town Council with officers of Fylde Council acting as scheme advisors to assist with the process. It is proposed to transfer the scheme funding to the Town Council subject to the signing of a legal agreement as regards the permissible use of the funding being directly related to the delivery of the scheme and its detailed plans. A similar arrangement was undertaken with Staining Parish Council appertaining to a similar situation.

RECOMMENDATIONS

1. The Committee is recommended to approve the detailed scheme as shown in the attached drawing at Appendix 1 at a cost of £119,000 of which £50,000 will be funded from the Councils Capital Programme 2020/21 and £45,000 will be drawn down from commuted payments made by specific developers specifically for use in the implementation public realm enhancement schemes in Wesham as agreed under Section 106 of the Town and Country Planning Act 1990.
2. The Committee agree to the use of the existing partnership between the Council and Lancashire County Council in the procurement and implementation of the scheme. In this case the direct agreement would be between Lancashire County Council and Wesham Town Council.
3. An appropriate agreement be signed between Fylde Council and Wesham Town Council in respect of the transfer of funds amounting to £95,000 to ensure that these funds are used for the approved purpose i.e the delivery of the scheme as set out in the approved plan scheme drawing and associated documentation including the approved Bill of Quantities and for no other purpose.

SUMMARY OF PREVIOUS DECISIONS

The inclusion of this scheme within the Council's Capital Programme was agreed by Planning Committee as part of the Prioritisation of Capital Bids on 22 January 2020, with the Capital Programme being approved by Full Council on 4 March 2020.

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

Background

1. Wesham Town Council (WTC) have a long-term ambition to enhance the environs of the Community Centre (CC) – the surrounding spaces are quite poor but long established. The centre and adjoining facilities, including the Bowling Green and re-cycling area are well used and as such the community centre acts as an important civic hub for Wesham. The desire of the Town Council to see the locality improved is fully supported. Initial discussions with WTC centred around the entrance area to the centre itself to improve accessibility, surfacing and landscaping.
2. On the basis that public realm contributions are involved and that Wesham is included within the Council's Regeneration Framework, the Regeneration Team have, over time, offered advice and assistance in the development of a scheme around the Community Centre considering various options.
3. In the course of the discussions, it was decided to look more broadly at the surroundings of the CC to include the car park, adjoining highway and 'refuse' area that also acts as a key link to the Wesham Park residential site. It was always known that the full scheme cost would be well in excess of the current funding available. For this reason, a plan was produced for the Town Council that looks at the broader environs of the Community Centre. In full, a scheme has been devised that could fall into 3 phases although 1 and 3 are very much linked together. The Plan at Appendix 1 illustrates how the overall scheme would fit into three phases and on that basis a full costing was calculated, initially as :
 - Phase 1 : Area directly outside the CC = £61, 775
 - Phase 2 : Community Garden £31,782
 - Phase 3 : £82, 026
 - Total of £175,583
4. The costings have been quantified and are as follows (When first calculated)

Ideally, the implementation of the whole scheme would be preferable as this will maximise the impact, create an entrance, improve vehicular circulation, add in landscaping and overall provide an attractive civic setting for the community hub. However, the level of funding required was prohibitive, so a number of design amendments were agreed. Phases 1 and 3 are seen as the priority for improvement with Phase 2 to be potentially added at a later date. Phases 1 and 3 are very much related and it makes sense that these are developed concurrently. Given the amendments to the specifications the cost of the scheme is quantified at £119,000. The development of the scheme would make a valuable contribution to the setting and environs of this important location and would be welcomed by the community.

Funding

5. The funding for the scheme is as follows.

£50,000 – Fylde Council. Contained within the Capital Programme for 2020/2021, specific to the scheme

£45,000 - Section 106 Commuted Payments from two schemes within Wesham (application 13/0449 - £25,000 and 13/0655 £20,000)

£24,000 - Wesham Town Council

Scheme Details

6. The plan at Appendix 1 shows both the phasing and content of the scheme. In brief, Phase 1 relates to the area directly outside the entrance to the Community Centre building. It is proposed that this will be re-configured, extending the current area outwards to accommodate a Disability Discrimination Act (DDA) compliant ramp as well as steps. A new retaining wall is included, as well as surfacing and trees. Phase 3 relates to the car park area and as well as physically enhancing the area it is proposed to improve vehicular circulation by creating one access/egress point to create safer conditions for pedestrians. Also included are a new surface dressing for the car park, disabled spaces, trees a seating unit and decorative bollards. At the 'far end' of the car park it is proposed to relocate the refuse area into a recessed area that should result in the area subject of Phase 2 improvements being able to be undertaken at a later date. This latter area is also important since it provides direct access to the Wesham Park Hospital residential development which further signifies the importance of this area.

Outcome

7. The scheme has developed over a long timespan with the Town Council and would result in very worthwhile enhancements and operational improvements to this key hub within the town.

Value for Money and Procurement

8. In so far as procurement is concerned, it is proposed to procure the work through the commissioning framework at Lancashire County Council ensuring good value for money within the budget available. Issues relating to the cost effectiveness of this procurement path have previously been considered by The Council in the context of other public realm schemes. The Town Council has expressed a preference for the County Council to construct the scheme. To date officers of the County Council have offered design and construction advice and prepared the Bill of Quantities for the design at no cost on the basis that they may be instructed to become the contractor. It is proposed to maintain this method of working for this scheme. This arrangement provides The Council with assurances in respect of achieving best value in the of procuring materials, equipment for construction and an offers a specialist experienced workforce, both professional and within the crafts, to ensure a high quality, cost effective outcome.
9. In this case it has been tentatively agreed with the Town Council that as a locally accountable body, it can instruct the contractor in respect of the delivery of the scheme as its organisation and the timescales for delivery may well be complex due to the continued use of the facility and the obligations to community users of the facilities. Obviously, the contributions to the scheme outside of the contributions of the Town Council will need to be secured. In this regard, therefore, it would be appropriate to enter into a legally binding agreement to ensure that the funding is directly related to the agreed and approved scheme, its precise content as shown on the approved plan and associated Bill of Quantities. A similar approach was adopted with Staining Parish Council in respect for the delivery of a public realm scheme within that village.

Method and costs of financing the scheme

10. These are set out in the report

Future revenue budget impact

11. None envisaged for this Council.

Risk Assessment

12. As with all regeneration schemes, the parties to the contract will need to ensure that the scheme will be delivered to budget. This should be achieved by agreeing a fixed price contract to deliver the approved scheme. Contingencies are contained within the Bill of Materials and scheme costs should there be any unforeseen issues during construction. This is standard practice. Throughout the scheme valuations would be provided and any unlikely events identified. This allows for a 'tight' form of control as the scheme develops. Prior to the commencement of the scheme and agreeing contracts the full amount of funding that will be required will be confirmed.

Viable Alternatives

13. None in the context of this specific scheme

Future Phases of Regeneration

14. As set out above, the scheme has been designed so that, should further funding be secured in future, additional phases of improvement works can be carried out. However, at this time, no further works are proposed.

Conclusion

15. The proposals before Committee seek to deliver a scheme that has for some time been discussed with the Town Council. It has been designed to offer value for money and at the same time deliver substantial enhancements to this community hub for the town.

It is recommended that this Council endorses that the scheme is delivered in partnership with Lancashire County Council, as on previous schemes of this nature.

IMPLICATIONS	
Finance	The scheme is supported partly by the by the Councils Capital Programme for 2020/21, which contains a specific allocation of £50,000 for the purposes of enhancements to the Wesham Community Centre external public realm scheme. It is also proposed to utilise Section 106 commuted payments held by The Council for the purposes of public realm schemes in Wesham.
Legal	The scheme construction costs for implementation are based on the established relationship between the Council and Lancashire County Council to ensure best value. It will also be necessary to enter into a legal agreement with Wesham Town Council for the purposes as set out in the report. The use of the section 106 monies identified in the report would be in line with the purposes for which they were secured as set out in the two agreements.
Community Safety	The scheme would assist with safety in view of improved access and as a consequence, pedestrian safety overall.
Human Rights and Equalities	The scheme relates directly to enhancements to the public realm would, therefore, benefit and support equality within the community and has been designed having regard to the access needs of the community. Improved access to the community centre would enhance equality.
Sustainability and Environmental Impact	Proposed scheme aimed at enhancing town/district centre economic sustainability
Health & Safety and Risk Management	Matters dealt with by Lancashire County Council during the construction phase

LEAD AUTHOR	CONTACT DETAILS	DATE
Paul Drinnan	Paul.Drinnan@fylde.gov.uk Tel 01253 658434	12.7.18

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
None		

Attached documents

Appendix 1: Plan of the Community Centre Scheme

Appendix 2 : Bill of Quantities for the scheme



	Softwood edging to the self-binding gravel action drawing) approx length 77m
	conservation' kerb 145 x 255mm, colour - I. Approx length 187m
	Material and bond to match existing (see drawing). Black wall with railings.
	k wall with proposed railings.
	road kerbs. to accommodate the junction table
	Plants to be planted with shrubs that should be at least 3lt and 3lt pots and at a planting density of 5/m² The beds should be filled with imported topsoil to Bs following quantities will be required: 33882). Grass at 150mm deep - 13.5m³. Shrubs deep - 48 5m³ Additional for tree pits in soft 5m² and wildflower areas (sub-soil) - 6m³ approx 600no.
	propose amenity grass seed 90m²
	seed - Emergate Seeds EH1 mixture sowing rate 4g/m² Approx area 60m²
	a standard (12-14cm), RB trees to be soft landscaped areas (see detail plan)
	nch Approx 6500mm x 575mm
	metal litter bins 2no. dard litter bin (stainless steel) BX50 or similar
Sk	Draft 01 - Minor amendments to the quantities
Date	June 2019
Revision	

BILL OF QUANTITIES (Phases 1 and 3 ONLY)

Wesham Community Centre - Phase 3 (Road surfacing and car park) - (Based on Draft Plans W01-001 to 004)

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>RATE</u>	<u>TOTAL</u>
SERIES 100 - PRELIMINARIES					
100.1	Traffic Management + Welfare / Site Accomodation	1	Item	£2,000.00	£2,000.00
SERIES 200 - SITE CLEARANCE					
200.1	Take up or down and dispose precast concrete kerbing	70	m	£5.86	£410.20
200.2	Take up or down and dispose brick wall (nr car park)	1	no	£500.00	£500.00
SERIES 500 - DRAINAGE					
500.1	Complete gully class D400/G1 cover & frame, 500 x 350 clear opening	1	no	£362.48	£362.48
500.2	Connection of 150mm dia pipe to existing 225mm dia pipe, depth ne 3m	4	no	£84.78	£339.12
500.3	Raise the level of existing Manhole cover not exceeding 150mm in footway	2	no	£88.24	£176.48
500.4	Raise the level of existing SV cover not exceeding 150mm in footway		no	£48.00	£0.00
500.5	Raise the level of existing gully grate and farne not exceeding 150mm in footway	4	no	£59.00	£236.00
SERIES 600 - EARTHWORKS					
600.1	Excavation of Unacceptable Material Class U1/U2	60	m3	£27.50	£1,650.00
600.2	EO for excavation in flexible footway	60	m3	£6.21	£372.60
600.3	Disposal of unacceptable material class U1	60	m3	£25.00	£1,500.00
600.4	Completion of formation	165	m2	£0.55	£90.75
600.5	Saw cut in carriageway 300mm depth	6	m	£2.00	£12.00
600.6	Break out exsting area in phase 2 for soft landscaping arae	0	m3	£52.50	£0.00
SERIES 700 - ROAD PAVEMENTS					
700.1	Cold milling existing car park / either side of junction table area 40mm deep	864	m2	£1.30	£1,123.20
700.2	SMA 40mm thick in car park area and either side of junction table	864	m2	£13.30	£11,491.20
700.3	AC20 dense macadam binder course (60mm thick)	10	m2	£14.97	£149.70
700.4	AC20 dense macadam binder course (in regulating)	4	t	£108.90	£435.60
700.5	Tack coat	864	m2	£0.55	£475.20
700.6	SMA 20mm thick in bin store area	14	m2	£9.80	£137.20
700.7	SMA 40mm thick junction table	115	m2	£13.30	£1,529.50
700.8	AC20 dense macadam binder course (60mm thick) Junction Table	115	m2	£14.97	£1,721.55
700.9	AC20 dense macadam binder course (in regulating) Junction Table	2	t	£108.90	£217.80
700.10	Tack coat	115	m2	£0.55	£63.25

SERIES 1100 - KERBING AND PAVED AREAS

1100.1 Marshalls Tegular Paving: 120,160 & 240mm, 60mm thick. Colour Harvest	210 m2	£67.21	£14,114.10
1100.3 Tactile paving - blister / cordroy	14 m2	£56.00	£784.00
1100.4 145mm x 255mm Conservation kerb - harvest buff	187 m	£76.56	£14,316.72
1100.5 Conservation paving 400x400- harvest buff	18 m2	£89.70	£1,614.60
1100.6 PCC Kerbs half batter laid straight or to a radii 145mm x 255mm	20 m	£31.00	£620.00
1100.7 Transition kerbs	4 pair	£55.00	£220.00
1100.8 Granular Sub Base Type 1	44 m3	£38.00	£1,672.00
1100.9 Breedon self binding gravel	0 m2	£19.86	£0.00
1100.10 Resin Bound Paving	10 m2	£99.75	£997.50
1100.11 150x50 timber edgings	0 m	£15.50	£0.00

SERIES 1200 - SIGNING AND ROADMARKINGS

1200.1 Thermoplastic road marking to parking bays and Junction Table	1 item	£1,200.00	£1,200.00
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SERIES 2400 - BRICKWORK AND BLOCKWORK

2400.1 Brick wall material and bond to match existing	38 m	£200.00	£7,600.00
2400.2 Railing on top of wall	57 m	£100.00	£5,700.00
2400.3 Construction of steps	1 no	£1,250.00	£1,250.00
2400.4 Construction of ramp 1:17 (approx area 14m2)	1 no	£2,000.00	£2,000.00

SERIES 9900 - SPECIAL ITEMS

9900.1 Street Furniture - stainless steel litter bin BX50 22550-SSS	2 No	£350.00	£700.00
9900.2 Bespoke bench 6550x575	1 item	£500.00	£500.00
9900.3 Lighting Bollard - Broxap Mansfield Semi Domed inc. PC sum for connection	5 no	£1,000.00	£5,000.00
9900.4 Stainless Steel Cycle stands	2 no	£65.00	£130.00
9900.5 Tree Planting - Heavy Standard size 12-14cm RB in soft landscaping area (including tree and guying system)	4 no	£795.00	£3,180.00
9900.6 Tree Planting - EHS 18-20cm RB in hard landscaping area (including tree and guying system)	5 no	£1,593.04	£7,965.20
9900.7 Planting Beds - Shrubs, topsoil, grass,	1 item	£3,500.00	£3,500.00
9900.8 Amenity Grass Seed	0 m2	£2.44	£0.00
9900.9 Wildflower seed - Emersgate seeds EH1 mixture @ 4g/m2	0 m2	£3.67	£0.00

SUB- TOTAL**£98,057.95**

10% Unknown items

£9,805.80**TOTAL****£107,863.75**

10% Contingencies

£10,786.37**Total****£118,650.12****SCHEME TOTAL****£118,650.12**

+ DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	PLANNING COMMITTEE	3 JUNE 2020	6
THE PIER - SQUARE LINK ENHANCEMENT, ST. ANNES REGENERATION PROGRAMME			

PUBLIC ITEM

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

SUMMARY

The Regeneration Programme for St. Annes, most recently set out in the 2020 Vision document, includes an on-going commitment to the upgrading of the physical environment of its town centre streets and public spaces, to be delivered through a series of 'public realm projects'. The latest phase of development (presently 'on site') is Phase 3 of Wood Street. The next phase as set out in the 2020 Vision relates to enhancements to St. Anne's Road West – known in the Strategy as the 'Square to Pier Link', as outlined to Committee at its meeting in January of this year. For the most part, the scheme relates to enhancements to the public highway although suggestions are included to improve adjoining private spaces. Also incorporated within the broader scheme are proposals to enhance the area around the bandstand, funded outside the Planning Committee budget, but physically integral to it. The Pier Link is part of the St. Anne's Regeneration Programme.

The detailed design for the scheme and its funding profile is set out in the body of the report with additional supporting information contained within the appendices. The timescales for commencement of the scheme is dependent on several factors including the date when Wood Street is complete and how this coincides with the main holiday season. This in turn may depend on what might be expected e.g. visitor volumes, due to any restrictions associated with the Covid 19 pandemic.

The funding for the scheme is in place (or to be included) within the Capital Programme, which includes commuted Section 106 payments in connection with the grant of planning permissions on development sites. Appendix 3 sets out the funding sources for the scheme.

RECOMMENDATIONS

1. The Committee is recommended to approve the detailed scheme as shown in the attached plan at Appendix 2 at a cost of **£250,300**, plus any additional funding underspend from the Wood Street Scheme, subject to approval from the Finance and Democracy Committee to the additional funding for the scheme as detailed in recommendation 5, below, the St. Anne's Regeneration Scheme being within the approved Capital Programme for 2020/21;
2. The Committee agree and authorise the use of the existing partnership between the Council and Lancashire County Council in the procurement and implementation of the scheme;
3. Officers be authorised to make minor amendments and variable extensions to the scheme as a result of consultation with third party property owners on the basis that this does not materially affect the scheme as presented and falls within the overall scope of the scheme as set out within the scheme design;
4. Officers be authorised to amend the extent of the scheme, beyond the Base Scheme but within the confines of the Extended Scheme depending on the final budget availability as referenced in Recommendation No. 1.
5. That Planning Committee recommend to the Councils Finance and Democracy Committee that the sum of

£31,300 received and pursuant to planning application 5/18/0743 be included within the Capital Programme for 2020/2021 as a fully funded budget increase to the St. Anne's Regeneration Scheme.

SUMMARY OF PREVIOUS DECISIONS

Report to Planning Committee of the 22nd January. Wood Street Enhancement, St. Anne's Regeneration Programme.

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

Background

1. The regeneration of St Annes has largely been based around a programme of physical interventions in respect of public realm enhancements and building refurbishment. A significant proportion of funding has been secured through capital grants and more recently developer contributions by way of Section 106 Agreements. This was justified by way of the approved Regeneration Framework and the 2020 Vision Document, which sought to relate residential and other relevant approvals to the enhancement of the Town Centre to promote its economic sustainability. This model has also been used in Lytham, Kirkham and other smaller centres.
2. In respect of St. Annes, the town has effectively been divided into a series of zones, as set out in the 2020 Vision Document, each one being the subject of an individual scheme for improvement. As matters stand, large areas of the centre have been regenerated, but some remain to be refurbished in line with the standard of public realm schemes so far completed.
3. The commonly referred to 'Pier Link', officially part of St Anne's Road West, it is important since it provides, as the name suggests, a key connection between the Promenade and the commercial centre of town. At peak times the footways of the road carry significant volumes of pedestrians and the further encouragement of visitors from the Promenade into the town centre has significant economic advantages. The Link also provides access to the Town Hall and so its physical enhancement would compliment the completed works to the grounds and car park area providing a composite uplift of the locality. The adjoining privately owned sites also form an integral part of the street scene and so, suggestions are put forward, which are included within the 'scheme details', discussed further in the report.

Funding

4. A Section 106 Agreement was signed with the developer of the 'Heyhouses' mixed use scheme totalling £350,000. This funding was specifically proposed to enhance the centre of St. Anne's Town Centre with all the schemes and their extent set out in the 2020 Vision document. These schemes seek to make the town centre more visually attractive and enhance connectivity between the different areas helping to increase footfall and thus having significant economic benefits. Since that time, the latter two phases, namely St Andrews Road South and Wood Street Phase 3 have been funded. In addition, the Council have made a capital contribution to implement regeneration schemes.
5. Prior to the commencement of the Wood Street scheme, the approved capital schemes for regeneration works in St. Anne's was in the total sum of £305,000. Phase 3 of Wood Street is costed at £216,000. Of that figure, a contribution of £20,000 capital was made available, following consideration by Operational Services Committee at its meeting in January, from its car park improvement scheme. Therefore, the net cost to the

Regeneration Capital Programme for St. Anne's is £196,000. This would result in an unallocated balance of £109,000 for other regeneration schemes. In addition, the approved Capital Programme includes a specific budget of £110,000 for the Pier Link scheme. This results in a total available funding for regeneration works in St Anne's of £219,000. In addition to the present available funding, a commuted sum, negotiated as part of the approved development at the Morrisons site under the Terms of a Section 106 Agreement, is £31,300. It is recommended that this sum be used to add to the present funding available. The payment has been received and as a result a report will need to be submitted to the Finance and Democracy Committee, such that the sum can be drawn into the Capital programme. It is recommended that Planning Committee recommend that the fund be brought into the Programme and added to the Pier-Link scheme.

6. Subject to the recommendation contained within Paragraph 6, the available funding for the scheme equates to £250,300. The proposals for implementation are further explained in the following section – Scheme Details.

Scheme Details

7. The Bill of Quantities, at Appendix 1 outlines the details of the scheme and the associated cost. It will be noted that the cost equates to £214,000, yet the available funding and recommended spend is £250,300. The former figure relates to what might be referred to as the 'Base Scheme'. This is shown on the plan at Appendix 2. The Plan also shows an enlarged scheme, which would be very desirable if it could be achieved, extending it further to more logical boundaries and having a greater visual benefit. The Plan also shows the possibility of introducing additional planting in the form of shrubs and trees to enhance the character of the road, but these would be located within private curtilages (apart for the Town Hall) and their inclusion subject to the agreement of the landowners. In addition, it is hoped, although not certain, that there may be some savings from the Wood Street scheme, presently under construction, due to unspent contingencies as well as unused contingencies that might arise from this scheme. As a result, when considering the estimated costs as set out in the Bill of Quantities, set against the available budget, plus possible savings, the 'Base Scheme' can be extended, although the precise extent is not certain at this time. Of course, any residual funding would have to be used in such a way as it visually balances the scheme and fits within appropriate logical boundaries.
8. Committee is, therefore, being asked to approve the full scheme in the knowledge that the Base Scheme will be delivered plus appropriate extensions to it but contained within the confines of the Enlarged Scheme both shown within the plan at Appendix 2. The full extent of the delivered scheme will depend on the final available funding.
9. In essence, the scheme proposes the refurbishment and full enhancement of the footways of St. Anne's Road West. An early option was one of widening footways and 'tightening' the radii at the junctions of The Promenade and at Clifton Drive. However, in view of turning movements and vehicle flows, Lancashire County Council highways officers took the view that there would be little to be gained and the costs considerable. The use of the materials proposed will provide a significant contrast between carriageway and footway which will enhance the perception of increased pedestrian space within the overall highway, which is defined by palisade walls of the adjoining property curtilages. The scheme details include:
 - New paving to the footways to follow the palette of materials used elsewhere in the town centre.
 - Use of York stone paving at either ends of this scheme to the kerb radii to integrate it appropriately into those areas undertaken previously i.e. St. Anne's Square and Promenade adjoining the Pier.
 - Inclusion of stone setts to enhance the entrances to adjoining sites e.g. the Town Hall entrance.
 - Introduction of artistic stone floor panels to create a trail, depicting motifs associated with the original Porritt House buildings
 - Potential enhanced planting including new tree planting to add character to the street to enhance the linear/ axial alignment of the Pier and views of it.
 - Interpretation display to describe the significance of the artworks and history of the Porritt Houses
 - Decorative highway safety railings in lieu of the existing functional variety

- Re-painting of the streetlights and the encouragement given to introducing banner displays on them.

10. Extensions beyond the Base Scheme will adopt the same design themes and material palette

11. The Plan at Appendix 2 also shows an area around the Bandstand which is proposed for improvement. This is currently being discussed with officers of the Technical Services Team in order to ensure that the overall proposals are designed in a coordinated and consistent way. This would be funded from other maintenance budgets. All these improvement proposals add to previous environmental enhancements to benefit the quality agenda that is so fundamental to the reputation and attractiveness of St. Anne's and the Borough in general.

Outcome

12. This part of the resort is of a very high profile and a fundamental link between the Promenade attractions, hotels, beach and the retail/commercial centre. Upon completion the scheme will visually extend the public realm quality of the town centre outwards. It will add to the reputational quality of St. Anne's.

Value for Money and Procurement

13. In so far as procurement is concerned, it is proposed to procure the work through the commissioning framework at Lancashire County Council ensuring good value for money within the budget available. Issues relating to the cost effectiveness of this procurement path have previously been considered by The Council in the context of other public realm schemes including St. Annes, Ansdell and Kirkham. It is proposed to maintain this method of working for this scheme. This arrangement provides The Council with assurances in respect of achieving best value in the procuring of materials, equipment for construction and an offers a specialist experienced workforce, both professional aspects and within the crafts, to ensure a high quality, cost effective outcome. As the County Council is not for profit organisation, this results in savings within the scheme cost. The process has also allowed for a flexible, working relationship and a saving in revenue costs e.g. the preparation of Bill of Quantities that would otherwise have to be externally procured and funded from the scheme.

This partnership approach with Lancashire County Council has thus far proven to be excellent value for money and enabled the delivery of projects that may not have been possible without this method of implementing such schemes. The process of working enables accurate costings for such schemes and guarantees about timing and financial monitoring during construction.

Method and costs of financing the scheme

14. It is proposed that the scheme be fully financed from the approved Capital Programme for 2020/21.

Future revenue budget impact

15. This will be very limited since much of the scheme will be, by and large, paving works which has an extremely long, largely maintenance free lifespan. In respect of tree planting, the species potential to be planted are specially chosen to take account of the location, including climatic issues and future maintenance. The tree planting proposals would need to be agreed with adjoining landowners and their future maintenance discussed. In so far as paving materials are concerned, most of the areas are public highway and as result would be maintained by Lancashire County Council. The impact on Fylde Council budgets would, therefore, be negligible. It will be essential however, to ensure that any future maintenance, low as this is expected to be, would be to a high standard effectively replacing or renewing the materials in line with the original specification.

Risk Assessment

16. The only potentially high-level risk is in respect of budget overrun in respect of the final scheme cost. Prior to the commencement of development, the fully costed scheme, based on the precise specifications are reassessed with any variations agreed. However, in this case the Base Scheme is lower than the total budget and any extensions to the scheme will be fully costed to ensure that the budget is not exceeded since the level of extension will determined by the availability of the residual funding available. The scheme is cost limited as agreed with Lancashire County Council and contingencies are included to take account of any unforeseen issues that may arise during the construction phase of the works. In respect of start dates this has not been determined as yet, but it suggested that the modifications to the scheme or its extent and the

programme of implementation could be relayed to the Councils newly constituted Town Centres Working Group.

Viable Alternatives

17. The Section 106 Agreements specify that the funding is directly allocated to the St Annes Regeneration Programme. It could be used within other parts of the town centre. However, previous resolutions of Planning Committee have indicated that the next logical phase of public realm enhancement should be The Pier Link. The scheme has, therefore, been developed in line with previous resolutions.

Potential Future Phases of Regeneration

18. A review of the 2020 Vision is underway which will as part of a revised Strategy framework outlining those parts of the town centre that are yet to be refurbished with approximate costings. The public realm/building refurbishment over the last 20 years has been a huge undertaking amounting to present day values of between 8 and 10 million pounds. Zones for completion include : Back St Annes Road West, with the potential to create a 'mews style business/retail area' ; The Crescent, building in the idea of a floral 'gateway' with enhancements to the buildings and the Gardens ; St Georges Road, semi-pedestrianisation, potentially including the re- purposing and development of the NCP site and the creation of a pedestrian enhanced 'loop' – enhancing the Market, the JR Taylor site, better pedestrian connectivity with Ashton Gardens, Sainsbury's and the Station ; Clifton Drive Gateway; St Georges Road and a number of smaller areas. These 'ideas' could form part of a revised strategy for St. Annes Town Centre, which is to be considered by the Town Centres Working Group.

Conclusion

19. The proposals before Committee seek to extend the regeneration programme by undertaking the next phase as previously identified. The costs of the scheme will be fully met from the Councils approved Capital Programme for 2020/21, relating to St Annes Town Centre, which is in turn is funded by way of commuted payments under Section 106 and Council contributions. The scheme has been designed to enhance the appearance of the street through practical interventions, taking account of the nature and use of these public spaces. It is recommended that this Council works in partnership with Lancashire County Council, as on previous schemes of this nature.

IMPLICATIONS	
Finance	<p>The Planning Committee is recommended to approve the detailed scheme as shown in the attached plan at Appendix 2 at a cost of £250,300, plus any additional funding underspend from the Wood Street Scheme, subject to approval from the Finance and Democracy Committee to the additional funding for the scheme as detailed in the report.</p> <p>The Planning Committee is requested to recommend to the Finance and Democracy Committee that the sum of £31,300 received and pursuant to planning application 5/18/0743 be included within the Capital Programme for 2020/2021 as a fully funded budget increase to the St. Anne's Regeneration Scheme.</p> <p>Subject to that approval, the scheme would be fully-funded by the Councils Capital Programme for 2020/21 and s106 receipts and is in line with the approved Lytham St Anne's 2020 Vision document and the adopted Regeneration Framework.</p>
Legal	<p>The scheme construction costs for implementation are based on the established relationship between the Council and Lancashire County Council to ensure best value.</p>
Community Safety	<p>The roadway is well used by the public with high levels of surveillance and adequate street lighting. The scheme will have no bearing in present community safety levels.</p>

Human Rights and Equalities	The scheme relates directly to enhancements to the public realm would, therefore, benefit and support equality within the community and has been designed having regard to the access needs of the community
Sustainability and Environmental Impact	Proposed scheme aimed at enhancing town/district centre economic sustainability
Health & Safety and Risk Management	Matters dealt with by Lancashire County Council during the construction phase

LEAD AUTHOR	CONTACT DETAILS	DATE
Paul Drinnan	Paul.drinnan@fylde.gov.uk 01253 658434	15.05.20

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
LSA 2020 Vision	2010	Town Hall and web site www.fylde.gov.uk
Planning Committees referred to in the report.	14 th March 2018 26 th July 2018	

Attached documents

Appendix 1 : Bill of Quantities setting out the breakdown costs of the scheme

Appendix 2 : Scheme Design Plan

Appendix 3 : Funding Breakdown of the scheme.

BILL OF QUANTITIES - ST ANNES, PIER LINK (Revision B - Reduced Scheme)

Clifton Drive, St Annes Road West, South Promenade - St Annes

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>RATE</u>	<u>TOTAL</u>
SERIES 100 - PRELIMINARIES					
100.1	Traffic Management + Welfare / Site Accomodation	1	Item	£10,000.00	£10,000.00
SERIES 200 - SITE CLEARANCE					
200.1	Take up or down and dispose precast concrete kerbing	156	m	£6.45	£1,006.20
200.2	Take up or down and dispose sign pole upto 150mm dia		no	£21.00	£0.00
200.3	Take up and set aside litter bins		no	£20.00	£0.00
200.4	Take up and dispose Bollards		no	£21.50	£0.00
200.5	Electrical disconnection Of Sign		no	£250.00	£0.00
SERIES 500 - DRAINAGE					
500.1	Complete gully class D400/G1 cover & frame, 500 x 350 clear opening		no	£472.48	£0.00
500.2	Connection of 150mm dia pipe to existing 225mm dia pipe, depth ne 3m		no	£74.78	£0.00
500.3	Raise the level of existing Manhole cover not exceeding 150mm in footway		no	£88.24	£0.00
500.4	Raise the level of existing Single BT cover & frame not exceeding 150mm in	7	no	£86.00	£602.00
500.4	Raise the level of existing Double BT cover & frame not exceeding 150mm in	9	no	£146.00	£1,314.00
500.4	Raise the level of existing Triple BT cover & frame not exceeding 150mm in	2	no	£163.00	£326.00
500.5	Raise the level of existing SV cover not exceeding 150mm in footway	26	no	£38.00	£988.00
SERIES 600 - EARTHWORKS					
600.1	Excavation of Unacceptable Material Class U1/U2	265	m3	£27.50	£7,287.50
600.2	EO for excavation in flexible footway	110	m3	£6.21	£683.10
600.3	Disposal of unacceptable material class U1	265	m3	£25.00	£6,625.00
600.4	Completion of formation	1050	m2	£0.55	£577.50
SERIES 1100 - KERBING AND PAVED AREAS					
1100.1	Marshalls Tegular Paving: 120,160 & 240mm, 80mm thick. Colour special mix of all 5 colours. 320mm wide stretcher course laid throughout footways to all edges, inspection covers, grills etc.	625	m2	£68.45	£42,781.25
1100.2	Cobble paving (nominal size 250x200x250)	98	m2	£125.00	£12,250.00
1100.3	Natural Stone Paving: Marshalls Cromwell diamond sawn finish. 600, 450 & 300mm Gauge. Lengths 300min to 600mm and 65mm thick(exact specification to be determined)	300	m2	£200.00	£60,000.00
1100.3A	Artistic Yorkstone (600x600x65)	24	No	£250.00	£6,000.00
1100.4	Granite Tactile paving at crossing points (Red blister 24m2, Yellow blister 12m2, grey blister 6m2 amd red corduroy 4m2)	42	m2	£155.00	£6,510.00
1100.5	PCC Kerb Half Batter Kerbs laid straight or to a radius greater than or equal to 12m. 145mm x 255mm	112	m	£27.50	£3,080.00
1100.6	PCC Kerbs half batter laid to a radius less than 12m. 125mm x 255mm	16	m	£26.00	£416.00
1100.7	PCC edgings 150x125	16	m	£25.25	£404.00
1100.8	Transition kerbs	12	pair	£55.00	£660.00
1100.9	Granular Sub Base Type 1	235	m3	£38.00	£8,930.00
1100.10	Yorkstone separation / delineation strip (200x lentgh x65) specitication to match existing and proposed Yorkstone paving	14	m2	£200.00	£2,800.00
1100.11	Reclaimed stone sets as separation / delineation strips (stored in FBC town Hall rear car park)	23.5	m2	£30.00	£705.00

SERIES 1200 - SIGNING AND ROADMARKINGS

1200.1 Thermoplastic road markings	1 item	£600.00	£600.00
1200.3 Bollards (specification to be advised)	no	£300.00	£0.00
1200.4 Bollards (relocated)	no	£150.00	£0.00

SERIES 1300 - STREET LIGHTING AND ELECTRICAL WORKS

1300.1 Uplighters in footway	21 no		
1300.2 Feeder Pillar / electrical works fro uplighters	2 item		
1300.3 Ducting for uplighters	1 item		

SERIES 3000 - LANDSCAPE & ECOLOGY

Semi Mature trees - Rootball 20-25cm Ht 6m - exact specices to be specified,			
3000.1 Including tree pit, irrigation, Root space system, Grille, Guying, root barrier	17 no	£700.00	£11,900.00
3000.2 Topsoil in planting beds to BS3882	25 m3	£72.44	£1,811.00
3000.3 Bark Mulch to planting beds	2.5 m3	£78.25	£195.63

SERIES 9999 - PROVISIONAL ITEMS

9999.1 Decorguard type 3 railing	24 m	£235.00	£5,640.00
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TOTAL			£194,092.18
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10% Contingencies			£19,409.22
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Total Works Cost			£213,501.39
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Capital Overheads @14%			£29,890.19
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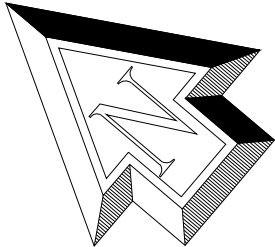
Supervision @10%			£21,350.14
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Total Scheme Cost			£264,741.73
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Notes	
	Yorkstone paving: specification and laying pattern to match existing. Paving to be laid on a mortar bed. Refer to Detail and Section drawings
	Marshalls tegula concrete sett paving or similar, laid to match existing Specification: 'Tegula Multi pack' (120x160/160x160/160x240) Depth: 80mm, Colour: Traditional Refer to Detail and Section drawings
	Large reclaimed cobbles to match existing sandstone or gristone cobbles. Laid to patterns shown. Specification: Reclaimed cobbles to match existing Random size, nominally 250 x 200 x 250mm. Refer to Detail and Section drawings
	Shrub and perennial planting: Refer to planting plan ????
	Tactile paving: Red Granite, blister pattern. Size 400mm x 400mm x 50mm (min) Tactile paving must comply with the DETR's Guidance on the use of Tactile Paving Surfaces' and the Department for Transport's Interim changes to the Guidance on the use of Tactile Paving Surfaces'
	Tactile paving: Yellow Granite, blister pattern. Size 400mm x 400mm x 50mm (min) Tactile paving must comply with the DETR's Guidance on the use of Tactile Paving Surfaces' and the Department for Transport's Interim changes to the Guidance on the use of Tactile Paving Surfaces'
	Tactile paving: Grey Granite, blister pattern. Size 400mm x 400mm x 50mm (min) Tactile paving must comply with the DETR's Guidance on the use of Tactile Paving Surfaces' and the Department for Transport's Interim changes to the Guidance on the use of Tactile Paving Surfaces'
	Tactile paving: Red Granite, corduroy pattern. Size 400mm x 400mm x 50mm (min) Tactile paving must comply with the DETR's Guidance on the use of Tactile Paving Surfaces' and the Department for Transport's Interim changes to the Guidance on the use of Tactile Paving Surfaces'
	Yorkstone separation / delineation strip: specification to match existing and proposed Yorkstone paving. Paving to be laid on a mortar bed. Dimensions: (W x L x D): 300mm x Length x 65mm Refer to Detail and Section drawings
	Reclaimed stone steps to be used as separation / delineation strips Steps to be laid on a S72 concrete bed, with S72 concrete launching. Reclaimed stone steps located in the Town Hall's rear car park. Refer to Detail and Section drawings
	Resin bound surfacing, laid over a 50mm binder course of AC14 open textured bitmac and 150mm layer of compacted sub-base.
	Additional area of Resin bound surfacing, laid over a 50mm binder course of AC14 open textured bitmac and 150mm layer of compacted sub-base.
	Yorkstone paving: specification and to match existing. Paving pattern as shown. Paving to be laid on a mortar bed.
	Proposed tree planting: Underground geying Refer to detail drawings
	Proposed tree planting: Double staked Refer to detail drawings
	Existing tree
	Proposed up-lighter for the trees. Allow for the supply and installation of the up lighters (Specification to follow) and all electrical connections, including timers and metering.
	Proposed tegulae: (600 x 600 x 65mm) artistic Yorkstone paving slabs. Allow for the supply and installation of artistic slabs laid on a mortar bed

Date	Revision
Technical Services Development Services The Town Hall Lytham St Annes Lancashire FY8 1LW Tel: 01253 658658 E-mail: webmaster@fylde.gov.uk	
Drawn By: SK	Date: Jan 2020
Checked By: PD	Scale: 1:500 @ A1
Project: St Annes Pier Link	
Title: General Arrangement	
Drawing Number: RT - 19005/01/Rev0	



APPENDIX 3

ST ANNES REGENERATION PROGRAMME : PIER LINK

TABLE OF FUNDING RELATES TO PARA. 5 OF THE REPORT

SOURCE OF FUNDING	AMOUNT	CUMULATIVE TOTAL
Capital Programme for St. Anne's. Brough Forward	£305,000	£305,000
Wood Street Phase 3	£216,000	£89,000
Operational Services Contribution	£20,000	£109,000
Pier Link Specific Allocation in Capital Programme	£110,000	£219,000
Section 106 Funding specifically negotiated for Public Realm Schemes in St. Anne's. Contribution (Subject to Finance and Democracy Committee)	£31,300	£250,300
Pier Link Scheme	£250,300	0

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	PLANNING COMMITTEE	3 JUNE 2020	7
280, CLIFTON DRIVE SOUTH, ST ANNES – LOCAL LIST OF HERITAGE ASSETS			

PUBLIC ITEM

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

SUMMARY

The local list preparation of Lytham and St. Anne's is virtually complete but there remain a few additions to be added as and when they are ready to be brought forward. These are in view of either further nominations made by the public or otherwise recognised.

This building is located on Clifton Drive South and part of the Dalmeny Hotel site. In support of a development proposal for the site a statement was produced which in effect objected to the proposal to locally list the building.

The Local List Expert Panel considered the asset and decided that the building met four of the five selection criteria contained within the adopted Protocol (age, architectural merit, historic interest, group value, setting) and the panel recommended that the asset be added to the Local List.

RECOMMENDATION

That the building, 280, Clifton Drive South, St. Anne's be added to the Council's Local List of Heritage Assets

SUMMARY OF PREVIOUS DECISIONS

Previous reports presented and considered by Committee in respect of local listing of heritage assets. Notably the Report to Committee on the 8th March 2017.

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's adopted Heritage Strategy sets out a comprehensive approach to protecting and enhancing the valued built heritage of the Borough. This is further exemplified in the adopted Local Plan. The policies in these adopted policy frameworks include reference to the desirability of recognising local heritage assets and giving them due protection as part of the planning system. At its meeting of the 8th March 2017, Committee endorsed the method and protocol by which locally listed buildings may be selected. This approach has been endorsed by Historic England.
2. At present, the whole of Lytham and St. Anne's as well as some of the parishes have been surveyed and lists compiled. These have been approved by Committee. Unfortunately, this project work is temporarily on hold due to the restrictions of the Covid related lockdown. It is hoped that the project can re-commence soon and the whole of the Borough can be completed in respect of local listing.
3. In addition to a protocol of how to apply the local listing process, an expert panel has been constituted representing both professional and lay personnel to consider the merits of buildings. Needless to say, not all candidate buildings are recommended for local listing by Committee. The process is seen as rigorous and balanced.
4. The report seeks approval for the addition of one further building in St. Anne's which fronts onto Clifton Drive, The Data Sheet at Appendix 1 describes the building and includes a photograph.
5. It is important to point out the principal reasons for local listing are primarily two-fold. Firstly, this provides an 'up front' recognition of the value of the asset for the benefit of owners and the community. Secondly, this recognition can assist where development proposals are subsequently to be prepared or considered with the status and value of the building being recognised as a material consideration in the process of achieving the planning balance.
6. The local listing of a building does not automatically result in its preservation, but the assumption is that its heritage value will be a major factor in planning decisions in respect of its retention, protection of its character and its setting. Locally listed buildings do not have the same protection as national designated assets and are therefore considered, within national planning policy, as 'non-designated heritage assets'.
7. In the case of this building, the potential developer of the site appointed a consultant who has reviewed the quality and significance of the building and has concluded that the building should not be locally listed. It is considered that the building is much altered, typical rather than unique and of little historic interest. These comments are set out at Appendix 2 with officers' comments to follow. This is in the context of a development proposal rather than a formal objection to the local listing proposal.
8. The Panel consider the building worthy of local listing and this is further supported by officers for the reasons set out at Appendix 2 following a thorough review of the consultant's report.

IMPLICATIONS	
Finance	There are no financial implications arising directly from this report.
Legal	None
Community Safety	None
Human Rights and Equalities	None
Sustainability and Environmental Impact	The protection of locally important buildings of historic significance in line with the adopted policy of the Council.
Health & Safety and Risk Management	none

LEAD AUTHOR	CONTACT DETAILS	DATE
Paul Drinnan	paul.drinnan@fylde.gov.uk 01253 658434	19/5/2020

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Heritage Strategy for Fylde		Regeneration office, Town Hall

Attached documents

1. 280 Clifton Drive South datasheet
2. Heritage evaluation – officer response to planning application consultant’s statement

HISTORIC ASSET RECORD (HAR)

Template version 1.0

DATA SHEET

TITLE / ADDRESS Dalmeny Hotel, 280 Clifton Drive South			Asset number HA
<u>National Grid Reference</u>	<u>County</u> Lancashire	<u>District</u> Fylde	Ward HZ3 St Annes South
Grade: Local			
Summary of Significance Late Edwardian villa with Baroque features originally designed with a doctor's surgery by Arnold England, prominent local architect. Has group value with 282 Clifton Drive South by the same architect			
Historic Asset Description Late Edwardian villa with Baroque features originally designed with a doctor's surgery by Arnold England, prominent local architect. Arnold England was also responsible for designing many other local buildings including JR Taylors and St Annes Post Office. Now forms the rear section of the Dalmeny Hotel. Detached villa constructed 1909-10. Two storeys constructed from smooth red brick with stone dressings and red clay tile roof. Three bays to main elevation; central gabled bay flanked by double height canted stone bay windows. Mullioned and transomed windows with stained glass to upper lights and upvc inserts to lower lights. Entrance to right of central bay within stone double doorway feature with shallow cornice, curved upper stained glass lights and decorative brackets. Left hand side partially bricked up with stained glass window above. Original plans held by Fylde Council indicate that the left side was not designed as a doorway, although the glazing pattern may have been altered. Stone cross window to first floor with semi-circular pediment. Decorative stone dressing to gable. Modern ramp to entrance. Now forms the rear section of the Dalmeny Hotel Group value with 282 Clifton Drive South.			

HISTORIC ASSET RECORD (HAR)
Template version 1.0



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

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

The buildings are part of the history of the development of the town and point to the town's growing affluence. The Panel were interested that the buildings are designed by a prominent local architect.

Any further comment e.g. recommend for national listing

possible interest for a conservation area

Date of expert panel decision 23/9/2016

Detailed response to consultant's heritage statement. 280, Clifton Drive, St. Annes

Introduction

As a guide to the assessment of buildings and as to whether they have specific architectural or historic interest, which is generally applied, Historic England have suggested that four principles can be used. This guidance has to be interpreted and judgements made about how these factors apply and how they can be measured. These are known as Evidential, Historical, Communal and Aesthetic. In respect of this building, an assessment has been made on behalf of the site owner to address these issues. In essence, the objector has tabled the reasons why it is considered that the bulldog should not be locally listed, and officers have responded accordingly.

Evidential Value

Objector View

3.5 Historic England (2008) suggests that "Evidential value derives from the potential of a place to yield evidence about past human activity".

3.6 272-280 Clifton Drive South provide altered physical evidence of late C19th and early C20th development on the edge of St Annes town centre. The buildings are quite typical of the dwellings built in the town at this time. That said, they have been incorporated within the Hotel and therefore subject to alteration, extension and conversion, including loss of original plan forms and some blocking of original openings including the front entrances to 276-278 and blocking of one of the former entrances to 280. Owing to past change, the only elements of the buildings with any real evidential heritage value are the main facades (fronting Clifton Drive South). As the buildings possess nothing of any notable age or rarity, their evidential value is low.

3.7 The St Anne's Town Centre Conservation Area possesses diverse evidential values that are embodied in the supply of buildings dating from the formative years of the town. Although outside the Conservation Area, 272-280 Clifton Drive South makes a marginal contribution to the evidential values of the Area's setting.

Response

Whilst the building has been the subject of unsympathetic alterations both, internal and external to a large degree, the plan form is not a key issue since the main purpose of identifying significance in respect of heritage value is its townscape contribution. The building forms an important part of the grouping of development along Clifton Drive South which has a high public profile enhancing its significance. The building is evidential of the form and pattern of development of this part of the road frontage clustered together as a group as a result of social, cultural, technological and economic factors of the era. Its 'Edwardian' character is evocative of the development of the town during its formative years and its style and proportion are similarly important. Necessarily, the building form and its architectural composition are evidence of this style and an exemplar of this development of its era. The fact that the town centre conservation area contains other buildings which are considered important from an architectural and/or historic point of view should in no way diminish the value of this building. Previous extensions were, as the consultant's report says, inappropriate pointing to the lack of appreciation of that time as to the architectural and historic value of the building.

This building is viewed in the context of the conservation area and is a positive element of its setting since the boundary is somewhat of an abstract notion as far as general public recognition is concerned.

Historical Value

3.8 Historic England (2008) suggests that - “Historical value derives from the ways in which past people, events and aspects of life can be connected through a place to the present. It tends to be illustrative or associative”.

Objector View

3.9 272-280 Clifton Drive South possess a degree of illustrative historic value through the manner in which they help depict lifestyles within the town during the late C19th and early C20th. Number 280 also has some associative value relating to its former use as a doctor’s surgery. The past alteration, extension and conversion of the buildings has eroded their illustrative and associative historic value. The town has an abundance of buildings of a similar age and type that have not been converted, therefore these possess greater authenticity (and value) than 272-280 Clifton Drive South.

Response

272-280 Clifton Drive South possesses illustrative historic value through the manner in which the buildings help depict lifestyles within the town during the late C19th and early C20th. Number 280 also has associative value relating to its former use as a doctor’s surgery.

The building does, in view of its style, patina of age, relationship with and position in its grouping of development evoke its sense of history and age illustrating its position in the developing history of the town.

The previous alterations, extension and conversion of the buildings are unfortunate, but have not disfigured its value in the street scene and townscape context to the extent that its historical form and appearance have been significantly diminished. The illustrative and associative historic value of the building is retained since the building, as viewed from public spaces, retains much of its visual appeal and its connections with its historical origins. It has significant authentic value to the historic environment

The architect, Arnold England was also responsible for designing many other local buildings including JR Taylors shop and St Anne’s Post Office. The architect’s designs remain in the town today and contribute the distinctive architectural style of the town.

This Edwardian building is part of a group of communal and private buildings that strongly reference the growth of the town at the turn of the 20th Century.

Communal Value

3.10 Historic England (2008) suggests that: “Communal value derives from the meanings of a place for the people who relate to it, or for whom it figures in their collective experience or memory”.

Objector View

3.11 As private buildings, 272-280 Clifton Drive South are unlikely to possess notable communal heritage value, other than the value that can be attributed to the buildings' contribution to the historic fabric of the town. In this regard, it should be noted that St Anne's has three conservation areas - Town Centre, Porritt House/Ashton Gardens and St Anne's Road East - and these provide the primary focus for celebration of the town's built heritage and represent the town's primary source of communal heritage value (alongside the town's listed buildings). 272-280 Clifton Drive South lie outside the Town Centre Conservation Area

Response

The fact that this a private building should have no bearing on its significance and value contributing, as it does, as an important historical artefact into the communal public realm which is a shared social space. Its position in this location with a high public profile adds to its importance. It is suggested that the building has strong collective cognitive value in respect of the historic development of the town and its style, age, authenticity and previous initial use add to its value. It should be seen as having particular community value and its loss would be particularly detrimental.

The objector seems to suggest that the three-conservation area for St. Anne's should be the focus for celebrating and retaining the previous links to the town's development. This is disputed as there are many other individual and groups of buildings that are valued but lie outside formally designated areas. It is also quite conceivable that future reviews of conservation area boundaries could include the possibility of this property being contained within a conservation area.

Aesthetic Value

3.12 Historic England (2008) suggests that: "Aesthetic value derives from the ways in which people draw sensory and intellectual stimulation from a place".

3.13 272-280 Clifton Drive South adopt architectural styles that are very typical of their age and type, both within St Annes and across the country. Indeed, large detached and semi-detached brick-built Victorian and Edwardian era villas are a main characteristic of most early suburban developments (late C19th/early C20th), therefore, whereas the buildings possess a degree of aesthetic value – almost solely embodied in their main facades – this value is neither sufficiently rare, fine nor unusual to identify the buildings as having special architectural interest.

3.14 Number 280 has been identified as potential entry upon the local heritage list, as compiled by Fylde Borough Council. It is understood through discussion with the Council that the building's potential inclusion stems mainly from its past use (surgery) and architectural detail (it is not as old as its neighbours at 272-278). In regards to the latter, the building's style (façade) mixes brick and stone in a symmetrical composition with two storey canted bays and a central gable with some carved stone detailing, including an arched pediment over a central first floor window. These stonework details represent a very basic reference to the Baroque Revival, a style that became popular in the Edwardian era, along with other historic revivals such as 'Jacobethan' architecture (albeit this was more C19th). Influences such as these are very commonplace with the late C19th and early C20th buildings of St Anne's, as shown in the nearby examples (see below) whose architectural flourishes tend to exceed those of 280 Clifton Drive South.

Response

Local listing relates to the acknowledgement of buildings and features that are locally values. In that sense whilst national styles can influence such choices, this is not the sole criterion. Most period architectural styles are variations on a theme which is evidenced throughout the evolution of design form and elevational expression. This can be seen for example in St. Anne's where there is a variety of classical and gothic inspired buildings in the town centre evolving through neo baroque, arts and crafts and Queen Anne revival. All of these present a variety of architectural expression influenced by cultural factors.

It was considered by the Panel that this building has high aesthetic value embodied both in its stylistic references to a by-gone age but also its proportions, symmetry, materials, decoration and dressings and method of construction. It is a good example of 'variety within unity' whereby the details of the façade are controlled by its symmetry, solid to void relationships, careful and controlled modelling of the bays and roof capping. Such buildings of high decoration and probable visual stimulation are rare these days pointing to its particular value. The flamboyance of the building depicts the preferences of the client and architect and the value and meaning such elevations were to convey and as such its degree of decoration is well related to its original use

There are nearby examples of contemporaneous architectural style that are varied – whether these be public or private buildings and their status is often reflected in their intended use and public significance resulting in an historic building hierarchy.

Overall the building is considered to have significant aesthetic value and whilst there can always be a case made about its common place – no examples are given as direct comparators – the detailed design of this building in this location is worthy of its nomination for local listing on this ground.

Statement of Significance

Objectors Comments

3.15 Having assessed the heritage values associated with the site, it is possible to take a more informed approach to the assessment of site significance, giving specific consideration to conservation priorities in light of the proposals for change. In this context a statement of significance is given below.

3.16 Numbers 272-280 Clifton Drive South date from the late C19th and early C20th and are situated close to St Annes town centre, but outside the Town Centre Conservation Area. Originally built as domestic buildings - number 280 was also previously part house and part doctor's surgery – the properties are now owned by The Dalmeny Hotel and have become amalgamated with the Hotel by a series of connecting structures/extensions. The main frontage of the Hotel faces South Promenade, which runs parallel with Clifton Drive South, therefore nos. 272-280 Clifton Drive South effectively form the rear frontage of the Hotel complex.

3.17 Number 280 Clifton Drive South has been nominated as a potential entry upon the local heritage list (i.e. as a non-designated heritage asset) held by Fylde Council, due to its architectural and historic interest. The adjacent nos. 272-278 have not been nominated for the list.

3.18 An appraisal of heritage values has been explored to help determine the significance of 272-280 Clifton Drive South, mindful of proposals for redevelopment/revamping of the Dalmeny Hotel. This

appraisal has revealed the buildings possess a limited degree of heritage value, which stems from their typical late C19th/early C20th architectural style (aesthetic and evidential value), their illustrative historic value as features of St Annes' early development and their communal value as contributors to the supply of historic building fabric throughout the town.

3.19 Owing to past alteration and conversion and their general lack of age, rarity or notable quality, the buildings possess very limited heritage significance, and the significance they do possess is almost solely bound up in their main facades. In this regard, it is important to consider to what extent the buildings differentiate themselves from the large supply of other contemporaneous dwellings within the town, in a manner that could be deemed 'special'. For this both the 'expert' and 'lay-persons' views are of equal importance, mindful that heritage is conserved for its perceived benefits to all members of society.

3.20 In terms of the experts' view, it is important to appreciate that St Annes already has three conservation areas, which are protected by planning law because of their architectural and historic interest. 272-280 Clifton Drive South do not lie within any of these conservation areas, but they do lie close to the boundary of the St Annes Town Centre Conservation Area. It must therefore be inferred that the merits of the buildings have previously been considered when the Town Centre Conservation Area was designated (and later reviewed), and that the buildings were not, in the opinion of Fylde Council, considered of sufficient interest to extend the boundary around them.

3.21 In terms of the layperson, whereas a public consultation exercise has not been implemented, it seems highly likely that nos. 272-280 Clifton Drive South would be seen as 'typical' rather than 'special' buildings within the town. This is in part due to their very close resemblance to many other buildings and part due to the public's greater appreciation of more notable examples of architecture, such as some of those shown earlier in figures 9 -15

3.22 In summary, there is very good reason to assert that the significance of the former dwellings at 272-280 Clifton Drive South is very low. Their appearance is very typical of many others buildings in St Annes, and the town has an abundant supply of domestic buildings of a similar age and type, many of which, unlike 272-280 Clifton Drive South, retain their original function and have not been amalgamated into an adjacent and now adjoined hotel. With this in mind, there would appear little reason to resist any redevelopment of the buildings due to loss of significant heritage, mindful that the aesthetic value of the buildings could be readily replaced by new building(s) of equal quality that harmonise with the character of the locale and the neighbouring Town Centre Conservation Area.

Response

The consultant has made some valid points about the fact that alterations to the building has to some degree reduced the significance of the building. It also makes the point that there are several similar buildings that evoke the history and development of the town. The detailed points made under the four acknowledged means of assessing significance are discussed at length in the preceding section. The objection also assumes about the value of the building to the general public and opines that this it may be seen as ordinary. This assessment could be tested, sufficient to say that the proposal for local listing was considered in detail by a panel comprising of expert and lay opinion and the overwhelming view was that it was worthy of its status as a locally listed building.

It should, therefore, be added to the Local List of Buildings.

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	PLANNING COMMITTEE	3 JUNE 2020	8
KIRKHAM REGENERATION PROPOSALS : FUTURE HIGH STREET FUND			

PUBLIC ITEM

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

SUMMARY

This is an update for Committee with reference to progress on the Kirkham Regeneration initiative in response to the announcement by Government in 2019 to launch the Future High Street Fund. Committee resolved that bids under the Fund should be directed at Kirkham Town Centre. Essentially, the broader fund was subdivided into two distinct but nonetheless related elements. These were the heritage-based restoration and conservation element known as the Heritage Action Zone, concentrating on designated conservation areas and the wider Future High Street Fund promoting regeneration in the town centre as a whole.

The up to date position is as follows.

High Street Heritage Action Zone (HS HAZ)

- Funding bid to Historic England submitted towards the end of 2019 for a maximum of £1.8m. An official announcement has yet to be made but the indications are that the bid was well received and should prove successful. An award of £1.8m would to be match funded from sources detailed in the bid.
- 4-5 year programme of heritage led regeneration beginning this financial year.
 - Key projects: Heritage led public realm improvements
 - Heritage & Eco Skills Centre
 - Building envelope / shop front enhancement schemes
 - Community engagement by way of a health and cultural programme.

Future High Street Fund (FHSF)

- In final stages of producing a Full Business Case for submission to government by 31st July 2020
- FHSF is an Interventionist approach focused on remedying market failure through acquisition & re-development of key commercial assets in Kirkham
- Overall bid likely to be in region of £10-12million, depending on the scheme development
- Proposed interventions synergise with HS HAZ and combined represent a once in a lifetime transformation of Kirkham town centre

Further details are set out in the main body of the report.

RECOMMENDATIONS

1. That Committee approves the detailed approach to the development of the final business case for the Future High Street Fund Business Case to be submitted to the Ministry of Housing, Communities and Local Government. Officers will subsequently inform Committee of the outcome from which point further reports as appropriate, will be submitted to Committee highlighting the details and refined proposals for the future implementation and implications of the scheme. The scheme as submitted will also form part of a longer-term regeneration strategy for the town centre, to be fully developed and again brought forward for consideration by Committee.
2. That Committee agree to the recruitment of a Project Officer to assist with the delivery of the HAZ subject to

confirmation of the grant award from Historic England. The post will be fully funded by the Historic England grant and associated match funding as previously agreed by Committee.

SUMMARY OF PREVIOUS DECISIONS

Report to Planning Committee dated the 18th November 2019

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

Background

HS HAZ

1. Following a highly competitive process, the HS HAZ funding bid to Historic England, has hopefully been successful. Although the assumed level of support at one stage was thought to be around £1.5m, the full bid amount at £1.8m would bring the total fund to circa £3.5m (including matching contributions). Due to CV-19 situation, Historic England (HE) have embargoed a formal press release about the successful recipients of the awards. If Kirkham is successful, legal agreements will be agreed which should then formally will trigger the start of the scheme's implementation.
2. As outlined in the Summary Section, the proposed programme for Kirkham is based around a number of interventions both physical improvements but also engaging the community in various initiatives to increase an understanding of the importance of history and heritage and the role this can play in engendering community spirit and pride. The application was a complex and detailed piece of work. It involved designing a strategic 4-5 year programme encompassing heritage led public realm improvements; a cultural heritage, health and well-being programme, a heritage and eco skills centre (a full list of projects is found below). It also entailed developing brand-new partnerships with a wide range of stakeholders at local, regional and national level, including the NHS, Princes Trust, Groundwork, Construction Industry Training Board to name a few of the 30 organisations that wrote letters of support. The full bid document and letters of support is available on request.
3. The experience of preparing a bid under HAZ will help with the development of other schemes, as they develop, across the Borough.

FHSF Progress on FBC

4. Having submitted a *Draft Full Business Case* (FBC) to The Ministry of Housing, Communities and Local Government (MHCLG) in March 2020 (available upon request) we are now in the final two months of producing the Final FBC, which must be submitted by 31st July 2020. Following a competitive tender process late last year, [Bauman Lyons Architects \(BLA\)](#) were appointed as associate consultants, using some of the £150k 'funding pot' which was awarded to this Council to help develop the FBC. The Regeneration Team are liaising extensively with BLA and fulfilling a strong client role to direct and manage this work.

FHSF Rationale and what the funding would seek to achieve

5. High streets lie at the heart of our communities and local economies, creating jobs, nurturing small businesses and injecting billions of pounds into the economy. But the way the public shop and the way that communities use their high streets is changing e.g. shopping more online, making fewer 'weekly' shopping trips and 'little and more often'. This changes the nature of what may make a high street successful or not. The Government

is committed to helping local high streets evolve and adapt to these changes. Government wishes to encourage vibrant town centres where people live, shop, use services, and spend their leisure time. The FHSF has been set up to support and fund Councils plans to make their high streets and town centres fit for the future by adaptation and innovation.

6. The FHSF will provide funding to renew and reshape town centres and high streets in a way that improves experience, drives growth and ensures future sustainability through:
 - a) Investment in physical infrastructure;
 - b) Acquisition and assembly of land to support new housing, workspace and public realm;
 - c) Improve transport access, traffic flow and circulation;
 - d) Adaption of high streets in response to changing technology
7. Kirkham has significant challenges relating to vacancies, footfall, elements of neglect, traffic/accessibility and some weakness in its overall offer. Some key findings include:
 - The town has several substantial key landmark buildings which are currently vacant / under occupied.
 - Whilst investors may be willing to invest in Kirkham the lack of existing footfall is challenging meaning prospective investors are faced with funding gaps in attempting to restore/ bring buildings into productive use.
 - The town centre is focussed in Poulton Street which is heavily trafficked. This results in a perception of a somewhat hostile environment for pedestrians.
 - Excessively wide junctions onto side streets inhibit free flow of pedestrians along the length of the high-street with a consequential lack of activity around the whole of the town centre. This discourages visitors from exploring beyond their initial destination and fails to capitalise on the potential of the town centre.
 - Many of the towns older buildings have had poor quality alterations which detract from the heritage of the town and some of the newer buildings also have a poor appearance due to neglect.
 - The combination of these factors has brought Kirkham Town Centre to a critical point whereby a spiral of decline is likely further undermining confidence which outlines the need to act promptly.

However, the town has many strengths, including its market town status offering the potential to act as a hub for the rural hinterland and a significant history including some significant historic buildings and townscape character. These are often hidden beneath a veneer of inappropriate alterations and additions that have accrued over decades. The evidence also suggests, which is vitally important, that there is significant community interest in reviving and renewing the town centre.

8. **The overall strategic approach**

- Whilst Kirkham faces many challenges it has considerable untapped potential to once again become a thriving and bustling market town.
 - The town is a tier 2 growth area with over 1,300 new homes in development, it is therefore essential that future residents are attracted to the town centre
 - Ribby Hall is a major tourist attraction less than 2km from the town centre. Such visitors using the centre would add significantly to growing its economy and sustainability.
 - In this regard there is a clear need for a decent and distinctive town centre which serves not only the immediate local population but also the rural hinterland.
9. The FHSF bid for Kirkham is focussed on capital support for the acquisition of a number of vacant / underutilised land and buildings and to provide physical improvements to the public realm to remove the majority of extraneous traffic and reprioritise the high street (Poulton Street) in favour of pedestrian movement, addressing the conflicts between traffic and pedestrians, leading to a positive ambience within the town centre. Support is also sought to enhance the function and effectiveness of space within existing properties along the High Street, which will address issues of upper floor uses, fabric repairs, better

accessibility and re-modelling of elevations to significantly enhance the architectural quality of the street scene and improve townscape quality.

10. Clarity on exactly what FHSF entails

It is very important for Committee to be clear about what the FHSF seeks to achieve which in turn reflects on the type of interventions that can be proposed. The general ideas that were first suggested to Committee, based on your officers understanding of the fund, were endorsed. The FHSF is intended to deliver fundamental transformational change to high streets and town centres. It is not about ‘tinkering round the edges’ or merely cosmetic changes which don’t address some of the core underlying problems of our high streets, such as longstanding vacant properties. It is primarily about finding commercially viable new uses (aka ‘re-purposing’) for empty and underused properties that blight Britain’s high streets and creating new uses which will generate footfall and, it is hoped, revitalise the town. It is a fundamentally interventionist approach – using state money to address market failure.

11. Where ‘market failure’ can be demonstrated e.g. landlords are unable, or unwilling to invest in their properties, because, for example, they have no tenants, it will entail the acquisition and re-development of these assets by councils who could purchase some of these under-performing assets and re-develop them as part of a comprehensive regeneration plan. In some cases, a partnership will be entered with a commercial development partner, such as a Registered Provider (RP) of social housing to expedite a development. In effect, the FHSF would provide funding to make commercial development viable where otherwise it would not be. Whether development is commercially viable or not, will require an expert evaluation of a scheme considering costs, risk, viability and financial returns. The consultants engaged by the Council are assessing these aspects and their evaluation and calculations will input into the level of funding required from the FHSF. The sites in Kirkham are defined as ‘development hubs’ which are an essential element of any medium to long term regeneration strategy for the town centre. These are as follows:

Key development hub	Current owner	Valuation Agreed?	Proposed end-use and development partner
Kirkgate Centre, Poulton Street	Mr Solomon Halpern, Kirk Assets Ltd Managing Agent: Hallmark Property Group, Salford.	On going	New mixed-use development with active ground floor leisure / retail uses and X units of new social housing on upper floors Potential partner: For Housing
Market Square & Eagles Court	Michael Sternberg Starmount Securities Ltd Managing Agent: Martin Slowe Commercial Property, London	On going	Demolition of 1960s units around Market Square and construction of new mixed-use development
Hillside	Mr Thomas Macdonald, Kirkham & Wehsam Holdings Ltd	99 year lease	Repair and restore Grade II Listed Hillside and convert to a heritage and Eco Skills Centre with Earthship constructed in the grounds to rear
Former Lloyds bank	“	Under Discussion	Work in Progress
Former Natwest bank	“	Under Discussion	Work in Progress
Building Envelope Schemes	Various	Probably specifically grant aided	

Basic flow chart setting out acquisition & redevelopment process – Kirkgate Centre

- Agree acquisition price and Heads of Terms by July 2020 – this will need to be included in the final business case.
- Identify preferred delivery partner and Heads of Terms for conversion of the property by July 2020. (it is the intention to appoint one of the Councils RP partners to refurbish the building, we will need to identify who in the Business Case)
- Successful bids announced autumn / winter 2020
- Post award exchange contracts to acquire the property – Q1 2021
- Formally exchange contracts with preferred delivery partner – Q1 2021. This could be seen as being a 'back to back' with acquiring the property – so the property is acquired then at the same time grant a 60 year lease (or similar) with the RP.
- RP partner then works up conversion plans and secures statutory approvals (planning permission, building regulations etc) – complete by summer/Autumn 2021.
- RP commences refurbishment of the building start 2022 (note this will depend on the terms of the leases, and the strategy around what will happen to the existing tenants.). This element will be looked at in more detail over the coming months and will be set out within the final business plan.
- Complete refurbishment end of 2022.

Basic flow chart setting out acquisition & redevelopment process – Market Square and Eagles Court

- Agree acquisition price and Heads of Terms by July 2020 – this will need to be included in the final business case.
- Successful bids announced autumn / winter 2020
- Post award exchange contracts to acquire the properties – Q1 2021
- Delivery strategy has changed from the draft Business Case. Now linked to the Hillside Education and Skills Centre with Market Square being used at the training project!
- Wider delivery timescales therefore linked to the Business Plan for Hillside (this is emerging). Envisaged this will be a project delivery by the Council or through enabling partners such as Groundwork.
- Start on site unlikely to commence before summer 2022. Therefore, there is likely to be a short period of time where the Council is having to manage the existing assets while the plans are developed.

12. Risk management

The key financial risks which may impact on the delivery of the FHSF package of projects for which funding is sought are set out below. A full risk register is being prepared and will be submitted including mitigation strategy as part of the final submission in July 2020. It should be stressed however, that at this stage The Council are putting forward a Final Business Case which will have to meet the objectives and evaluation criteria of the Fund. It would not be until it is learned that the Council had been successful (or not) that there may then be detailed involvement and at that stage the full methods of project delivery would need to be fully considered with the appropriate skills, management and processes fully brought together. Risk Management needs to be considered as part of the Business Case submission.

- FHSF moneys are not secured. A draft submission was submitted in March 2020 to test the current proposition. Feedback will be used to inform order of magnitude and nature of final submission to be made in July.
- Increased acquisition costs or being unable to acquire by agreement all property interests required for development. The acquisition costs have been formalised through Red Book Valuations. The Council has held initial discussions with all of the property owners and hopes to agree draft Heads of Terms prior to the submission of the Final Business Plan in July.

- Market appetite for released land / buildings does not materialise. A key requirement of the final business plan is to confirm market interest and the Council has / is undertaking soft market testing for the various projects to ensure there will be market demand in the event the FHSF is successful.
- A simplified version of what BCR is i.e. the need to make a convincing/compelling case based on a full economic justification

The BCR (I.e Benefit Cost Ratio) is the governments way of assessing value for money. This forms a key element of the economic case which accounts for 50% of the overall evaluation. The BCR must be at 2.0. (This means that for every £1 spent £2 must be generated in return).

13. Green Book evaluation

HM Treasury Green Book provides is the 'bible' guidance document for preparing business cases for public sector intervention. The guidance covers 5 different aspects which are interconnected but distinct (namely, the strategic, economic, financial, commercial and management aspects of the business case). The business case should enable Treasury and other stakeholders to ascertain that proposals:

- are supported by a robust Case for Change – the Strategic Case;
- optimise Value for Money – the Economic Case;
- are commercially viable – the Commercial Case;
- are financially affordable – the Financial Case; and,
- can be delivered successfully – the Management Case.

The Green Book provides guidance and evaluation parameters for each of the above cases.

14. A '[meanwhile use](#)' has nearly been finalised for [35 Poulton Street, Kirkham](#). This will mean the council will become a tenant completely rent free of this unit in the Kirkgate Centre. The space will be used as a HQ for the Kirkham regeneration and as a drop-in / community consultation centre where local people can see exhibits of the regeneration plans. It can also be sub-let for arts & crafts activities.

15. Conclusion

This report is ostensibly an update on progress with the development of the High Street Action Zone and the Future High Street Fund. It will be seen that the full list of interventions as proposed are varied but primarily relate to the re-use/repurposing and redevelopment of key sites which are considered fundamental to the long-term viability and vitality of the town centre. The grant aid under FHSF would be used to work alongside developers to bring about the redevelopment of key hubs probably in a partnership arrangement. At this stage a bid or Final Business Case is being developed that will be required to demonstrate that its proposals are deliverable, viable, provide value for money and would achieve longstanding permanent enhancement to the prospects of the town centre. At this stage and until a decision is made on the Business Case the precise level of engagement by this Council is not entirely known in detail though it can be predicted, as outlined in the report. This is a competitive bidding process and so the proposals need to be realistic and deliverable at little risk since the objective is one of positively using the fund to bring about longstanding change for the better. A formal announcement is expected on the HAZ very shortly and if successful a delivery programme can then be implemented in accordance with the bid. The two schemes if successful will make positive change for the twin centre over the forthcoming years.

Officers will be able to provide further information and illustrations at Committee.

IMPLICATIONS	
Finance	<p>The grant aid awarded from the MCHLG amounting to £150,000 which is within the Councils financial programme and is being used to inform the content of the study and the preparation of the Final Business Case. There are no direct financial implications as a result of this 'update report'. As matters progress and at the relevant time. further details and implications will be brought to the appropriate attention of the relevant Committees of the Council.</p> <p>In respect of HAZ the potential implications of grant aid and match funding requirements are contained within the Council's Capital Programme.</p>
Legal	None specific to this report. As a result of the success of the HAZ an agreement would be required between Historic England and this Council in respect of the future delivery of the Programme as set out in the final bid and as may be amended in the future.
Community Safety	None specific to this report
Human Rights and Equalities	The schemes being proposed would have equal benefit to all sections of the community.
Sustainability and Environmental Impact	The proposed schemes are aimed at revitalising and repurposing the town centre of Kirkham to ensure its long term sustainability in line with Government and local planning policies.
Health & Safety and Risk Management	None relevant.

LEAD AUTHOR	CONTACT DETAILS	DATE
Paul Drinnan and Andrew Chatterjee	andrew.chatterjee@fylde.gov.uk 01253 658434	18.05.20

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
None Specific		

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	PLANNING COMMITTEE	3 JUNE 2020	9
FYLDE STATEMENT OF COMMUNITY INVOLVEMENT (SCI)			

PUBLIC ITEM

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

SUMMARY

The Planning and Compulsory Purchase Act 2004 requires the local planning authority to prepare a 'Statement of Community Involvement' (SCI). The SCI details the parties to be consulted, and the manner of consultation, both during the process of determining planning applications, and in formulating Development Plans. The current Statement of Community Involvement (SCI) was adopted on the 11th March 2020.

The SCI is a key document that sets out the Council's approach to consultation on Local Plan Reviews, Supplementary Planning Documents, Neighbourhood Plans and planning applications.

The report sets out some proposed amendments to the SCI. The amendments will ensure that the consultation process is not constrained by the wording in the SCI and will allow consultations to be carried out providing they are conducted in accordance with the relevant Regulations.

RECOMMENDATIONS

1. That the Planning Committee agrees to adopt the amended Statement of Community Involvement (SCI).

SUMMARY OF PREVIOUS DECISIONS

The 2020 Statement of Community Involvement (SCI) was adopted by the Council on 11th March 2020.

The 2015 Statement of Community Involvement (SCI) was adopted by the Council on 15th June 2016.

Fylde Council's initial Statement of Community Involvement (SCI) was adopted by the Council in July 2007. Due to changes in legislation an updated version of the SCI was approved in September 2011.

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 Statement of Community Involvement (SCI) demonstrates Fylde Council's commitment to engage with local people and other stakeholders on planning issues. It sets out how the Council are going to consult on the other documents that will make up the Development Plan. It provides a structured approach to engaging with local people and organisations across the Fylde Borough in the preparation of planning policy documents and the determination of planning applications.
2. With regard to the consultation process, the current SCI states that consultation documents will be made available on the Council's website and hard copies will be available at the Council offices, in public libraries and any other appropriate deposit points. Since the adoption of the current SCI in March, the country has encountered an unprecedented situation of lockdown as a result of the Covid19 pandemic, in which all public buildings have been closed and are consequently inaccessible to members of the public.
3. Therefore, the wording in the current SCI limits the circumstances in which a document could be put out for consultation. Additionally, Planning Practice Guidance, updated on the 13 May 2020, states that where any of the policies in the SCI cannot be complied with due to the current guidance to combat the spread of Covid19, the Local Planning Authority is encouraged to make an immediate review to update the policies where necessary so that plan making can continue.
4. Regulation 35 of the Town and Country Planning (Local Planning) (England) Regulations 2012 states that "a consultation document is to be taken to be made available by a local planning authority when: a) made available for inspection, at their principal office and at such other places within their area as the local planning authority consider appropriate, and b) published on the local planning authorities website".
5. The only changes that are proposed to this document are for the five occasions in the text where it says that as part of the consultation process the Council will be "making the consultation document available on the council's website, hard copies available at the Council offices, public libraries and other appropriate deposit points". In these five places, it is proposed that the text should be amended to say: "making the consultation document available in accordance with the relevant regulations". Additionally, the date on the front cover, if agreed, will be altered from March 2020 to June 2020.
6. By changing the SCI to acknowledge that consultation documents will be made available in accordance with the relevant Regulations, the Council will be able to carry out a consultation in line with any amended Regulations introduced in the current period of uncertainty caused by Covid19 and also continue to carry out consultation in the event of any future changes to Regulations which may occur once the Covid19 pandemic is over.
7. For this reason, a number of amendments to the March 2020 SCI are considered necessary to reflect the changes in guidance with respect to SCIs that have occurred in response to the Covid 19 pandemic and take into account any future changes to the Regulations. It is important to note that although the guidance on SCIs has been updated, the Regulations have not yet changed. If the Regulations are amended to remove the need to put hard copies on deposit, lawful consultations will be able to go ahead, in accordance with the SCI, without having to amend the SCI again.

NEXT STEPS

Subject to approval by the Planning Committee it is proposed that the amended Fylde Statement of Community Involvement will be adopted with effect from the 3rd June 2020.

IMPLICATIONS	
Finance	There are no financial implications arising directly from this report.
Legal	Production of an SCI is a legal requirement.
Community Safety	None
Human Rights and Equalities	The SCI sets out what can be expected from the consultation process.

Sustainability and Environmental Impact	None
Health & Safety and Risk Management	None

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Fylde Statement of Community Involvement	3 rd June 2020	Council's website

LEAD AUTHOR	CONTACT DETAILS	DATE
Stephanie Shone	stephanie.shone@fylde.gov.uk Tel: 01253 658694	3 rd June 2020

Attached documents:

Appendix 1: Review of Fylde Statement of Community Involvement (June 2020)



Fylde Council

Statement of Community Involvement (SCI) Review

June 2020

Contact Information

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Fylde Borough Council
Town Hall
St Annes Road West
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Email: planningpolicy@fylde.gov.uk

Website:

<https://new.fylde.gov.uk/resident/planning/planning-policy-local-plan/>

Disclaimer

The factual information contained in this Statement of Community Involvement is believed to be correct at the time of survey or publication and care has been taken to ensure accuracy. However, neither Fylde Council nor any of its officers give any guarantee, warranty or representation in respect of any information contained within.

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1. WHAT IS A STATEMENT OF COMMUNITY INVOLVEMENT (SCI)?

What is a SCI?

1.1 Under Section 18 (Part 2) of the Planning and Compulsory Purchase Act 2004 local planning authorities are required to prepare a 'Statement of Community Involvement' (SCI). The SCI sets out what consultation will take place with the community with regard to planning policy documents and planning applications. An SCI states who the Council will consult with, when and how.

1.2 The SCI provides clarity on the extent of community involvement in the planning system and sets out clear consultation procedures and standards that the Council will follow when undertaking consultations.

Why is Fylde Council Producing a New SCI?

1.3 Fylde Council's existing SCI was adopted in September 2011. It was updated in 2015. Since 2015 there have been alterations to the planning system including the publication of the revised National Planning Policy Framework 2019 (NPPF19). The *Neighbourhood Planning Act 2017* has introduced a requirement on Local Planning Authorities (LPAs) to include within their SCIs their policies for giving advice or assistance on making and modifying neighbourhood development plans and on making neighbourhood development orders. Additionally, The Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017 amended section 10A to include a duty on LPAs to review their SCIs every five years.

Scope of SCI

1.4 Fylde is a two tier authority with Fylde Council responsible for most planning functions however Lancashire County Council has responsibility for planning in regards to Highways and Minerals. This SCI only relates to planning functions that Fylde Council undertakes as Lancashire County Council planning functions are covered by their own SCI.

When will Fylde Council Produce its Next SCI?

1.5 It is a legal requirement for LPAs to review their SCI every five years. Additionally, Fylde Council will consider updating or replacing the SCI if there are any significant changes to the planning system.

2. FYLDE'S APPROACH TO COMMUNITY INVOLVEMENT IN PLANNING

Corporate Community Engagement

2.1 Fylde Council is committed to engaging with the community as part of its improvement programme, Fylde Council welcomes the contributions of the community to help improve customer experience and service delivery. As part of Fylde Council's Customer Service Charter the Council is committed to excellent customer service. See Appendix B for details.

2.2 The consultation principles and methods contained within this SCI are aligned with wider corporate objectives contained within the emerging Fylde Council Corporate Plan 2020-2024.

Planning Policy

2.3 As part of involving the community in planning policy documents, Fylde Council will maintain an up to date consultation database so that anyone that wishes to be informed of the progress of the local plan or any other planning documents is directly consulted when a document goes out for consultation. Anyone wishing to be added to the database can do so by emailing: planningpolicy@fylde.gov.uk. The database is managed and maintained in line with the General Data Protection Regulations.

2.4 In addition to the wider community, elected councillors and parish councils have extensive local knowledge and provide a link with the community. They will be fully informed and consulted when producing planning policy documents. Further information on how the council will work with the community on planning policy documents - is set out in Part 1 of this SCI.

2.5 All comments submitted during planning policy consultations will be acknowledged. Following planning policy consultations, a consultation summary will be produced which will summarise the key points made and provide a response to the issues raised. This will be published on the council's website:

<https://new.fylde.gov.uk/resident/planning/planning-policy-local-plan/>

Planning Applications

2.6 As part of involving the community in planning applications, Fylde Council will ensure there is appropriate publicity for planning applications to facilitate community

involvement in planning. Further information on how the council will work with the community on planning applications - i.e. Development Management - is set out in Part 2 of this SCI.

Anyone wishing to comment on a planning application can email the following address:
planning@fylde.gov.uk

2.7 In addition to the wider community, elected councillors and parish councils will be fully informed and consulted when determining planning applications. Elected members will have a direct involvement in major planning applications through the Planning Committee.

More information on planning applications is available at the following webpage:
<https://new.fylde.gov.uk/resident/planning/>

Duty to Cooperate

2.8 As part of the legal Duty to Cooperate, neighbouring councils and other relevant organisations must work together across boundaries on strategic planning issues that affect them all. In accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012, Fylde Council will work together on strategic planning issues with the following organisations.

Duty to Cooperate bodies:

- Blackpool Council (as a neighbouring authority)
- Lancashire County Council (LCC)
- Preston Borough Council (as a neighbouring authority)
- South Ribble Council (as a neighbouring authority)
- West Lancashire Council (as a neighbouring authority)
- Wyre Borough Council (as a neighbouring authority)
- Civil Aviation Authority
- Environment Agency (EA)
- Fylde and Wyre Clinical Commissioning Group
- Highways England
- Historic England
- Homes and Communities Agency
- Lancashire Local Enterprise Partnership
- Local Nature Partnership
- Marine Management Organisation
- The National Health Service Commissioning Board (NHS England)
- Natural England (NE)
- The Office of Rail regulation

2.9 As part of plan preparation Local Planning Authorities are required to produce a Statement of Common Ground with all of the Neighbouring Planning Authorities. A Statement of Common Ground is a record of the process of planning for strategic cross-boundary

matters. Where relevant, the Council will produce a Statement of Common Ground with the Neighbouring Planning Authorities acknowledged in the list above.

Consultation Bodies

2.10 In addition to Duty to Cooperate organisations Fylde Council is required to consult specific consultation bodies, general consultation bodies and other consultees including the community, business and third sector groups during planning policy consultations. A list of organisations is provided below.

Specific Consultation Bodies	General Consultation Bodies
Adjoining Local Authorities Lancashire County Council All parish councils within and adjoining the boundary of Fylde Borough Council Lancashire Constabulary The Coal Authority The Environment Agency English Heritage Natural England The Secretary of State for Transport Electronic Communications Operators Telephone Operators Electricity Operators Cumbria and Lancashire Primary Care Trust Gas Undertaker Sewage Undertaker Water Undertaker The Homes and Communities Agency Marine Management Organisation Network Rail Highways England Clinical Commissioning Groups The Homes and Communities Agency Electricity and Gas Companies Lancashire Constabulary	Voluntary Bodies Ethnic/Racial/National Groups Religious Groups and Churches Disabled Groups Local Businesses Business Support Agencies
	Other Consultees Health Agencies Learning Agencies Schools Transport Bodies and Groups Sports Clubs/Bodies Recreation Bodies Infrastructure and Service Providers Design/Townscape/Urban Conservation Bodies Nature Conservation/ Countryside Bodies Environmental Groups Planning Consultants and Agents The Development Industry Other miscellaneous bodies

Resources

2.11 Fylde Council will make sufficient resources available in order to meet its statutory responsibilities and the procedures and standards contained within this SCI.

PART 1-PLANNING POLICY

3. LOCAL PLAN REVIEW CONSULTATIONS

What is a Local Plan?

3.1 A Local Plan is the main planning policy document produced at the Local Authority level. It contains policies to guide the development of the area and includes allocations that set out areas for proposed development that will take place within a 15 year period. A Local Plan should plan positively to meet the areas needs for housing and economic development and deliver sustainable development.

A Local Plan must accord with national planning policy and is defined by the National Planning Policy Framework as:

“The plan for the future development of the local area, drawn up by the local planning authority in consultation with the community.”

The Fylde Local Plan to 2032 (The Local Plan)

3.2 The Local Plan is the main policy document produced by the Council. Future development within Fylde will be guided by the plans and policies within the Local Plan, which runs from 1 April 2011 to 31st March 2032. The Local Plan was adopted by the Council on the 22nd October 2018. It forms part of the Development Plan for the Borough (along with any ‘made’ Neighbourhood Plans). Planning applications must be determined in accordance with the Development Plan unless other material considerations indicate otherwise.

Why is the Local Plan being Reviewed?

3.3 The Local Plan was adopted in October 2018. It is a requirement by law to review the Plan every 5 years to ensure the Local Plan is up to date and reflects the changing needs of the area.

3.4 The Council are however, undertaking a Partial Review of the Fylde Local Plan to 2032. The Partial Review will address the two objectives of revising plans to reflect policy changes that the publication of the 2019 National Planning Policy Framework (NPPF19) has made and examining the issue of Wyre's unmet housing need which was a commitment in the Fylde Local Plan to 2032 and a precondition of the Inspector finding the Local Plan sound. The timetable for the Partial Review is set out in the Local Development Framework: <https://new.fylde.gov.uk/resident/planning/planning-policy-local-plan/local-development-scheme/>

Local Plan Production Stages

3.5 A summary of the key consultation stages for any Local Plan review (whether partial or full) along with the consultation methods that will be used are provided below:

Local Plan Stage	Consultation Duration	Consultation Methods
Preparation of a Local Plan (Regulation 18)	Minimum of 6 weeks (excluding Bank Holidays)	It is anticipated that the following consultation methods will be used at all of these stages: <ul style="list-style-type: none"> • Written/email consultations with the 'specific', 'general' and 'other' consultation bodies, including where relevant, individuals and organisations who have expressed a wish to be consulted;
Publication of a Local Plan (Regulation 19/20)	Minimum of six weeks (excluding Bank Holidays)	<ul style="list-style-type: none"> • Presentation to and discussion of the document with councillors; • Making the consultation document available in accordance with the relevant regulations; • Inviting representations on the document through press advertisements, press releases

		<p>and a prominent invitation on the Council's website;</p> <ul style="list-style-type: none"> • Invitations to meet with any individual who cannot read, or who has communication difficulties, if they feel that their concerns cannot adequately be conveyed in writing;
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3.6 Following the stages above, all representations received will be acknowledged and considered. Responses will be summarised and similar responses may be grouped together. The Council's responses to the comments made will be presented at Planning Committee. Comments will be published in accordance with General Data Protection Regulations. Responses received at Regulation 19 stage will be submitted to the Secretary of State together with the Local Plan and other submission documents. The submission documents, and the representations received will be considered at an independent examination. The Council will notify consultation bodies and those who have requested to be notified at this stage.

3.7 In addition to the above Fylde Council will provide details of the progress of the Local Plan on its website at the following address:

<https://new.fylde.gov.uk/resident/planning/planning-policy-local-plan/adopted-local-plan-to-2032/>

4. SUPPLEMENTARY PLANNING DOCUMENT CONSULTATIONS

What are Supplementary Planning Documents?

4.1 Supplementary Planning Documents (SPD'S) are documents that expand upon the level of detail provided in the Local Plan and provide more detailed guidance on particular issues. Supplementary Planning Documents are defined by the National Planning Policy Framework (NPPF) as: *"Documents which add further detail to the policies in the Development Plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design..."*

Supplementary Planning Document Stages

4.2 Supplementary Planning Documents (SPD's) also form part of the Development Plan and can be used as a material consideration in planning decisions.

The key stages in the production of an SPD are listed below:



4.3 A summary of the key consultation stages in the production of Supplementary Planning Documents along with the consultation methods that will be used are provided below. Not all consultation methods will be used at the same time, as they will be dependent on the document being produced. The Council will consider the benefits of all consultation methods prior to the consultation period. All representations received will be acknowledged and considered. Responses will be summarised and similar responses may be grouped together. The Council's responses to the comments made will be presented at Planning Committee and comments will be published in accordance with General Data Protection Regulations.

SPD Stage	Consultation Duration	Consultation Methods
Stage 1: Identifying Issues	N/A	Engagement with local communities and relevant stakeholders to discuss issues proposed to be contained in the draft document and the development of policies.
Stage 2: Draft SPD Consultation Regulation 12-13	Between four-six weeks	<p>It is anticipated that the following consultation methods will be used at all of these stages:</p> <ul style="list-style-type: none"> • The Council will assess the main issues arising from the consultation undertaken at stage 1 and will prepare a consultation statement setting out how each of these concerns has been addressed • Written/email consultations with the 'specific', 'general' and 'other' consultation bodies, including where relevant, individuals and organisations who have expressed a wish to be consulted; • If a sustainability appraisal report is required, the Council will also consult on this report at this stage. The Council will undertake a screening exercise to determine if a strategic environmental assessment is required • Presentation and discussion of the document with councillors; • Making the consultation document available in accordance with the relevant regulations; • Inviting representation on the document through press advertisements, press releases and a prominent invitation on the Council's website;

<p>Stage 3 Adoption (Regulation 14)</p>		<ul style="list-style-type: none"> • Invitations to meet with any individual who cannot read, or who has communication difficulties, if they feel that their concerns cannot adequately be conveyed in writing; • The Council will consider comments that have been made to the Stage 2 Draft Consultation and any sustainability assessment (if required) and make any appropriate changes • The SPD will be published alongside a Consultation Statement and an Adoption Statement.
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4.4 Information on Supplementary Planning Documents can be found on the Council's website at: <https://new.fylde.gov.uk/supplementary-planning-guidance/>

5. NEIGHBOURHOOD PLANNING CONSULTATIONS

What is Neighbourhood Planning?

5.1 Neighbourhood planning gives local communities the power to shape the development and growth of their local area.

5.2 Neighbourhood planning gives communities the power to:

- make a Neighbourhood Development Plan;
- make a Neighbourhood Development Order;
- make a Community Right to Build Order

What is a Neighbourhood Plan?

5.3 The first stage in the neighbourhood planning process involves the designation of a Neighbourhood Area. An application must be made by a parish/town council or a prospective Neighbourhood Forum (or community organisation in the case of a Community Right to Build Order) to the local planning authority for a Neighbourhood Area to be designated. As shown on the diagrams on page 15 and 18, in non-parish areas, a Neighbourhood Forum must be established (regulations 8, 9 and 10) before work commences on the Neighbourhood Development Plan.

5.4 Following independent examination of the Neighbourhood Development Plan, the Independent Examiner can recommend the plan to progress to Referendum stage in which the community in the area vote on whether to accept the Neighbourhood Development Plan. The Referendum may also include the wider community in the adjoining areas. When a Neighbourhood Development Plan has come into legal force after a Referendum (i.e. a made Neighbourhood Development Plan), it forms part of the Development Plan (along with an adopted Local Plan).

5.5 The NPPF states that planning applications should be determined “in accordance with the development plan unless other material considerations indicate otherwise.”

5.6 The support that Fylde Council will provide in the neighbourhood planning process is set out through the following webpage:

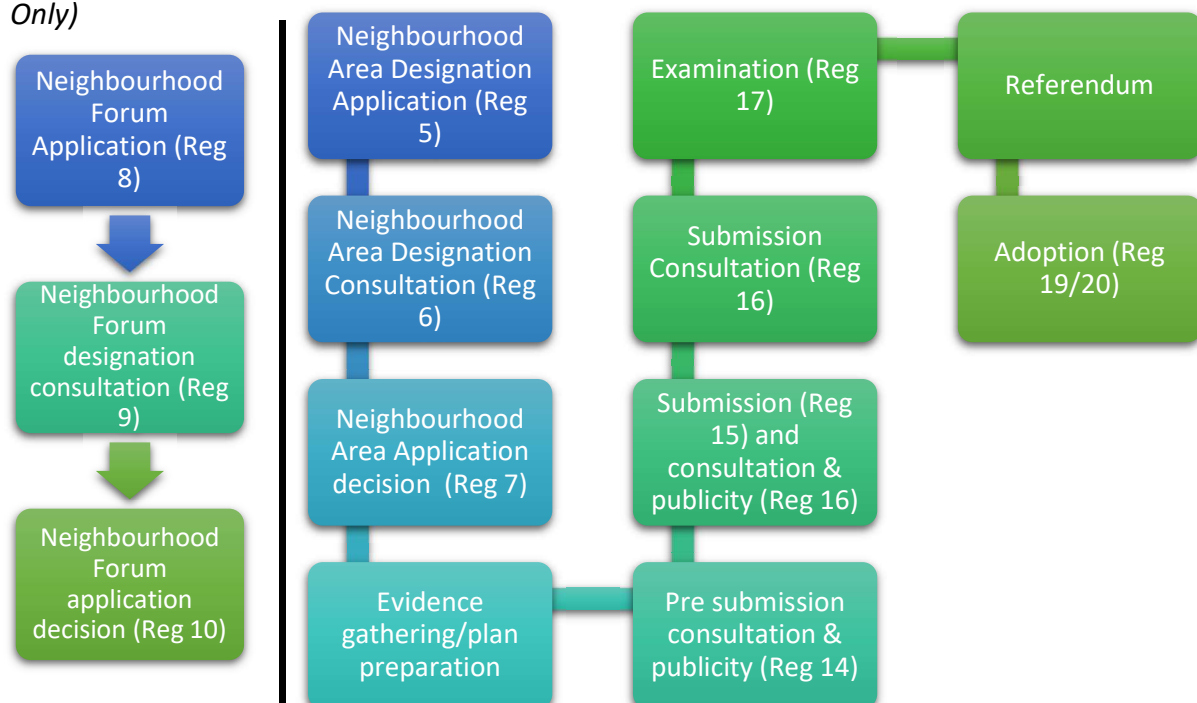
<https://new.fylde.gov.uk/resident/planning/planning-policy-local-plan/neighbourhood-planning/>

Neighbourhood Development Plan Stages

5.7 A Neighbourhood Development Plan is a planning policy document produced at the neighbourhood level. A Neighbourhood Development Plan sets out policies for the area in question and can be used to influence the shape and form of development that will take place in the area. A Neighbourhood Development Plan is defined by the NPPF as: “A plan prepared by a Parish Council or Neighbourhood Forum for a designated neighbourhood area” (Annex 2 NPPF). A Neighbourhood Development Plan establishes general planning policies for the development and use of land in a neighbourhood area. The plan can be detailed or general, depending what the local community want.

5.8 The key stages in the production of a Neighbourhood Development Plan are taken from The Neighbourhood Planning (General) Regulations 2012 and are listed below.

(Non- Parish Areas
Only)



5.9 The responsibility for producing a Neighbourhood Development Plan rests with the qualifying body (parish/town council or designated neighbourhood forum). However, there are certain requirements which a Local Planning Authority (LPA) must undertake under The Neighbourhood Planning (General) Regulations 2012 and The Neighbourhood Planning (Referendum) Regulations 2012. A summary of the key consultations undertaken by the Local Planning Authority in the production of a Neighbourhood Development Plan along with the anticipated consultation methods are provided below:

Neighbourhood Plan Stage	The Neighbourhood Planning (General) Regulations 2012)	Consultation Duration	Consultation Methods
Neighbourhood Area Designation consultation	(Reg 6)	Minimum of six weeks	<p>It is anticipated that the following consultation methods will be used at all of these stages:</p> <ul style="list-style-type: none"> • Written/email consultations with relevant consultation bodies, (in accordance with Schedule 1 of the Neighbourhood Planning Regulations 2012) including individuals and organisations who have expressed a wish to be consulted; • Making the consultation document available in accordance with the relevant regulations; • Inviting representations on the document through press advertisements and a prominent invitation on the Council's website; • Invitations to meet with any individual who cannot read, or who has communication difficulties, if they feel that their concerns cannot adequately be conveyed in writing; • Displaying site notices at prominent locations throughout the Neighbourhood Area.
Neighbourhood Forum Designation consultation	(Reg 9)		
Submission Consultation & Publicity of a plan proposal	(Reg 16)		

- Note that Regulation 14 (Pre-submission consultation and publicity) is carried out by the parish/town council or neighbourhood forum.
- In addition, Fylde Council will publish any decision notices/Examiners reports on its website and in such other manner as it considers likely to bring it to the attention of those who live and work or carry on business in the area once a decision has been made. (Regulations 7/10/19/20)

- In addition to the above, Fylde Council will provide details of the progress of each Neighbourhood Development Plan (including details of Examination or Referendum arrangements) on its website at the following address:
<https://new.fylde.gov.uk/resident/planning/planning-policy-local-plan/neighbourhood-planning/>

Neighbourhood Development Order

5.10 A Neighbourhood Development Order is defined in the NPPF as:

“An Order made by a local planning authority (under the Town and Country Planning Act 1990) through which Parish Councils and neighbourhood forums can grant planning permission for a specific development proposal or classes of development.”

A Neighbourhood Development Order (NDO) can grant planning permission for specific types of developments in a specific neighbourhood area. A Neighbourhood Development Order can therefore:

- Apply to a specific site, sites, or wider geographical area;
- Grant planning permission for a certain type or types of development;
- Grant planning permission outright or subject to conditions.

5.11 Once established, there would be no need for anyone to apply to the local planning authority for planning permission if it is for the type of development covered by the order. Neighbourhood Development Orders can therefore speed up the process of development in certain areas, however a Neighbourhood Development Order must meet any legal requirements and be in general conformity with national and local planning policy.

Community Right to Build Order

5.12 A Community Right to Build Order is defined in the NPPF as:

“An Order made by the local planning authority (under the Town and Country Planning Act 1990) that grants planning permission for a site-specific development proposal or classes of development.”

5.13 A Community Right to Build Order (CRTBO) is a type of Neighbourhood Development Order with the slight difference that any community organisation, made up of individuals who live or work in the area for which the organisation is established, (not just a parish/town council or neighbourhood forum) can produce the order.

5.14 To be eligible to produce a Community Right to Build Order, the community organisation has to meet minimum conditions, this means the community organisation must be a corporate body and meet minimum membership requirements as set out in Regulation 13 of The Neighbourhood Planning (Regulations) 2012.

5.15 A Community Right to Build Order can grant planning permission for small-scale, community-led developments for community benefit on a specific site or sites in a

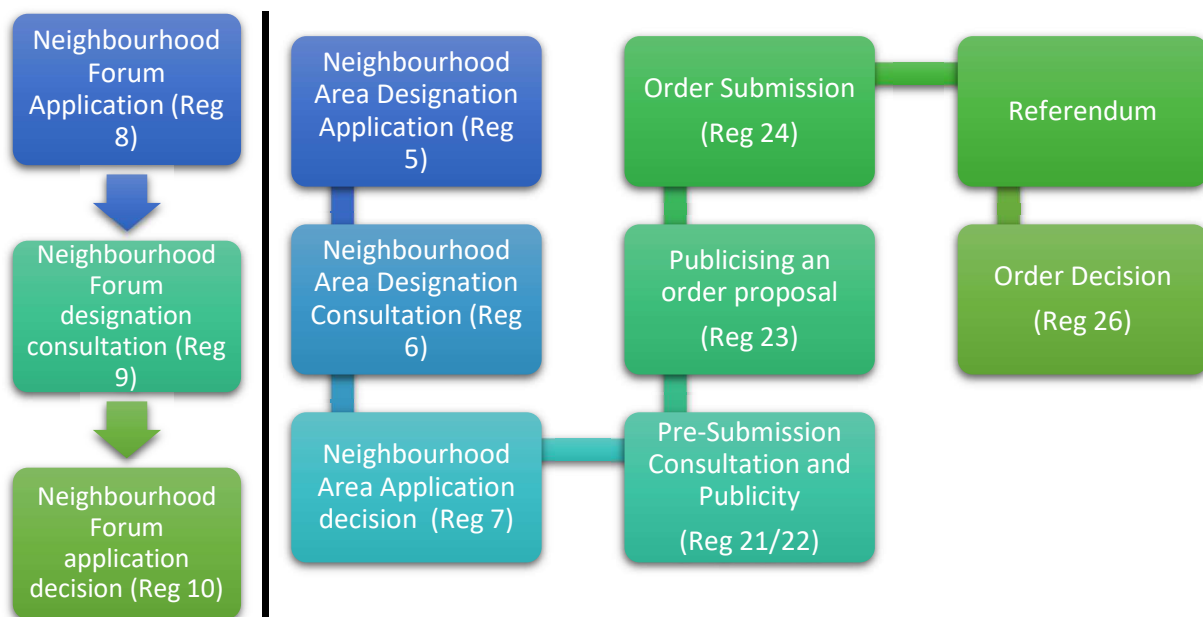
Neighbourhood Area without going through the normal planning application process, providing it complies with the Order. Developments could include things like housing, community facilities, playgrounds or business and enterprise hubs. Any profit generated by the project or development stays within the community to be used for the community's benefit.

5.16 Community Right to Build Orders, in a similar manner to Neighbourhood Plans and Neighbourhood Development Orders, must be subject to an independent examination, and then be approved by the community in a referendum, before they can come into force.

Neighbourhood Development Order/Community Right to Build Order Stages

5.17 The key stages in the production of a Neighbourhood Development Order/Community Right to Build Order are taken from The Neighbourhood Planning (General) Regulations 2012 and are listed below.

*Non-Parish
Areas only*



5.18 The responsibility to produce a Neighbourhood Development Order/Community Right to Build Order is with the qualifying body (parish council/ neighbourhood forum/community group). However, there are certain requirements which a Local Planning Authority must undertake under the Neighbourhood Planning (General) Regulations 2012). A summary of the key consultations undertaken by the Local Planning Authority in the production of a Neighbourhood Development Order/Community Right to Build Order along with the anticipated consultation methods are provided below:

Neighbourhood Development Order/ Community Right to Build Order Stage	The Neighbourhood Planning (General) Regulations 2012)	Consultation Duration	Consultation Methods
Neighbourhood Area Designation consultation	(Reg 6)	Minimum of six weeks	<p>It is anticipated that the following consultation methods will be used at all of these stages:</p> <ul style="list-style-type: none"> • Written/email consultations with relevant consultation bodies, including individuals and organisations who have expressed a wish to be consulted; • Making the consultation document available in accordance with the relevant regulations; • Inviting representation on the document through press advertisements and a prominent invitation on the Council's website; • Invitations to meet with any individual who cannot read, or who has communication difficulties, if they feel that their concerns cannot adequately be conveyed in writing; • Displaying site notices at prominent locations throughout Neighbourhood Area or vicinity of the Community Right to Build Order.
Neighbourhood Forum Designation consultation	(Reg 9)		
Publicising an order proposal	(Reg 23)		

- Note that Regulation 21 (Pre-submission consultation and publicity) is carried out by the neighbourhood forum/parish council/community group.
- In addition, Fylde Council will publish any decision notices/Examiners reports on its website and in such other manner as it considers likely to bring to the attention of those who live and work or carry on business in the area once a decision has been made.
- In addition to the above, Fylde Council will provide details of the progress of each Neighbourhood Development Order /Community Right to Build Order (including

details of examination or referendum arrangements) on its website at the following address:

<https://new.fylde.gov.uk/resident/planning/planning-policy-local-plan/neighbourhood-planning/>

6. COMMUNITY INFRASTRUCTURE LEVY (CIL) CONSULTATIONS

Other Consultations

6.1 In addition, to the consultations listed in previous chapters, Fylde Council will consult on other documents, such as the Community Infrastructure Levy (CIL).

Community Infrastructure Levy

6.2 The Community Infrastructure Levy (CIL) is a charge levied on development to fund the provision of infrastructure requirements.

It is defined by the Planning Practice Guidance (PPG) as: “A charge which can be levied by local authorities on new development in their area”.

6.3 Before adoption a CIL draft charging schedule is subject to examination by an independent inspector into whether:

- The charging authority (i.e. the Local Planning Authority) has complied with the legislative requirements set out in the Planning Act 2008 and the Community Infrastructure Levy Regulations as amended;
- The draft charging schedule is supported by background documents containing appropriate available evidence; and
- The proposed rate or rates are informed by and consistent with the evidence on economic viability across the charging authority’s area.

Community Infrastructure Levy Consultation Stages

6.4 If Fylde Council decides to implement the Community Infrastructure Levy relevant organisations and individuals will be consulted in accordance with the Community Infrastructure Levy Regulations 2010 as amended by 2011, 2012, 2014 and 2019 legislation.

A summary of the key consultation stages in the production of CIL along with the consultation methods that will be used are provided below:

CIL Stage	Consultation Duration	Consultation Methods
Draft Charging Schedule (Regulation 16 of The Community Infrastructure Levy Regulations 2010 - amended 2019)	Minimum of four weeks	<p>It is anticipated that the following consultation methods will be used:</p> <ul style="list-style-type: none"> • Written/email consultations with the 'specific', 'general' and 'other' consultation bodies, including where relevant, individuals and organisations who have expressed a wish to be consulted; <ul style="list-style-type: none"> ➤ Neighbouring local planning authorities; ➤ Relevant county councils; ➤ All parish councils; ➤ Businesses; ➤ Local businesses and bodies which represent the interests of local businesses; ➤ Voluntary groups; ➤ Members of the public. • Making the consultation document and the relevant evidence available in accordance with the relevant regulations; • Inviting public representation on the document through press advertisements, press releases and a prominent invitation on the Council's website; • Invitations to meet with any individual who cannot read, or who has communication difficulties, if they feel

		that their concerns cannot adequately be conveyed in writing;
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Monitoring the Community Infrastructure Levy

6.5 Details of Community Infrastructure Levy (CIL) receipts and expenditure will be reported in subsequent Authority Monitoring Reports if and when the Community Infrastructure Levy is implemented.

PART 2-DEVELOPMENT MANAGEMENT

7. WHAT IS DEVELOPMENT MANAGEMENT?

What is Development Management?

7.1 Development Management is the process by which the local planning authority shapes, considers, determines and delivers proposals in order to facilitate the right development in the right locations.

7.2 This is largely undertaken by the determination of planning applications and other related applications. In doing this local planning authorities will work pro-actively with applicants and other stakeholders in order to facilitate high quality sustainable development.

Determining Planning Applications

7.3 Determining planning applications is the main mechanism by which the council will deliver high quality sustainable development. A summary of the key stages in the determination of planning applications is provided below. Some types of development are not subject to planning permission (known as permitted development). For a list of what requires a planning application and for further information please see the webpages below:

<https://www.gov.uk/guidance/when-is-permission-required>

<https://www.planningportal.co.uk/info/200125/when-do-you-need-permission>

Key Planning Application Stages*

*Also applies to related applications such as Advertisement and Listed Building Consent.



8. PRE-APPLICATION CONSULTATIONS

What are Pre-Application Consultations?

8.1 Pre-application consultations are consultations held by the applicant prior to a planning application being submitted.

8.2 Pre-application consultations can be undertaken by applicants with:

- the local planning authority
- statutory and non-statutory consultees
- the community

What are the Benefits of Pre-Application Consultations?

8.3 Pre-application consultations can:

- Identify and so address problems before an application is submitted, and this may reduce the chance of refusal of planning permission;
- Prevent abortive work, as refinements to the proposal can be made at an early stage;
- Provide an opportunity to explain proposals to the community, reducing the potential for misconceived objections; and
- Reduce the time and cost in obtaining a decision.

Fylde Council Pre-Application Service

8.4 Applicants for planning permission are encouraged to enter into pre-application consultations with both the community and Council officers. Whilst Fylde Council does charge for pre application advice, the charges are designed to be proportionate to the development that is proposed and are relatively modest. The charges start at £50 for advice on a simple house extension raising to £1000 for the most complex major scale development and have been introduced to allow the council; to devote appropriate resources to providing this advice in a timely manner. Further details of the charges and how to submit proposals for pre-application consideration are available on the council's webpage here:

<https://new.fylde.gov.uk/resident/planning/advice/>

Recommended pre-application consultations

8.5 A list of recommended pre application consultation measures for applicants to undertake is provided below:

Planning Application Type	Recommended Consultation Methods
Major (Applications of: <ul style="list-style-type: none"> • 10 or more dwellings or a site area over 0.5 hectares. • 1000 sq.m. or more gross floorspace or exceeding 1.0 hectares.) 	<ul style="list-style-type: none"> • Consultation with Council Planning Officers. • Consultation events with the local community, perhaps through the parish / town council • Making detailed plans available for public view. • Press notices/leaflets or letters to nearby residents. • Submission of a consultation statement detailing pre- application consultation measures as part of application. • Depending on the proposal undertaken, pre-application consultation will be carried out with key consultees such as Lancashire County Council as Local Highway Authority, Environment Agency or Natural England. These all have their own pre-application advice services and using these services will often help at the time of submission of an application.
Minor (Applications of: <ul style="list-style-type: none"> • Less than 10 dwellings or a site area under 0.5 hectares. • Other uses less than 100sqm or site area less than 1 hectare. • Smaller scale development such as domestic extensions and changes of use.) 	<ul style="list-style-type: none"> • Verbal/written consultation on the proposals with adjacent neighbours.
Conservation/Listed Building (Any application for a listed building or that falls within a conservation area.)	<ul style="list-style-type: none"> • Consultation with the Council's Conservation Planning Officer.

	<ul style="list-style-type: none">• Consultation with local or national heritage groups appropriate to the scale of project.
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9. PLANNING APPLICATION CONSULTATIONS

Planning Application Consultations

9.1 Local planning authorities have a duty to consult the community, statutory consultees and other stakeholders before determining applications for planning permission and to consider any comments raised.

Who will we Consult Directly?

9.2 We will consult:

- The public - including consultation with neighbouring residents and community groups. We will write to all immediate neighbours of an application and/or post a notice on site where a proposal is prominent or there are no immediate neighbours.
- Statutory consultees – we will consult all relevant statutory consultees.
- Non statutory consultees - we will consult relevant consultees likely to have an interest in a proposed development.

9.3 Details of publicity requirements for planning applications and a list of when statutory and non- statutory consultees are required to be consulted are provided in the Planning Practice Guidance - consultation and pre-decision matters webpage in tables 1 and 2.

<http://planningguidance.planningportal.gov.uk/blog/guidance/consultation-and-pre-decision-matters/>

How to View a Planning Application and Respond

9.4 All planning applications are available to view online at the following webpage:

<http://www3.fylde.gov.uk/online-applications/>

- Terminals are also available at the Town Hall for those without internet access.

9.5 Comments on planning applications are welcome from all interested parties. Neighbours to a site are always allowed at least 21 days to consider the scheme and to make comments. The Town and Parish councils are provided with this statutory timescale also, but this can almost always be extended to allow for their regular meeting schedule. Representations can be made either via email at planning@fylde.gov.uk, via letter or using a link to a comment page on the website available when viewing planning applications.

9.6 Representations can only be taken into account that deal with planning matters, all representations received will be open to public view (on request) and cannot remain confidential. Representations made during the consultation will be summarised in the officer's report which will state how the issues raised have been addressed in reaching the final recommendation.

9.7 In circumstances where a development proposal is subject to significant changes during its determination Fylde Council will undertake further consultation on these with neighbours, parish and town councils and other consultees as appropriate. Where a change is only minor or addresses concerns raised no such consultation will be undertaken.

Planning Application Consultation Methods

9.8 A list of consultation methods the Council will use when consulting on planning applications is presented below.

Neighbour notification

We will always write a letter to the occupiers of any property that shares a common boundary with the application site or property, which could be directly affected by the proposal, informing them of what the application is for and inviting them to view the plans and comment.

Where a development has the potential for wider implications we will write to a wider range of neighbouring properties.

Site Notice	<ul style="list-style-type: none"> • Major development (10 or more dwellings or development creating 1000 square metres of floor space or more) • Applications subject to Environmental Impact Assessment • Applications, which if approved, would be a departure from the development plan • Applications affecting public rights of way • Development affecting Listed Buildings, or their setting • Development affecting the setting of a Conservation Area • If the proposal is likely to affect people in a larger area than just neighbouring properties • Where there is open land, such as agricultural land, next to the application site
Advertisement in Local Press	<ul style="list-style-type: none"> • Major development (10 or more dwellings or development creating 1000 square metres of floor space or more) • Application subject to Environmental Impact Assessment • Applications, which if approved, would be a departure from the development plan • Applications affecting public rights of way • Development affecting Listed Buildings, or their setting • Development affecting Conservation Areas
Weekly Lists	<ul style="list-style-type: none"> • A weekly list of applications received and decisions made is produced • The weekly list will be sent to local interest groups who have expressed an interest in receiving details • The weekly list will be available on the Council's website
Website	<ul style="list-style-type: none"> • All applications, supporting documents and other relevant details are available online via the following webpage. http://www3.fylde.gov.uk/online-applications/ • It is possible to search by application number, address and set up registrations to be alerted to applications in your area.

10. DETERMINING PLANNING APPLICATIONS

Fylde Council's Scheme of Delegation

10.1 Under Fylde Council's scheme of delegation minor or uncontroversial applications will normally be determined by officers under powers delegated by the Council to the Director of Development Services.

10.2 Conversely major or controversial applications will normally be determined by the Planning Committee.

10.3 More information on the Council's scheme of delegation for planning applications is available in the Council's constitution at the following webpage:

<https://fylde.cmis.uk.com/fylde/DocumentsandInformation.aspx>

Planning Committee

10.4 Major or controversial planning applications will normally be determined by the Planning Committee which is a committee composed of 12 elected members who usually meet once a month to make decisions on planning applications.

10.5 Members of the public are able to make verbal representations about a planning application, and where verbal objections are to be raised the applicant has a right to respond. In addition, applicants have a right to address the Planning Committee if officers have recommended refusal of their application. In order to ensure the workload of the Planning Committee is processed efficiently speakers are limited to three minutes with comments limited to material planning considerations.

10.6 Interested parties wishing to speak at Planning Committee must register before 12:00 on the Monday before the Planning Committee meets or by 4:30pm on Friday before if the Monday is a bank holiday. This can be done by email to democracy@fylde.gov.uk.

The agenda and minutes of Planning Committee meetings are available at the weblink below:

https://fylde.cmis.uk.com/fylde/Committees/tabid/62/ctl/ViewCMIS_CommitteeDetails/mid/381/id/20/Default.aspx

Planning Decision Considerations

10.7 Consultation responses will be taken into account when determining planning applications, however decisions on planning applications must be made in accordance with the development plan unless material

considerations dictate otherwise. Public opposition or support by itself is not a valid reason to refuse or approve a planning application.

10.8 A list of some of the most common material considerations that will be taken into account when deciding planning applications are presented below.

- Conformity with local planning policies/national guidance;
- Loss of outlook (but not loss of a view);
- Loss of privacy/overlooking;
- Loss of daylight or sunlight/overshadowing;
- Highways issues: highways safety, vehicular access, increased traffic generation from the proposed use;
- Noise or light pollution resulting from the proposed use;
- Visual appearance, design and quality of materials;
- Effect on character of a Listed Building/Conservation Area;
- Nature conservation; and
- Potential flood risk.

Planning Decision Time Limits

10.9 The statutory time limits to determine planning applications are usually 13 weeks for applications for major development (unless an application is subject to an Environmental Impact Assessment, in which case a 16 week limit applies) and eight weeks for all other types of development.

Notification of Decision

10.10 The Planning Service undertakes as much of its communications electronically as is possible to reduce the printing and postage costs to the council. The Decision Notice on a planning application will be emailed to applicants (or their agent if one is employed) immediately that the decision has been made. This sets out the decision with conditions if it is approved, or the reasons for a refusal. The Council's website has an "Applications On-line" service that allows the details of planning applications to be viewed, including planning decisions. If the decision is made by the Planning Committee, then the decision is also published in the minutes on the Council's website, although is generally delayed by a day to allow the minutes of the meeting to be collated.

11. PLANNING APPEALS

Planning Appeals

11.1 An applicant for planning permission may decide to appeal against the local authority's decision if they feel the decision made is unreasonable or if a decision has not been made within the set time period. Appeals are determined by the Planning Inspectorate, or in cases of significant national importance (when an appeal is recovered) by the Secretary of State.

Applicants Right to Appeal

11.2 Applicants have the right to appeal to the Secretary of State against a number of planning decisions made by the Council, including:

- Refusal of planning permission;
- Imposition of condition(s);
- Failure to determine an application within the time allowed;
- The serving of an enforcement notice; and
- Refusal to permit removal or works affecting trees covered by Tree Preservation Orders.

Time Limits

11.3 There are strict time limits to appeal, and it is critical that these are complied with. An appeal against a refused householder or minor commercial application must be made within 12 weeks of the Council's decision. Advertisement appeals must be made within eight weeks and all other appeals within six months.

The government has produced a detailed guide on the appeal process which is available to download here:

<https://www.gov.uk/government/publications/planning-appeals-procedural-guide>

Notification

11.4 If an appeal is submitted, the Council will notify any interested parties of the appeal, including those who made representations before the application was determined. These representations will be sent to the Planning Inspectorate and appellant and will be considered by the Inspector when determining the appeal.

11.5 Interested parties will also be informed that any further written representations should be sent to the Planning Inspectorate within five weeks of the start date of the appeal. It should be noted that interested persons will not have the opportunity to make representations on a householder appeal due to the 'fast track' appeal process. In this instance, representations received during the planning application consultation process only will be considered by the Inspector.

11.6 Planning Appeals are determined by one of three methods:

- Written Representations - these are determined by an exchange of written statements and where necessary, a site visit by an Inspector from the Planning Inspectorate;
- Hearing – these are less formal than an inquiry, centred around a discussion between the appellant and the Council about the merits of the case and are chaired by an appointed Inspector from the Planning Inspectorate; and
- Inquiry – these are more formal in their set up, again the appointed Inspector from the Planning Inspectorate will chair the inquiry which could last a number of days/weeks and are often used for more major cases.

11.7 The Inspector will make a decision to dismiss or allow the appeal or send a report to the Secretary of State. A copy of the decision notice will be sent to the appellant, the Council and any interested person who has requested a copy. It will also be available to view on the Planning Inspectorate's website at <https://acp.planninginspectorate.gov.uk/>

APPENDIX A: FURTHER SOURCES OF INFORMATION

Legislation

- The Planning and Compulsory Purchase Act 2004
<http://www.legislation.gov.uk/ukpga/2004/5/contents>
- The Town and Country Planning (Local Planning) (England) Regulations 2012
<http://www.legislation.gov.uk/uksi/2012/767/contents/made>
- Neighbourhood Planning (General) Regulations 2012
http://www.legislation.gov.uk/uksi/2012/637/pdfs/uksi_20120637_en.pdf
- The Town and Country Planning (Development Management Procedure) (England) Order 2015 <http://www.legislation.gov.uk/uksi/2015/595/contents/made>

National Policy/Guidance

- National Planning Policy Framework
<https://www.gov.uk/government/publications/national-planning-policy-framework--2>
- Planning Practice Guidance
<https://www.gov.uk/government/collections/planning-practice-guidance>
- Plain English Guide to the Planning System
<https://www.gov.uk/government/publications/plain-english-guide-to-the-planning-system>
- Planning Aid
<http://www.rtpi.org.uk/planning-aid/>
- Planning Portal
<https://www.planningportal.co.uk/>

Minerals and Waste/Highway Planning

- Minerals and Waste/Highway Planning - Lancashire County Council
<https://www.lancashire.gov.uk/>

Fylde Council

- Planning Applications
<https://new.fylde.gov.uk/resident/planning/>
- Planning Policy
<https://new.fylde.gov.uk/resident/planning/planning-policy-local-plan/>
- Neighbourhood Planning Webpage

<https://new.fylde.gov.uk/resident/planning/planning-policy-local-plan/neighbourhood-planning/>

- Corporate Plan

<http://www.fylde.gov.uk/council/performance/>

APPENDIX B: FYLDE COUNCIL CUSTOMER SERVICE CHARTER

Customer Service Charter

*Fylde Council is committed to excellent customer service,
this charter explains the standards you can expect from us.*



We will aim to answer your enquiry at the first point of contact wherever possible.



During office hours, we aim to answer your telephone calls within 4 rings.



When you request a service by web or email, we will acknowledge receipt and response within 2 working days.



We will reply to letters within 5 working days of receipt.



If more time is needed to answer your enquiry, you will be told who is dealing with it and how long it will take.



On average, we aim to see our customers within 6 minutes of arrival at Fylde Direct one stop shop.

IF WE FAIL, PLEASE LET US KNOW



TELEPHONE

01253 658585



ONLINE

[@fyldecouncil](http://fylde.gov.uk)



POST

Town Hall, St.
Anne's FY8 1LW



CONTACT Fylde
Direct, Public Offices,
292 Clifton Drive
South, St Annes,
Lancashire, FY8 1LH



TEXT

07860 003290



FEEDBACK

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haveyoursay](http://fylde.gov.uk/haveyoursay)



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Date: June 2020

Review Date: N/A

Our Ref: SCI

Authorised by: Julie Glaister, Planning Policy Manager

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	PLANNING COMMITTEE	3 JUNE 2020	10
FIVE YEAR HOUSING LAND SUPPLY: ANNUAL POSITION STATEMENT			

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

SUMMARY OF INFORMATION

The Council submitted its Draft Annual Position Statement (APS) to the Planning Inspectorate (PINS) on 31st July 2019. A report from PINS was received on 15th January 2020. The Council challenged this report by seeking judicial review in the High Court, as the Council considered PINS had acted unlawfully by replacing the housing requirement used by the Council based on the “Liverpool” method for addressing earlier shortfall in housing delivery, as set out in the Local Plan, with a higher requirement based on the use of the “Sedgefield” method.

Following consideration of the material submitted by the Council, the Government’s legal department agreed to raise a court order quashing the report of 15th January. The Court Order was made on 1st April. The Court Order includes payment of costs to the Council.

Following the quashing of the January report, PINS have reconsidered the Draft APS and produced a replacement report on 6th May 2020. It confirms that the “Liverpool” method should be used and that the Council has 5.1 years’ supply of housing land. The findings of the revised report have been incorporated into a final APS for base date 1st April 2019. Links below are provided to the Court Order, replacement report and final APS.

Work has commenced on a Draft APS for base date 1st April 2020.

SOURCE OF INFORMATION

Website: <https://new.fylde.gov.uk/resident/planning/planning-policy-local-plan/five-year-housing-land-supply/>

LINK TO INFORMATION

<https://new.fylde.gov.uk/wp-content/uploads/2020/04/Sealed-Court-Order-quashing-Report.pdf>

<https://new.fylde.gov.uk/wp-content/uploads/2020/05/Fylde-APS-Report-Reconsideration-6-May-20.pdf>

<https://new.fylde.gov.uk/wp-content/uploads/2020/05/Fylde-Council-APS-base-date-1st-April-2019-final-May-2020.pdf>

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

The confirmed APS means that the Council has a confirmed 5-year housing land supply, for the purposes of decision-taking, until 31st October 2020.

FURTHER INFORMATION

Contact Eddie Graves: eddie.graves@fylde.gov.uk

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	PLANNING COMMITTEE	3 JUNE 2020	11

REPORTS OF THE VARIOUS OUTSIDE BODIES

PUBLIC ITEM

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

SUMMARY OF INFORMATION

On 15 July 2019, Council made a number of appointments to outside bodies. These appointments followed from recommendations from the programme committees for appointments from within their respective memberships.

Nominations and appointments for the 2020/2021 municipal year have been delayed due to the Coronavirus outbreak. Regulations passed by central government as a result of the Coronavirus (Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020) allowed local authorities to extend current appointments for an additional year until 2021, therefore all appointments made in 2019/20 remain in place throughout 2020/21.

In line with the Protocol for Members on Outside Bodies (Part 5f of the Council's Constitution), every member serving on an outside body is required to complete a reporting form every six months, which is submitted to the relevant programme committee to which the external partnership relates. Members last reported in January 2020.

Included as an appendix to this report are: returned completed reporting forms and a list of outstanding reports/ details of those bodies which have not met.

SOURCE OF INFORMATION

Elected member representatives to the Outside Bodies

INFORMATION ATTACHED

Outside Bodies Reports and Summary

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

The information is provided to maintain an understanding of the work of the outside bodies, and remain abreast of any issues that may have an impact on the residents of the borough or the council.

FURTHER INFORMATION

Contact Tracy Manning, Director of Resources – tracy.manning@fylde.gov.uk

Planning Committee, 3/6/20 meeting

Duty to Cooperate	Chair & vice of Planning – Trevor Fiddler & Richard Redcliffe	Nil return, no meeting
(Planning) Education Liaison Group	Richard Redcliffe	Nil return, no meeting
(Planning) Education Liaison Group	Linda Nulty	Nil return, no meeting
Highways and Transportation Group	Liz Oades	Nil return, no meeting
Highways and Transportation Group	Chris Dixon	Nil return, no meeting
Highways and Transportation Group	Stan Trudgill	Nil return, no meeting