



FYLDE BOROUGH COUNCIL



Meeting Agenda

Cabinet
Town Hall, Lytham St Annes
15 March 2006, 7.00pm



CABINET

MEMBERSHIP

LEADER – COUNCILLOR JOHN COOMBS

Councillor	Portfolio
TIM ASHTON	STREETSCENE
SUSAN FAZACKERLEY	CORPORATE PERFORMANCE & DEVELOPMENT
PATRICIA FIELDHOUSE	COMMUNITY & SOCIAL WELLBEING
ALBERT POUNDER	CUSTOMER RELATIONS & PARTNERSHIPS
SIMON RENWICK	CULTURE & TOURISM
PAUL RIGBY	FINANCE & EFFICIENCY
ROGER SMALL	DEVELOPMENT & REGENERATION

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CORPORATE OBJECTIVES

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

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

CORE VALUES

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

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



A G E N D A

PART I - MATTERS DELEGATED

ITEM	PAGE
1. DECLARATIONS OF INTEREST: <i>In accordance with the Council's Code of Conduct, members are reminded that any personal/prejudicial interests should be declared as required by the Council's Code of Conduct adopted in accordance with the Local Government Act 2000.</i>	4
2. CONFIRMATION OF MINUTES: <i>To confirm as a correct record the Minutes of the Cabinet meeting held on 15th February 2006.</i>	4
3. CABINET PROCEDURE RULES	5 - 10
4. THE MEMBER CHAMPION ROLE	11 - 13
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REPORT



REPORT OF	MEETING	DATE	ITEM NO
DEPUTY CHIEF EXECUTIVE	CABINET	15 TH MARCH 2006	3

CABINET PROCEDURE RULES

Public/Exempt item

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

Summary

The report proposes an outline protocol to be used for the conduct of Cabinet meetings.

Recommendation/s

1. That the revised executive procedure rules attached at Appendix A of the report be adopted.

Cabinet Portfolio - Leader, Councillor John Coombes

Report

1. The council's constitution allows for the cabinet to make procedure rules by which it operates. The rules presently set out in appendix 5 of the constitution (adopted on 30th january 2006) are generic and have not yet been specifically considered by the cabinet.
2. Most cabinets have developed these procedures to suit their local circumstances & have adapted them to define how meetings of the cabinet will be conducted and how decisions will be made, recorded and implemented.
3. This report puts forward modifications to the procedure rules to reflect protocols already announced by the leader of the council. The revised rules are attached at Appendix A of the report with the additions underlined.

4. The constitution also provides for the Leader to determine how functions and responsibilities of the cabinet are to be delegated, with different degrees of delegation being given to the cabinet collectively, a committee of the cabinet, individual portfolio holders or officers. It is proposed that this matter will be addressed by the Leader at the earliest opportunity.

Conclusions

5. The Leader and Cabinet have been given delegated authority by the Council to perform the responsibilities and functions of the Council within the approved budget and policy framework. The proposed procedure rules and scheme of delegation within the Constitution, describes how the Cabinet will operate as a decision making body.

IMPLICATIONS	
Finance	None arising directly from the report.
Legal	None arising directly from the report.
Community Safety	None arising directly from the report.
Human Rights and Equalities	None arising directly from the report.
Sustainability	None arising directly from the report.
Health & Safety and Risk Management	None arising directly from the report.

REPORT AUTHOR	TEL	DATE	DOC ID
P Woodward	(01253) 658600	March 2006	H/cabinet/cabinetprotocolreport

LIST OF BACKGROUND PAPERS		
NAME OF DOCUMENT	DATE	WHERE AVAILABLE FOR INSPECTION
Fylde Borough Council Constitution	January 2006	Fylde Borough Council website - www.fylde.gov.uk

Appendix A

Part C - Executive Procedure Rules

1. HOW DOES THE EXECUTIVE OPERATE?

1.1. Who may make executive decisions?

The arrangements for the discharge of executive functions may be set out in the executive arrangements adopted by the Council. If they are not set out there, then the leader may decide how they are to be exercised. In either case, the arrangements or the leader may provide for executive functions to be discharged by:

- 1.1.1 the executive as a whole;
- 1.1.2 a committee of the executive;
- 1.1.3 an individual member of the executive;
- 1.1.4 an officer;
- 1.1.5 joint arrangements; or
- 1.1.6 another local authority.

1.2. Delegation by the leader

At the annual meeting of the Council, the leader will present to the Council a written record of delegations made by him/her for inclusion in the Council's scheme of delegation at part D or E of appendix 2 to this Constitution, as appropriate. The document presented by the leader will contain the following information about executive functions in relation to the coming year:

- 1.2.1. the names of the people appointed to the executive by the leader;
- 1.2.2. the extent of any authority delegated to executive members individually, including details of any limitation on their authority;
- 1.2.3. the terms of reference and constitution of such committees of the executive as the leader appoints and the names of executive members appointed to them;
- 1.2.4. the nature and extent of any delegation of executive functions to any other authority or any joint arrangements and the names of those executive members appointed to any joint committee for the coming year; and
- 1.2.5. the nature and extent of any delegation to officers with details of any limitation on that delegation, and the title of the officer to whom the delegation is made.

1.3. Sub-delegation of executive functions

- 1.3.1. Where the executive, a committee of the executive or an individual member of the executive is responsible for an executive function, they may not delegate further to joint arrangements or an officer unless the leader consents.
- 1.3.2. Unless the leader directs otherwise, if the leader delegates functions to the executive, the executive may not delegate further to a committee of the executive or to an officer.
- 1.3.3. Unless the leader directs otherwise, a committee of the executive to whom functions have been delegated by the leader may not delegate further to an officer.
- 1.3.4. Even where executive functions have been delegated, that fact does not prevent the discharge of delegated functions by the person or body who delegated.

1.4. The Councils scheme of delegation and executive functions

- 1.4.1. Subject to 1.4.2 the Councils scheme of delegation will be subject to adoption by the Council and may only be amended by the Council. It will contain the details required in Article 7 and set out in Part D of appendix 2.
- 1.4.2. If the leader is mandated to decide whether to delegate executive functions, he may amend the scheme of delegation relating to executive functions at any time during the year. To do so, the leader must give written notice to the proper officer and to the person, body or committee concerned. The notice must set out the extent of the amendment to the scheme of delegation, and whether it entails the withdrawal of delegation from any person, body, committee or the executive as a whole. The proper officer will present a report to the next ordinary meeting of the Council setting out the changes made by the leader.
- 1.4.3. Where the leader seeks to withdraw delegation from a committee, notice will be deemed to be served on that committee when he/she has served it on its chairman.

1.5. Conflicts of Interest

- 1.5.1. Where the leader has a conflict of interest this should be dealt with as set out in the Councils Code of Conduct for Members in appendix 6.
- 1.5.2. If every member of the executive has a conflict of interest this should be dealt with as set out in the Councils Code of Conduct for Members in appendix 6.

- 1.5.3. If the exercise of an executive function has been delegated to a committee of the executive, an individual member or an officer, and a conflict of interest arises, then the function will be exercised in the first instance by the person or body by whom the delegation was made and otherwise as set out in the Councils Code of Conduct for Members in appendix 6.

1.6. Executive meetings when and where?

The executive will meet at least four times in each municipal year. Each meeting will start at 7.00 p.m. and be held in the Town Hall, St Annes, unless in either case the leader decides otherwise.

1.7. Quorum

- 1.7.1. The quorum for a meeting of the executive shall be one quarter of the total number of members of the executive (including the leader), or 3 (including the leader), whichever is the larger.
- 1.7.2. The quorum for a meeting of a committee of the executive shall be one quarter of the total number of members of the committee, or 3, whichever is the larger.

1.8. How are decisions to be taken by the executive?

- 1.8.1. Executive decisions which have been delegated to the executive as a whole will be taken at a meeting convened in accordance with the Access to Information Rules in Part A of appendix 5.
- 1.8.2. Where executive decisions are delegated to a committee of the executive, the rules applying to executive decisions taken by them shall be the same as those applying to those taken by the executive as a whole.

2. HOW ARE THE EXECUTIVE MEETINGS CONDUCTED?

2.1. Who presides?

The leader will preside at any meeting of the executive or its committees at which he/she is present, or may appoint another person to do so.

2.2. Who may attend?

- 2.2.1. Meetings of the executive and its committees will be open to the public except in circumstances where a committee of the council could exclude the public. Members of the council who are not members of the executive can always attend such meetings. Only members of the executive may speak at meetings of the executive or its committees except as set out in 2.2.2
- 2.2.2. A councillor who is not a member of the executive can ask a question at any meeting of the executive provided that the question:

2.2.2.1. [is considered by the leader to be relevant to some item to be discussed at that meeting; and](#)

2.2.2.2. [has been submitted in writing to the Chief Executive by 12.00 noon on the Friday preceding the meeting at which it is to be asked.](#)

2.3. What business?

At each meeting of the executive the following business will be conducted:

- 2.3.1. consideration of the minutes of the last meeting;
- 2.3.2. declarations of interest, if any;
- 2.3.3. matters referred to the executive (whether by a Scrutiny committee or by the Council) for reconsideration by the executive in accordance with the provisions contained in the Overview and Scrutiny Procedure Rules or the Budget and Policy Framework Procedure Rules set out in this appendix;
- 2.3.4. consideration of reports from Scrutiny committees; and
- 2.3.5. matters set out in the agenda for the meeting, which shall indicate which are key decisions and which are not in accordance with the Access to Information Procedure rules set out in this appendix.

2.4. Consultation

All reports to the executive from any member of the executive or an officer on proposals relating to the budget and policy framework must contain details of the nature and extent of consultation with stakeholders and relevant Scrutiny committees, and the outcome of that consultation. Reports about other matters will set out the details and outcome of consultation as appropriate. The level of consultation required will be appropriate to the nature of the matter under consideration.

2.5. Who can put items on the executive agenda?

- 2.5.1. The leader may put on the agenda of any executive meeting any matter which he wishes, whether or not authority has been delegated to the executive, a committee of it or any member or officer in respect of that matter.
- 2.5.2. [No item may be placed on the agenda of any executive meeting without the consent of the leader. In deciding whether to place an item on the agenda, the leader may consult any relevant portfolio holder.](#)

REPORT



REPORT OF	MEETING	DATE	ITEM NO
DEPUTY CHIEF EXECUTIVE	CABINET	15 TH MARCH 2006	4

THE MEMBER CHAMPION ROLE

Public/Exempt item

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

Summary

The report reviews the relevance of the role of Member Champions in the new Cabinet governance arrangements.

Recommendation/s

1. That the role of member champion be discontinued from the end of the municipal year.
2. That the relevant officer seeks to facilitate meetings between portfolio holders and the existing member champions in order to ensure the recording and transference of relevant information and knowledge.

Cabinet Portfolio - Leader, Councillor John Coombes

Report

1. The role of Member Champion was established in late 2004, primarily to maintain an area of specialism which could be used to support and advise the Executive Committee on particular issues which did not fall within the remit of an executive brief.
2. All deliberations and decisions of the Executive Committee were undertaken on a collective basis with no delegation of responsibility or decision making to individual brief holders.

3. This situation has now changed with the move to the Cabinet system and it is anticipated that individual portfolio holders will now take more of a lead role in the policy development and delivery of all those functions which fall within the scope of their portfolio.
4. In these circumstances it is likely that the formal role of Member Champion will become redundant.
5. However, the valuable contributions made during the last 18 months by Member Champions to a range of important issues should not be lost and a mechanism should be identified which captures all their previous efforts.
6. In order to retain an awareness and understanding of the work undertaken by the Member Champions since 2004 it is suggested that one of two mechanisms could be implemented which would achieve this. Firstly, the Champions could be asked to produce a summary report of the work they have undertaken and a current issues report. Alternatively, a series of 'one to one' meetings between the Champions and the relevant portfolio holders could be scheduled to facilitate this transfer of information.
7. Additionally, there needs to a mechanism by which any Member with specialist knowledge, experience or interest is able to influence the policy development work both of individual portfolio holders and of the Cabinet generally.
8. A number of formal opportunities for this are already written in to the Constitution and include –
 - Influencing the workplans and debates of the Overview and Scrutiny committees,
 - The asking of questions at Cabinet meetings,
 - The asking of questions at Council meetings
9. However, Members of the Cabinet should not lose sight of the experience, knowledge and experience which exists amongst other members of the Council and of the opportunities which therefore exist to seek assistance from colleagues to undertake supportive work on specific, time-limited projects in which those members have a particular interest.

Conclusions

10. The role of Member Champion is unlikely to be required as part of the Cabinet governance arrangements.
11. The work undertaken during the last 18 months by Member Champions needs to be captured and recorded.

IMPLICATIONS	
Finance	The role of Member Champions is recognised in the Member Allowance Scheme.
Legal	None arising directly from the report.
Community Safety	None arising directly from the report.
Human Rights and Equalities	None arising directly from the report.
Sustainability	None arising directly from the report.
Health & Safety and Risk Management	None arising directly from the report.

REPORT AUTHOR	TEL	DATE	DOC ID
P Woodward	(01253) 658600	March 2006	H/cabinet/march06/championreport

LIST OF BACKGROUND PAPERS		
NAME OF DOCUMENT	DATE	WHERE AVAILABLE FOR INSPECTION
None		

REPORT



REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT AND REGENERATION	CABINET	15 TH MARCH 2006	5

LOCAL DEVELOPMENT SCHEME

Public/Exempt item

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

Summary

The Local Development Scheme (LDS) is a key document within the Local Development Framework. It tells people what programmes of work the local planning authority is proposing to undertake over a three year period (and beyond) in terms of developing the particular Local Development Documents which constitute the Local Development Framework in Fylde Borough.

The purpose of this report is to obtain authority to formally submit the LDS (attached) to GONW.

Recommendation/s:

That Cabinet recommends to Council that the Local Development Scheme for the purposes of submission to GONW be agreed.

Cabinet Portfolio

The item falls within the following portfolio[s]:

Development and Regeneration (Councillor Roger Small)

Report

Background

The Planning and Compulsory Purchase Act 2004 was given royal assent on 13th May and became operative on the 28th September 2004. The Act introduced the new system of Local Development Frameworks in place of Local Plans.

The Local Development Scheme is a key document within the Local Development Framework. It tells people how the Council will develop its local development framework over a three year period and beyond. It serves two purposes:

1. It provides the starting point for the local community to find out what the Council's planning policies are for the area in which they live, as it sets out the current documents which form the development plan for the area; and
2. It sets out the programme for the preparation of local development documents over a three year period, including timetables which will tell people when the various stages in the preparation of any particular development document will be carried out.

The Local Development Scheme includes reference to both development plan documents (DPDs), which are subject to independent examination (local inquiry/hearing) and supplementary planning documents (SPDs), which are not subject to independent examination.

It also indicates in general terms what future work is proposed, beyond the three-year period covered formally by the scheme.

The Local Development Scheme has to be submitted to GONW for formal approval each year. The attached document is the second document to be submitted, the first being submitted in March 2005.

In considering the local development scheme, the government office will look at whether:

- Any of the proposed supplementary planning documents ought to be prepared as development plan documents because they ought to be subject to independent examination;
- The time-scales for the preparation of the proposed local development documents are realistic;

- The information base which the Council proposes to use to underpin its development plan documents is sufficiently comprehensive;
- There are any obvious omissions from the scheme;
- The Council has identified the correct priorities for the preparation of its local development documents.

LDS Content

Informal discussions have been undertaken with GONW over the last few weeks in relation to the content of the 2006 Local Development Scheme and it is understood that the draft as attached to this report is broadly supported by them.

Last year's submission contained reference to the preparation of the following documents:

- Statement of Community Involvement
- Core Strategy
- Business and Industrial Land Allocations Policy DPD
- Residential Extensions SPD
- Rural Development Guide SPD
- Public Open Space SPD

Of these, all are retained in the current scheme with the exception of the latter two documents. These have been omitted not because they are not needed but because of the staffing issue that currently presents itself within the Council.

Two further documents are proposed to be included. These are:

- Housing Land Allocation Policies DPD
- Blackpool Airport Area Action Plan

The first of these will examine the housing land allocation issue when the outcome of the current revision to the Regional Spatial Strategy is known (early 2007).

The second is in response to a possible need to review prevailing policies around Blackpool Airport. This is to ensure that expansion of the airport is not unreasonably

constrained in terms of its contribution to the development of the local and sub-regional economies, and the implementation of the Blackpool Master Plan.

The Airport is currently undertaking its own master plan to cover the period 2005 – 2030 in line with the guidance included in the white paper 'The Future of Air Transport 2003'. Also the Lancashire Economic Partnership is proposing (with partners) to undertake a Socio/Economic Impact Study of the Airport. Both these pieces of work should be complete within a few months and both should help to inform work on the Action Area Plan proposed in the LDS.

Members are asked to note that initial preparation work for the Airport AAP will include a more detailed assessment of whether there is in fact a need to undertake the proposed AAP at the present time and what the scope of such a piece of work might include. It is proposed to enter into further discussions with the airport management and with Blackpool Borough Council before a final conclusion is drawn on this issue. These matters represent possible issues for debate within the new Planning Policy Scrutiny Committee.

Joint Working

In line with government advice, and to improve their relevance and value, it is proposed to prepare certain documents to a similar timetable with Blackpool and Wyre Councils. The relevant documents are:

- Core Strategy
- Housing Land Allocations DPD
- Residential Extensions SPD

This will allow joint commissioning of background studies which should allow all authorities to benefit from savings arising out of economies of scale.

There are no proposals to enter formal joint working arrangements on the preparation of the documents themselves.

Depending on whether the Airport AAP is actually progressed, and what the scope of the work may include, this could involve the need for formal joint working with Blackpool BC on the project.

Staffing Issues

Members are aware that for the last year, the 'Local Plans ' section has been operating with just 1.5 full time professional posts (including the section leader) rather than the 2.5 posts which are on the establishment. Recruitment attempts to obtain an additional member of staff have, so far, not proven successful.

The programme of work identified in the scheme for the next twelve months will depend on the additional experienced member of staff being recruited in the near future. The vacant post is currently being readvertised with an additional market supplement along with others in the planning unit.

Beyond the first twelve months, extra additional staff will be required when work commences on the Core Strategy and the Housing Land Allocations DPD in summer 2007.

Planning Delivery Grant

It is understood that the future payment of PDG will be based in part on how well Councils meet their identified timetables for LDDs published within the Local Development Scheme.

Implications	
Finance	The preparation of Local Development Documents over future years has financial implications for the Council which need to be incorporated in future budgets.
Legal	Preparation of the Local Development scheme and the Local Development Framework is a statutory responsibility. The Local Development Scheme forms part of the council's policy framework. It is therefore a full council responsibility and cannot be adopted by cabinet.
Community Safety	No direct implications.
Human Rights and Equalities	No direct implications.
Sustainability	All Local Development Documents will have to be subject to formal 'sustainability appraisal'.
Health & Safety and Risk Management	Failure to meet timetables could leave the Council without an adequate planning policy base and is likely to prejudice the receipt of Planning Delivery Grant.

Report Author	Tel	Date	Doc ID
Tony Donnelly	(01253) 658610	2 nd March 2006	

List of Background Papers		
Name of document	Date	Where available for inspection
File P27		Local Plans Section, Town Hall St Annes

Attached documents

1. Draft Local Development Scheme (March 2006)

Fylde Borough Council

Local Development Scheme

March 2006

Introduction

The government announced in the *Planning Green Paper, Planning – delivering a fundamental change* (December 2001) proposals for reforming the planning system. The government's reforms relate to all levels of the planning system including the national, regional and local levels.

At the national level the government is in the process of reviewing and reforming national planning guidance. The existing system of Planning Policy Guidance Notes is being replaced by a system of Planning Policy Statements.

At the regional level, the Regional Spatial Strategy (formerly Regional Planning Guidance) now forms part of the statutory development plan.

At the local level, a new system of Local Development Frameworks has replaced the old system of structure plans, local plans and unitary development plans.

The Local Development Framework will consist of a portfolio of local development documents which will provide the local planning authority's policies for meeting the community's economic, environmental and social objectives where these affect the development and use of land.

There are two types of Local Development Document. Development Plan Documents (DPDs) form part of the development plan and are the means of changing policy at the local level. DPDs are subject to independent examination by an external Inspector. Supplementary Planning Documents (SPDs) do not form part of the development plan and are prepared (if necessary) to supplement policies and proposals in Development Plan Documents. Whilst they will not be subject to independent examination, SPDs will be subject to rigorous procedures of community involvement.

One of the advantages of the new system is that not all of the documents need to be prepared/reviewed at the same time. If one document becomes out-of-date, there is only a need to up-date that element. In this way, the documents under the new system should be easier to up-date and thus more responsive to changes in national or regional planning policy or changes in local circumstances.

As part of the process of producing the Local Development Framework for the area, local planning authorities are required to produce a *Local Development Scheme*. The Local Development Scheme, which is reviewed at least annually, has two key objectives:-

- It informs the community and stakeholders in respect of the local planning authorities intentions regarding what local development documents are to be

included in the Local Development Framework, and what the status of those documents will be; and

- It outlines the details of and timetable for the production of local development documents over a three-year period.

The Council's progress in respect of the preparation of local development documents is monitored and reported on in the annual monitoring report which is published at the end of each calendar year.

Transitional Arrangements

At the present time, the development plan for Fylde Borough comprises:-

- Regional Spatial Strategy for the North West (formerly Regional Planning Guidance for the North West) (prepared by the Regional Assembly);
- The Joint Lancashire Structure Plan 2001 – 2016 (prepared jointly by Lancashire County Council, Blackburn with Darwen Council and Blackpool Borough Council);
- The Lancashire Minerals and Waste Local Plan 2006 (prepared by Lancashire County Council);
- The Fylde Borough Local Plan (As Altered) (prepared by Fylde Borough Council).

Under the new system, adopted structure and local plans and unitary development plans become 'saved' plans for a period of three years from commencement of the new system and thus retain development plan status for this period. Old style plans in preparation at the time of the introduction of the new system are 'saved' for three years starting from adoption of the plan.

The policies of the Joint Lancashire Structure Plan will be saved until at least March 2008 (unless the revision of the Regional Spatial Strategy replaces policies either in whole or in part).

The position with regard to the Fylde Borough Local Plan (As Altered) is slightly more complex. Those policies within the plan which were originally contained within the former Fylde Borough Local Plan 1996 – 2006 will be saved until at least 28th September 2007 (three years from the start of the new system). Those policies introduced in the Alterations Review which was adopted on 10th October 2005 will be saved until at least October 2008 (three years from adoption).

Where local planning authorities can demonstrate that a saved plan or elements of it are fully in line with local development document principles and meet other set criteria, it will be possible for the Local Planning Authority to seek to extend the three-year period by application to the Secretary of State within a Local Development Scheme review.

It is apparent now that the Council will have to make such an application to the

Secretary of State in the next (March 2007) submission of the LDS.

Joint Working Arrangements

Under the new planning system there is a much greater emphasis on joint working arrangements with neighbouring authorities. In particular there is widespread recognition from the Government and within the planning profession for greater co-operation in determining the main strategic policy framework and key decisions to meet needs across single market areas.

Reflecting this the three Fylde Coast Authorities (Fylde, Wyre and Blackpool Borough Councils) recognise that the Fylde Coast sub-region, although having different strengths and facets, effectively functions as a single housing and employment market. This justifies a need for a more co-ordinated approach to the review and updating of local development documents, based on a better understanding of sub-regional market areas. It is recognised joint working between the authorities should greatly improve the quality and consistency of the development of planning policy and should also help to make more efficient use of limited resources.

The 2005 LDS for the 3 authorities varied in their content, reflecting differences in the current priorities between Fylde, Wyre and Blackpool in response to specific issues in their respective policy areas. This will continue to be the case, but all three LDS schemes contained similar key elements in terms of the basic early priority requirements to produce:

- A Core Strategy in general conformity with national planning policy and the Revised Regional Spatial Strategy determining strategic development priorities, key transportation proposals and the main constraints to strategic development.
- A Housing DPD document, to include key land use decisions to meet future housing development needs.

The 2006 Review of the respective LDS's provides a logical opportunity to pave the way for increased joint working on these documents. Accordingly, the LDS 2006 Review for the Fylde Peninsular authorities contains an aligned timetable for production of both the Core Strategy and a Housing Development Document as a priority for the future co-ordination of planning across the sub-region. Implicit within this approach is also the need for joint working on a range of baseline information collection to inform the evidence base and feed into the local development document process.

In addition, the 2006 LDS includes joint working arrangements for the preparation of a House Extensions SPD. The intention is to achieve a common SPD which can be operated over the whole area of the three boroughs. This will be of great benefit to agents, applicants and the general public.

Fylde Borough Council is currently progressing baseline information collection on a Business and Industrial Land DPD. It is understood that both Blackpool and Wyre Borough Councils are proposing similar assessments as part of a co-ordinated sub-regional review of employment land needs.

The time-tabling for the production of the Core Strategy, the Housing Allocations DPD and supporting documents will be subject to a second annual review at the end of March 2007. Consideration will then be able to be given to the progress made on joint working and what potential there is to extend this approach further in the future.

Composition of LDF in Fylde Borough

Work will take place on the following Local Development Documents within the period April 2006 – March 2009 and beyond.

Statement of Community Involvement

This document explains to stakeholders and the community how and when they will be involved in the preparation of other Local Development Documents.

Preparation of the statement (which itself is subject to public consultation) was commenced in 2005.

The remaining timetable anticipates that submission of the SCI to the Secretary of State would be in September 2006 with adoption in July 2007. A timetable for completion of the SCI is shown in Appendix 1.

Development Plan Documents

- Business and Industrial Land Allocations: commenced in 2005;
- Blackpool Airport Area Action Plan: to be commenced (pre-production stages) in September 2006;
- Core Strategy: to be commenced (pre-production stages) in June 2007;
- Housing Land Allocations: to be commenced (pre-production stages) in January 2008;
- Proposals Map: this will follow progress on the above DPDs.

Although it is located entirely within Fylde Borough, Blackpool Airport is also of central importance to Blackpool and draws customers from a significant part of the North West Region. Commencement of pre-production work on the Blackpool Airport AAP will include a more detailed assessment of the need for and timing of the plan. This preparation work will involve partners in Blackpool and the wider sub-region as well as the airport management.

Commencement of the Core Strategy has been programmed to enable it to take into account the review of the Regional Spatial Strategy which is likely to be adopted early in 2007. The programme has also been agreed with Blackpool and Wyre Borough Councils to allow joint progress to be made on the respective documents within the same time frame thus allowing each individual strategy to have regard to the others within the Fylde Coast Sub-region.

In the meantime, those policies which, in effect, will constitute an Interim Core Strategy in the early years of the new system are identified in Appendix 2.

The same approach has been taken with the proposed Housing Land Allocations DPD. All three councils consider that it would be better to take a sub-regional approach to the issue since markets extend over broader areas than individual boroughs. The approach accords with the advice contained in the recently published draft PPS 3: Housing.

Profiles for each of the above Development Plan Documents are attached in Appendices 3 – 7.

Supplementary Planning Documents

- Residential Extensions: to be commenced September 2006;

The principles to be contained in the Residential Extensions SPD will be common to Fylde, Blackpool and Wyre Borough Councils. In order to share costs and expertise, it is proposed to prepare the document jointly although SPDs will be adopted in each borough separately.

Two supplementary planning documents contained in the 2005 submission have been omitted from the current work programme. This is because there are currently inadequate staff resources to carry out the necessary work. The SPDs are:

- Rural Development Guide SPD
- Public Open Space SPD

Profiles of the proposed Residential Extensions SPD is attached as Appendix 8.

For the new system to be successful, it is important that the interrelationships between the above LDDs are clear and that the LDF as a whole is in conformity with national and regional planning policy. It is also important to indicate the relationship between the Community Strategy and LDF documents. As such, the chain of conformity of documents is referred to for each document in the LDD profiles (Appendices 3 – 8).

A schedule of saved Supplementary Planning Guidance (SPG) documents is shown in Appendix 9. This includes two SPGs prepared by Lancashire County Council on 'Access and Parking' and 'Landscape Heritage'.

A Programme Management (Gantt) Chart in respect of all Local Development

Documents is attached as Appendix 10.

Timetable for DPD Production & The Need To Save Existing Policies.

The time-scales indicated in this LDS for local development document production demonstrate that by September 2007, whilst the Statement of Community Involvement will have been completed, no development plan document will have been adopted. The Council's first DPD, the Business and Industrial Land Allocation Policies DPD, will not have reached submission stage, and even when it is completed, only two or three land allocation policies out of the whole policy suite contained in the existing Local Plan will have been reviewed.

On this basis it is evident that an application will have to be made to the Secretary of State in the March 2007 LDS submission to save existing policies if a local planning policy base is to be retained.

Evidence Base

In the new planning system, emphasis is placed on the provision of a sound evidence base to underpin and inform the development of policy. The Council itself collects and obtains from other sources a variety of types of information which will help to inform the policies within Local Development Documents. The following table details some of the main elements of information and documents held by the Council which are up-dated periodically.

Information/Evidence	Date	Proposed Action	Up-date
Urban Capacity Study	2003	This would have to be up-dated as part of the pre-production phase of the Housing land Allocations DPD	
Housing Land Availability	March 2005	Up-dated annually	
Housing Needs Survey (Affordable and Special Needs housing)	2002	This would have to be up-dated as part of the pre-production phase of the Housing land Allocations DPD	
Business and Industrial land Availability	March 2005	Up-dated annually	
2001 Census	2001	Up-dated every 10 years	
Off-Street Car Parking	2004	Some information collected annually.	

Information/Evidence	Date	Proposed Action	Up-date
Biological Heritage Sites Register	2005	Up-dated annually by LCC	
Indicative Floodplain Maps	2005	Up-dated annually by Environment Agency	
Listed Buildings Register		Up-dated periodically	
Register of Historic Parks and Gardens		Up-dated periodically	
Fylde Shopping Study	1994 Up-dated 1995	No immediate plans to up-date Will need to be up-dated before a future review of shopping policy.	
Town Centres	1998	There are plans to undertake a formal town centre health check within the next twelve months.	
Lancashire Shopping Study	2003	Produced on behalf of Lancashire County Council for key towns in the county.	
Housing Strategy	2004 – 2007	Will be up-dated before the expiry of the document.	
Tourism Strategy	2001	Runs 2001-2006 Possible amalgamation with the Economic Development Plan	
Parks and Open Spaces Strategy	2003 – 2007	No immediate plans to up-date Strategy contains proposals to undertake further work This will need to be undertaken before the Recreation and Open	

Information/Evidence	Date	Proposed Action	Up-date
		Space policies are reviewed.	
Sport and Recreation Strategy	1999 – 2004	A review of this is currently being considered	
Arts Strategy	2002 – 2006	No up-date is now being considered.	
Economic Development Plan	2000	Runs 2001-2004 Currently in need of Review Possible amalgamation with the Tourism Strategy.	
Local Housing Costs/ Local Incomes	2005	Up-dated quarterly	

Resources

Staff Resources

Fylde Borough Council is a relatively small partly rural district authority with corresponding staff resources. Specifically, the Development Plans Section currently has an establishment of two full time and one part time professional planning officers, and a monitoring officer.

The planning officers concerned will also be working on projects other than Local Development Documents, including the following normal activities undertaken by all local planning authorities: commenting on the plans of other councils, responding to consultations on national policy and the Regional Spatial Strategy and commenting to the development control section on the policy implications of certain planning applications.

The work associated with the preparation of the Local Development Framework will clearly need to be tailored to reflect these competing demands on staff time. One of the full-time posts is currently vacant and recent recruitment drives have not produced any positive response, reflecting the experience of many councils seeking to recruit qualified and experienced planning professionals. The Council acknowledges that the currently vacant post will need to be filled to progress the work programme to timetable over the next twelve months and the Council will maintain its endeavours in the process of recruitment.

On the basis of existing staff establishment over the next twelve months (assuming that the currently vacant post can be filled) it would be reasonable to expect that work could progress on:

- The Statement of Community Involvement
- The Business and Industrial Land Allocations DPD
- Preparation work on the Blackpool Airport: Area Action Plan
- The Residential Extensions SPD

Work on the Residential Extensions SPD would be undertaken in part by staff within the Development Control section.

Beyond the next 12 month period (i.e. from Spring 2007 or thereabouts) additional staff resources will be needed to progress the Core Strategy and the Housing Land Allocation Policies DPD. These documents will be commencing at the same time as the Business and Industrial Land Allocations DPD and the Blackpool Airport Area Action Plan are still under preparation. This issue will be addressed further in the March 2007 LDS submission.

The matter of staffing is commented upon further in the section on 'risk assessment'.

Progress on document preparation will be monitored against the timetables set out in the Local Development Document profiles, and appropriate action will be taken if significant slippage occurs. This may include re-appraisal of existing work programmes, re-prioritisation of work elements, and or the engagement of additional staff or consultants.

A re-assessment of the staffing situation will be undertaken in September 2006 based on progress made in relation to project milestones defined for the next twelve months.

Financial Resources

Like many councils in the north west Fylde Borough Council is tightly constrained in terms of its revenue budget. It is anticipated that the level of financial resources available in the next few years is not likely to be significantly increased. In particular, given the front-loaded nature of the LDF system, and the evidence based approach, the Council will rely to a large degree on Planning Delivery Grant to fund significant elements of LDF work.

Time Constraints

The timetables included in the LDD Profiles have been set having regard to current and anticipated future staff resources.

Risk Assessment

Part of the ethos of the new planning system is to utilise effective project management techniques to ensure, as far as possible, that stated timetables for document preparation are adhered to. However, there are a variety of circumstances which alone, or in combination, can conspire to delay the preparation process.

It is important that the Council (and the community and stakeholders) are aware of the possible risks to preparation so that the risks can be minimised or mitigation measures put in place in the case of delays being occasioned. The following table identifies some of the more likely risks that could prejudice document preparation and the mitigation measures that could be employed.

Risk	Mitigation
External Factors	
Legislation/Government Guidance Publication of legislation and related guidance can be delayed for various reasons.	Maintain close liaison with GONW Delay start of preparation until all relevant guidance is published Agree revised timetable with GONW if necessary.
GONW Staff resources at GONW are limited and all local planning authorities are starting work on LDFs at the same time. There is some possibility that delays in consultation responses by GONW could in turn delay work on the LDF.	Maintain close liaison with GONW Engage on consultation at the earliest possible opportunity
North West Regional Assembly Delays caused to the preparation of the review of RSS could occasion delays to the LDF.	Continue to prepare documents on the basis of existing plans i.e. Adopted RSS and Structure Plan.
Planning Inspectorate Delays could be caused either by failure to set an Inquiry/Hearing date at the requested time or by Inspector's Reports taking longer than expected.	Keep in touch with Inspectorate and advise them of requests for Inquiries at the earliest possible time.
Other External Bodies The new planning system involves more complex arrangements for consultation, engagement and evidence gathering. Failure on the part of other bodies to respond on time or to provide adequate responses which require subsequent clarification could cause significant delay to work programmes.	Programme work to accommodate the likely delays.

Internal Factors	
<p>Staffing</p> <p>The Local Plans staffing establishment consists of only two and a half (full time equivalent) professional planners and a monitoring officer. This is a low level of staffing taking into account the amount of work contained in the full programme. However, the Council is committed to recruiting the staff necessary to keep progress to timetable.</p> <p>Individual absences due to leave, personnel changes or sickness can take up a large proportion of the available staffing resource.</p> <p>The Council would highlight the difficulties being experienced by many councils in recruiting and retaining qualified and experienced planning professionals.</p>	<p>LDF timetables should be set on a realistic basis taking into account the staff resources available.</p> <p>Some elements of work can be undertaken by consultants.</p> <p>Difficulties of staff recruitment and retention may need to be addressed by the provision of improved terms and conditions.</p> <p>The need to monitor progress towards identified milestones and take effective actions to rectify any future difficulties in meeting timetables will be critical.</p>
<p>Political Direction/Management</p> <p>Changes in work priorities could have a harmful effect on work programmes, especially as staff resources are very limited.</p>	<p>Priorities in work programmes should be agreed internally.</p>

Monitoring and Review

Monitoring and review will be essential components of the new LDF system in two ways.

First of all, the new system lays significantly increased emphasis on the need to monitor the procedural arrangements and the time-tabling of document preparation. It is proposed to identify management timetables and charts for each LDD. The adoption of an effective project management approach will help to identify whether preparation is meeting published timetables. It will allow the Council the opportunity to take remedial action if timetables are not kept to.

Secondly, under the concept of plan, monitor and manage, the monitoring of policy implementation will be an essential part of the new process. This will help inform on whether particular policies are actually achieving the vision and objectives in the

Community Plan and the Core Strategy.

Both these elements will be reported on in the Council's 'Annual Monitoring Report' which is produced at the end of December each year.

Local Development Documents Profiles

Statement of Community Involvement

Document Details	
<u>Title:</u>	Statement of Community Involvement
<u>Role:</u>	To set out how the Council proposes to engage the community in respect of the preparation of Local Development Documents and the determination of planning applications.
<u>Status:</u>	Local Development Document
Timetable	
Scoping	June/July 2005
Reg 25 Consultation	November/December 2005
Reg 26 Participation	March/ April 2006
Consideration of representations. Reg 27	May/June 2006
Preparation and Submission of SCI Reg 28	Aug/Sept 2006
Consideration of representations. Reg 29	Nov/Dec 2006
Pre exam meeting	Jan 2007
Independent Examination	March 2007
Receipt of Inspector's Binding Report	May 2007
Adoption	July 2007

Schedule of Existing Policies Which Represent the Interim Core Strategy

Vision

This is set out in paras 2.1 – 2.4 of the Joint Lancashire Structure Plan 2001 - 2016.
The vision identifies:

- Emphasis on urban regeneration (Lytham St Annes is a Regeneration Priority Area) with development concentrated on town centres and inner urban areas;
- Recycling of brownfield land and less development on greenfield land;
- Urban renaissance to be matched by rural regeneration;
- Emphasis on development in Key Service Centres, villages and farms;
- Protection and enhancement of the landscape;
- Ultimate goals of:
 - ❖ Dynamic economy
 - ❖ Vibrant town centres
 - ❖ Higher quality residential areas
 - ❖ Improved accessibility by walking, cycling and public transport
 - ❖ Reducing congestion and pollution
 - ❖ Well managed countryside
 - ❖ Protected key environmental assets
 - ❖ A better place to live

Strategic Goals and Objectives

These are identified in Chapter 1 of the Fylde Borough Local Plan (pages 16 – 20).

General Locations for Strategic Development

JLSP Policy 1: General Policy

JLSP Policy 2: Main Development Locations (Lytham St Annes)

JLSP Policy 4: Development in Key Service Centres (Kirkham/Wesham)

JLSP Policy 5: Development Outside Principal Urban Areas, main Towns and Key Service Centres: (Villages and Countryside)

FBLP Policy SP1: Development Within Settlements (All settlements)

FBLP Policy SP2: Development in Countryside Areas

Key Transportation Proposals

JLSP Policy 8: Strategic Road Network and Proposed improvements (Heyhouses/M55 Link and Norcross/M55 Corridor)

JLSP Policy 9: Rapid Transport Systems in Regeneration Priority Areas (Blackpool/Lytham St Annes)

JLSP Policy 10: Rail and Bus Improvements (New Rail Station at Wrea Green/ Improved Rail/Bus Interchange at Kirkham)

FBLP Policy TR13: St Annes to M55 Link Road

Main Strategic Constraints to Development

JLSP Policy 6: Green Belts

JLSP Policy 12: Housing Provision

JLSP Policy 12: Business and Industrial Land Provision

JLSP Policy 23: The Coastal Zone

JLSP Policy 24: Flood Risk

FBLP Policy SP3: Development in Green Belt

FBLP Policies EP15 – 16: European/National Nature Conservation protection

FBLP Policy EP 20: Protection of Coastline.

FBLP Policies EP 23 – 28: Water Resources and Pollution

FBLP Policy EP 30: Development Within Floodplains.

Distribution of Development (Non-site specific)

Housing /Business and Industrial

JLSP Policy 1: General policy

JLSP Policy 2: Main Development Locations

JLSP Policy 4: Development in Lancashire's Key Service Centres

JLSP Policy 5: Development Outside Principal Urban Areas, main Towns and Key Service Centres: (Villages and Countryside)

Retail

JLSP Policy 16: Retail, Entertainment and Leisure Development

FBLP Policies SH13/14: Large Retail Stores

Local Development Documents Profiles

Core Strategy

Document Details	
<u>Title:</u>	Core Strategy
<u>Role:</u>	<p>To set out the key elements of the planning framework for the borough.</p> <p>To set out the long term spatial vision for the borough held by the Council and the community as expressed by the Local Strategic Partnership in the Community Plan.</p> <p>To represent strategic guidance for the other Local Development Documents of the Local Development Framework. It will be in general conformity with the Regional Spatial Strategy and will take account of other relevant plans and strategies, including the Community Plan.</p>
<u>Content:</u>	<p>The provision of a spatial strategy and a number of clear and concise core policies which will deliver the vision and provide strategic guidance to other Local Development Documents (and where relevant to other Council Strategies).</p> <p>The provision of policies on the general location for strategic development; key transportation proposals; the main constraints to strategic development and generic criteria based development control policies.</p> <p>A key diagram which will illustrate in diagrammatic form, the broad strategy for the area and if appropriate, the relationships with other strategies.</p>
<u>Status:</u>	Development Plan Document.
<u>Chain of Conformity:</u>	Will be in general conformity with national planning policy and the Regional Spatial Strategy. It will have regard to the vision, objectives and direction of the Community Strategy.
Geographic Coverage	The whole of the Borough of Fylde.
Timetable	
Pre-production	July - December 2007

evidence gathering.	
Scope sustainability appraisal.	
Consultation on Issues and Options (Regulation 25)	April – May 2008
Public participation on preferred options (Regulation 26)	July - August 2008
Formal Sustainability Appraisal Report on preferred options	
Submission of DPD to Secretary of State (Regulation 28)	March - April 2009
Pre-examination meeting	September 2009
Commencement of Examination	November 2009
Receipt of Inspector's Report	April 2010
Adoption	June 2010
Arrangements for Production	
Section to lead production.	Planning Policy Section of Fylde Borough Council
Management Arrangements	Management of the Core Strategy will be undertaken by the Planning Policy Manager. However, the timing of the DPD has been agreed with Blackpool and Wyre Borough Councils so that respective DPDs can be progressed in those areas broadly to the same time-scale.
Resources	Resources to be taken from existing Council budgets, including Planning Delivery Grant. Revenue growth bids will be submitted in financial year 2007/08.
Monitoring and	The DPD will identify the need to monitor planning

Review	applications which have implications for the policies contained within it to determine the effectiveness of policies. Specific monitoring arrangements for this DPD are considered below.
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Business and Industrial Land Allocation Policies DPD

Document Details	
<u>Title:</u>	Business and Industrial Land Allocation Policies DPD
<u>Role:</u>	To deliver the broader objectives and vision contained in the Core Strategy in respect of business and industrial land allocation taking into account the Regional Spatial Strategy and the Lancashire Structure Plan 2001-2016.
<u>Content:</u>	Will indicate policies for the allocation of land for business and industrial purposes and the retention of land currently in business and industrial use.
<u>Status:</u>	Development Plan Document
<u>Chain of Conformity:</u>	Will be in general conformity with national planning policy and the Regional Spatial Strategy. It will have regard to the Community Plan.
Geographic Coverage	The whole of the Borough of Fylde.
Timetable	
Pre-production evidence gathering. Scope sustainability appraisal.	Oct 2005 – June 2006
Consultation on Issues and Options (Regulation 25)	Nov – Dec 2006
Public participation on preferred options (Regulation 26) Formal Sustainability Report on preferred options	May – June 2007

Submission of DPD to Secretary of State. (Regulation 28)	January - February 2008
Pre-examination meeting	August 2008
Commencement of Examination	Nov 2008
Receipt of Inspector's Report	March 2009
Adoption	May 2009
Arrangements for Production	
Section to lead production.	Planning Policy Section of Fylde Borough Council
Management Arrangements	Management of the DPD will be undertaken by the Planning Policy Manager.
Resources	Resources to be taken from existing Council budgets, including Planning Delivery Grant. Revenue growth bids have been submitted to management team to cover major costs including Inquiries and plan printing.
Monitoring and Review	The DPD will identify the need to monitor planning applications which have implications for the policies contained within it to determine the effectiveness of policies. Where land allocations have been made, the rate of take-up of the allocations will be monitored.

Appendix 5

Local Development Document Profiles

Blackpool Airport Area Action Plan

Document Details	
<u>Title:</u>	Blackpool Airport Area Action Plan
<u>Role:</u>	To deliver the broader objectives and vision contained in the Core Strategy in respect of the development of the operational airport and surrounding area.
<u>Content:</u>	Will indicate policies for the development of the airport, arrangements for surface access, environmental improvements on main approaches and amendments to greenbelt boundaries.
<u>Status:</u>	Development Plan Document
<u>Chain of Conformity:</u>	Will be in general conformity with national planning policy and the Regional Spatial Strategy. It will have regard to the Community Plan.
Geographic Coverage	Blackpool Airport and environs.
Timetable	
Pre-production evidence gathering. Scope sustainability appraisal.	August 2006 – March 2007
Consultation on Issues and Options (Regulation 25)	Oct –Nov 2007
Public participation on preferred options (Regulation 26) Formal Sustainability Report on preferred options	February – March 2008
Submission of DPD to Secretary of State. (Regulation 28)	October – November 2008

Pre-examination meeting	May 2009
Commencement of Examination	August 2009
Receipt of Inspector's Report	January 2010
Adoption	March 2010
Arrangements for Production	
Section to lead production.	Planning Policy Section of Fylde Borough Council. If plan area includes land within Blackpool Borough Council, it will be necessary to enter into formal joint working arrangements.
Management Arrangements	Management of the DPD will be undertaken by the Planning Policy Manager. See above.
Resources	Resources to be taken from existing Council budgets, including Planning Delivery Grant.
Monitoring and Review	The DPD will identify matters that require monitoring.

Appendix 6

Local Development Document Profiles

Housing Land Allocation Policies DPD

Document Details	
<u>Title:</u>	Housing Land Allocation Policies DPD

<u>Role:</u>	To deliver the broader objectives and vision contained in the Core Strategy in respect of housing land allocation taking into account the Regional Spatial Strategy.
<u>Content:</u>	Will indicate policies for the allocation of land for housing and the securing of affordable housing through the private sector.
<u>Status:</u>	Development Plan Document
<u>Chain of Conformity:</u>	Will be in general conformity with national planning policy and the Regional Spatial Strategy. It will have regard to the Community Plan.
Geographic Coverage	The whole of the Borough of Fylde.
Timetable	
Pre-production evidence gathering. Scope sustainability appraisal.	January – June 2008
Consultation on Issues and Options (Regulation 25)	September – October 2008
Public participation on preferred options (Regulation 26) Formal Sustainability Report on preferred options	January – February 2009
Submission of DPD to Secretary of State. (Regulation 28)	September - October 2009
Pre-examination meeting	March 2010
Commencement of	May 2010

Examination	
Receipt of Inspector's Report	October 2010
Adoption	December 2010
Arrangements for Production	
Section to lead production.	Planning Policy Section of Fylde Borough Council
Management Arrangements	Management of the DPD will be undertaken by the Planning Policy Manager. However, the timing of the DPD has been agreed with Blackpool and Wyre Borough Councils so that respective DPDs can be progressed in those areas broadly to the same time-scale. Joint commissioning of background studies over the joint housing market area are also planned.
Resources	Resources to be taken from existing Council budgets, including Planning Delivery Grant. Revenue growth bids have been submitted to management team to cover major costs including Inquiries and plan printing.
Monitoring and Review	The DPD will identify the need to monitor planning applications which have implications for the policies contained within it to determine the effectiveness of policies. Where land allocations have been made, the rate of take-up of the allocations will be monitored.

Appendix 7

Local Development Document Profiles

Proposals Map

Document Details	
<u>Title:</u>	Proposals Map
<u>Role:</u>	To illustrate on an Ordnance Survey base map the extent of the areas to which those policies in the Land Allocation DPDs and location specific policies in the Core Strategy will apply.
<u>Content:</u>	All spatial policy allocations and designations made in DPDs, including the business and industrial land allocations and designations made in the Business and Industrial Land

	Allocation Policies DPD. The proposals map will also show the allocations and designations of the policies in the saved Fylde Borough Local Plan and, if relevant, in the Alterations Review of the Local Plan.
<u>Status:</u>	Development Plan Document
<u>Chain of Conformity:</u>	Expression of policies in other DPDs and saved adopted local plan.
Geographic Coverage	The whole of the Borough of Fylde.
Timetable	Will follow the timetables of other Development Plan Documents.
Arrangements for Production	
Section to lead production.	Planning Policy Section of Fylde Borough Council
Management Arrangements	Proposals map will be an illustration of other DPDs. The Proposals Map will be updated as each new DPD is adopted.
Resources	Resources to be taken from existing budgets, including Planning Delivery Grant. Revenue growth bids have been submitted to cover major costs including plan printing.
Monitoring and Review	Proposals Map will be an illustration of other DPDs.

Appendix 8

Local Development Documents Profiles

Residential Extensions SPD

Document Details	
<u>Title:</u>	Residential Extensions
<u>Role:</u>	To provide policy and design guidance to developers and householders in respect of residential extensions, including design standards, use of materials, and relationship of extensions to adjacent properties and the surrounding area.
<u>Content:</u>	Will indicate policies in respect of the above matters.

<u>Status:</u>	Supplementary Planning Document.
<u>Chain of Conformity:</u>	Will be in general conformity with national planning policy, and the Regional Spatial Strategy. It will have regard to the Community Plan.
Geographic Coverage	The whole of the Borough of Fylde. The SPD will be prepared in parallel with Blackpool BC and Wyre B C
Timetable	
Start of period of preparation, community involvement etc. Scope Sustainability Appraisal.	June – August 2006
Draft SPD issued for public consultation. Final Sustainability Appraisal Report (Regulation 17stage).	October – November 2006
LPA consideration of consultation responses.	December 2006 – January 2007
Adoption and Publication of SPD	February – March 2007
Arrangements for Production	
Section to lead production.	Development Control Sections of Fylde, Wyre and Blackpool Borough Councils.
Management Arrangements	This will be a formal jointly prepared SPD to provide common design advice on house extensions, across the three authorities. Immediate management would be undertaken by the development control managers of each authority. Joint working will probably involve a joint member steering group. The details of this have yet to be decided.
Resources	Resources to be taken from existing Council budgets, including Planning Delivery Grant.

Monitoring and Review	The SPD will identify the need to monitor planning applications for housing to determine the effectiveness of the policies contained within it.
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Schedule of Saved Supplementary Planning Guidance Notes

Policy for New Flat Development
Adopted June 1989
Linked to Policies HL5 and EP1

There are no current proposals to replace the SPG with SPD. The SPG will continue to supplement Policy EP1.

Land at Wesham Hospital Development Brief
Adopted 5th January 2000
Linked to Policy HL2

Proposals to redevelop part of the Wesham Hospital site are expected shortly. Once development of the permitted scheme has taken place, the SPG can be abandoned.

Land at Queensway Development Brief
Adopted 5th January 2000
Linked to Policy HL2

The planning application in respect of this site has been refused planning permission by the Secretary of State. The Council will take steps to formally abandon the SPG.

Queen Mary School Design Brief
Adopted 4th September 2002
Linked to Policies EP2 and EP4

Redevelopment of the school site is expected to commence shortly. Once development has taken place, the SPG can be abandoned.

Windows, Doors and Architectural Joinery
Adopted 6th February 2003
Linked to Policies EP1 and EP3

There are no current proposals to replace the SPG with SPD. The SPG will continue to supplement Policies EP1 and EP3.

Wimbourne Stables Development Brief
Adopted 10th April 2003
Linked to Policy SP2

There are no current proposals to replace the SPG with SPD. The SPG will continue to supplement Policy SP2.

New Housing Development

Adopted September 2004
Linked to Policy HL2

This SPG was formally abandoned on the adoption of the Fylde Borough Local Plan Alterations Review in October 2005.

Ribby Hall Development Brief Revised Version 1998
Adopted February 1998
Linked to Policy TREC 4

There are no current proposals to replace the SPG with SPD. The SPG will continue to supplement Policy TREC 4.

Policy for Shop Front Design Guide
Adopted September 2004
Linked to Policies EP1 and EP3

There are no current proposals to replace the SPG with SPD. The SPG will continue to supplement Policies EP1 and EP3.

St Annes Renaissance Design Guide
Adopted September 2004
Linked to EP1 and EP3

There are no current proposals to replace the SPG with SPD. The SPG will continue to supplement Policies EP1 and EP3.

The Conversion of Fylde's Traditional Farm Buildings
Adopted September 2004
Linked to Policies SP5 and SP6

There are no current proposals to replace this SPG.

606 Clifton Drive North (Revised Development Brief)
Adopted September 2004
Linked to Policies SP3, SP5, SP6, EP16 and EP20

Planning permission has been granted for this site and work has commenced. Once development has taken place, the SPG can be abandoned.

Land at Weeton Road, Wesham Development Brief
Adopted September 2004
Linked to Policy HL2

Planning permission has been granted for this site. Once development has taken place, the SPG can be abandoned.

Supplementary Planning Guidance Prepared By Lancashire County Council.

Landscape and Heritage (Draft)

Likely to be adopted 23rd February 2006

Linked to Policy 20 of the Joint Lancashire Structure Plan.

Access and Parking and Technical Appendix 2

Adopted 30th March 2005

Linked to Policy 7 of the Joint Lancashire Structure Plan.

[illegible]

Document Title	Stage	2005												2006												2007												2008												
Fylde Local Development Framework		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Core Strategy	Commencement of the preparation process																																																	
	Scope Sustainability appraisal																																																	
	Public Participation on Preferred options																																																	
	Formal Sustainability report on preferred options																																																	
	Submissions of DPD to Secretary of State																																																	
	Amend formal sustainability appraisal report																																																	
	Pre-Examination Meeting																																																	
	Receipt of Inspectors Report																																																	
	Adoption and publication																																																	
Housing Land Allocation Policies DPD	Commencement of the preparation process																																																	
	Scope Sustainability appraisal																																																	
	Public Participation on Preferred Options																																																	
	Formal Sustainability report on preferred options																																																	
	Submissions of DPD to Secretary of State																																																	
	Amend formal sustainability appraisal report																																																	
	Pre-Examination Meeting																																																	
	Commencement of examination																																																	
	Receipt of Inspectors Report																																																	
Residential Extensions SPD	Start of period of preparation																																																	
	Community Involvement.																																																	
	SA Scoping report and sustainability Appraisal																																																	
	Draft SPD issued for public consultation																																																	
	Final sustainability report																																																	
	Consideration of consultation responses																																																	
	Receipt of Inspectors Report																																																	
	Adoption and publication																		</																															

	Scoping
	Preparation of Documents
	SA Work
	Consultation on Documents
	Consideration of representations
	Public Participation
	Community Involvement
	Submission of Documents
	Pre-Exam Meeting
	Commencement of Independent Examination
	Receipt of Inspectors report
	Adoption of Documents

Programme Management for the Local Development Framework 2006/2007

Document Title	Stage	2009												2010											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Fylde Local Development Framework																									
Local Development Scheme	Preparation and Review																								
	Submission to SoS																								
Statement of Community Involvement (SCI)	Scoping																								
	Consultation and participation on draft SCI																								
	Consideration of representations																								
	Preparation and submission of SCI																								
	Consideration of representations																								
	Pre Examination Meeting																								
	Independent Examination																								
	Receipt of Inspectors report																								
Adoption & Publication																									
Business and Industrial Land allocation Policies DPD	Commencement of the Preparation Process																								
	Scope Sustainability appraisal																								
	Public Participation on preferred options																								
	Formal Sustainability report on preferred options																								
	Submission of DPD to Secretary of State																								
	Amend Formal sustainability appraisal report																								
	Pre-examination meeting																								
	Commencement of examination																								
	Receipt of Inspectors Report																								
Adoption and Publication																									
Airport - Blackpool Airport - Area Action Plan	Commencement of the preparation process																								
	Scope Sustainability appraisal																								
	Public Participation on preferred options																								
	Formal Sustainability report on preferred options																								
	Submissions of DPD to Secretary of State																								
	Amend formal sustainability appraisal report																								
	Pre-Examination Meeting																								
	Commencement of examination																								
	Receipt of Inspectors Report																								
Adoption and publication																									

Programme Management for the Local Development Framework 2006/2007

Appendix 10

Document Title	Stage	2009												2010											
Fylde Local Development Framework		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Core Strategy	Commencement of the preparation process																								
	Scope Sustainability appraisal																								
	Public Participation on preferred options																								
	Formal Sustainability report on preferred options																								
	Submission of DPD to Secretary of State																								
	Amend formal sustainability appraisal report																								
	Pre-Examination Meeting																								
	Commencement of the examination																								
	Receipt of Inspectors Report																								
	Adoption and publication																								
Housing Land Allocation Policies DPD	Commencement of the Preparation Process																								
	Scope Sustainability appraisal																								
	Public Participation on preferred options																								
	Formal Sustainability report on preferred options																								
	Submission of DPD to Secretary of State																								
	Amend Formal sustainability appraisal report																								
	Pre-examination meeting																								
	Commencement of examination																								
	Receipt of Inspectors Report																								
	Adoption and Publication																								
Residential Extensions SPD	Start of period of preparation.																								
	Community Involvement.																								
	SA Scoping report and Sustainability Appraisal																								
	Draft SPD issued for public consultation																								
	Final sustainability report																								
	Consideration of consultation responses																								
	Receipt of Inspectors Report																								
	Adoption and publication																								

	Scoping
	Preparation of Documents
	SA Work
	Consultation on Documents
	Consideration of representations
	Public Participation
	Community Involvement
	Submission of Documents
	Pre-Exam Meeting
	Commencement of Independent Examination
	Receipt of Inspectors report
	Adoption of Documents

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