



Dear Councillor,

**CENTRAL LANCASHIRE LOCAL DEVELOPMENT FRAMEWORK JOINT
ADVISORY COMMITTEE - TUESDAY, 24TH SEPTEMBER 2013**

The next meeting of the Central Lancashire Local Development Framework Joint Advisory Committee is to be held on Tuesday, 24th September, 2013 at Preston City Council commencing at 5.30 pm.

The Agenda and accompanying reports for consideration at the meeting are enclosed. The agenda papers are being sent to both appointed and substitute Members. Any appointed Members who cannot attend on Tuesday, 24th September, 2013 is asked to first contact their substitute to see if he or she can attend instead. Then please contact Julie Grundy on 01772 906112 or via email (j.grundy@preston.gov.uk) to give apologies and indicate whether the substitute will be attending.

The agenda and accompanying reports for consideration at the meeting are enclosed.

The agenda papers are being sent to both appointed and substitute Members. Any appointed Member who cannot attend on 24 September 2013 is asked to first contact their substitute to see if he or she can attend instead. Then please contact Julie Grundy either by telephone or email at the address below to give their apology with an indication of whether the substitute Member will attend.

Yours sincerely

Gary Hall
Chief Executive of Chorley Council

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Democratic and Member Services Officer
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Distribution

All members of the Central Lancashire Local Development Framework Joint Advisory Committee

Councillors

Councillors Dennis Edgerley (Chorley Council), Harold Heaton (Chorley Council), Paul Walmsley (Chorley Council), Neil Cartwright (Preston City Council), Bill Shannon (Preston City Council), Councillor John Swindells (Preston City Council), Councillor Joseph Hughes MBE (South Ribble Borough Council), Jon Hesketh (South Ribble Borough Council), Councillor Caroline Moon (South Ribble Borough Council) and County Councillor Michael Green (Lancashire County Council).

Substitute Councillors:

Peter Pringle (Preston City Council), Councillor Julie Buttle (Preston City Council), Brian Rollo (Preston City Council) and Mark Perks (Lancashire County Council)

Officers:

Steve Brown, Lesley-Ann Fenton (Director of Partnerships, Planning and Policy), Jennifer Moore (Head of Planning), Chris Moister (Head of Governance), Chris Hayward (Assistant Director (Chief Planning Officer), Preston City Council), Mike Nuttall (Chief Executive, South Ribble Borough Council), John Dalton (Director of Planning and Housing, South Ribble Borough Council), Steve Browne (Director of Strategy and Policy, Lancashire County Council) and Cathryn Filbin (Democratic and Member Services Officer).

AGENDA

1. **Appointment of Chair for the Meeting**

2. **Welcome by Chair and Introductions**

3. **Apologies for absence**

4. **Minutes of the last meeting (Pages 5 - 8)**

To confirm the minutes of the meeting held in Chorley on 27 March 2013.

5. **Joint Advisory Committee Terms of Reference**

To advise on a review of the terms of reference (report to follow).

6. **Gypsy, Traveller and Travelling Showpeople's Accommodation Assessment (Pages 9 - 14)**

To advise members on work undertaken in relation to this topic (minute 34 of 27 March 2013 refers) (report enclosed).

7. **City Deal II**

A verbal update will be given on progress made with the City Deal II bid.

8. **Central Lancashire Highways and Transport Masterplan Implementation**

A verbal update will be given on this item.

9. **Community Infrastructure Levy**

A verbal update will be given on this item.

10. **Local Plans Progress**

A verbal update will be given on this item.

11. **Any other item(s) that the Chair decides is/are urgent**

12. **Dates of Future Meetings**

The next meeting of the Committee will be held at 5.30 pm on Tuesday 17 December 2013 at South Ribble Borough Council Offices.

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**Central Lancashire Local Development Framework
Joint Advisory Committee**

Wednesday, 27 March 2013

Present:

Councillor Dennis Edgerley (Chair), Chorley Council
Councillor Neil Cartwright, Preston City Council
Councillor Bill Shannon, Preston City Council
Councillor Brian Rollo, Preston City Council
Councillor Joseph Hughes MBE, South Ribble Borough Council
Councillor Jon Hesketh, South Ribble Borough Council

Also in attendance:

Officers in attendance:

Steven Brown, Central Lancashire LDF Coordinator
Lesley-Ann Fenton, Director of Partnerships, Planning and Policy, Chorley Council
Peter McAnespie, Policy and Design Team Leader
Chris Hayward, Assistant Director (Chief Planning Officer), Preston City Council
Mike Molyneaux, Planning Policy Manager, Preston City Council
John Dalton, Director of Planning and Housing, South Ribble Borough Council
Helen Hockenhull, Planning Manager, South Ribble Borough Council
Marcus Hudson, Director of Strategy and Policy, Lancashire County Council
Cathryn Filbin, Democratic and Members Services Officer, Chorley Council

13.LDFJAC.38 APPOINTMENT OF CHAIR FOR THE MEETING

RESOLVED – That Councillor Dennis Edgerley of Chorley Council be appointed as Chair for this meeting.

13.LDFJAC.39 WELCOME BY CHAIR AND INTRODUCTIONS

The Chair welcomed everyone to the meeting and invited those present to introduce themselves.

13.LDFJAC.40 APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillor Harold Heaton (Chorley Council), Councillor Paul Walmsley (Chorley Council), Councillor Alistair Bradley (Chorley Council), Councillor John Swindells (Preston City Council) County Councillor Michael Green (Lancashire County Council) and County Councillor Mark Perks (Lancashire County Council).

13.LDFJAC.41 MINUTES

RESOLVED – That the minutes of the meeting of the Central Lancashire Local Development Framework Joint Advisory Committee held on 6 December 2012 be confirmed as a correct record and signed by the Chair.

13.LDFJAC.42 CENTRAL LANCASHIRE LDF JOINT ADVISORY COMMITTEE - FUTURE MEETINGS

The Central Lancashire LDF Team submitted a report which proposed reducing the number of annual meetings from four to two with the proviso that additional meetings could be arranged as and when required to consider unforeseen business.

The two dates proposed were Tuesday, 24 September 2013 and Wednesday, 26 March 2014.

Members of the Committee debated the benefits for and against reducing the number of meetings to two per annum.

RESOLVED – That the number of meetings held per annum would be reduced to three and that the dates 24 September 2013 and 26 March 2014 be confirmed with the third meeting being held in December 2013, with the proviso that additional meetings could be arranged as and when required.

(Since the Committee meeting the date of the December meeting has been confirmed as 17 December 2013.)

13.LDFJAC.43 LOCAL PLAN SITE ALLOCATIONS

District Councils updated the meeting on the progression of their individual Council's Local Plan site allocations.

- The Planning Manager from South Ribble Borough Council advised that the Council's Local Plan Independent Examination was held from 5 - 14 March 2013. There was a general feeling that it was a positive examination and that there was an expectation of a good outcome but that additional policies would be required. The draft bio-diversity policy was due to be published for consultation. The outcome of the consultation, were applicable, would be addressed within the Inspectors final report. As a result it was anticipated that the Inspectors report would be delayed slightly and that the adoption of the Local Plan would now be September 2013.

One area of concern for the Inspector was the lack of an up to date Gypsy, Travellers and Travelling Showpeople Study. South Ribble Borough Council were committed to undertake a study by Spring 2015 and put forward a motion that a report to look at the options and benefits of joint working to prepare a study into the need for permanent and transient gypsies and travellers sites and travelling showpeople sites be presented at the next Committee meeting for consideration.

- Chorley Council's Policy and Design Team Leader advised that the Local Plan Independent Examination was due to commence on 23 April 2013 and scheduled to last three weeks. Matters raised by the Inspector, Dr Sheila Bussy, related mainly to the proposed allocations of housing and employment land, the soundness of the plan including its conformity with legal regulations, and the issue of alignment with supplementary planning documents. In relation to the gypsy and travellers accommodation, the Inspector would examine whether or not she considered the evidence provided in support of the Core Strategy to still be robust. The Inspector also wished to discuss the forthcoming CIL charging regime. Chorley

Council and representors responded to these matters and a number of Examination changes have been proposed in order to make the plan sound. Those changes and others proposed by the Inspector in order to make the plan 'sound' would be subject to a consultation period of six weeks at the close of the Independent Examination.

- Preston City Council's Planning Policy Manager advised that the Local Plan Site Allocation 'Publication draft' would be available in May 2013 and were expecting the examination to take place in autumn 2013. The City Centre Action Plan 'Preferred options' document would be available June or July following which there would be a consultation period lasting up to September 2013. The consultation on the final version of the Plan would take place November or December 2013 which would be submitted to the Secretary of State after for examination which was expected to take place during the summer of 2014. The DPD for North Preston Masterplan deadline was September 2013 to tie in with the Local Plan Site Allocations Independent Examination.

RESOLVED – That the updates be noted and that a report be prepared for the next Committee meeting which would look at the options and benefits of working jointly to prepare a study into the need for permanent and transient gypsies and travellers sites and travelling showpeople sites.

13.LDFJAC.44 COMMUNITY INFRASTRUCTURE LEVY

The Central Lancashire LDF Coordinator advised Members of the Committee that Simon Berkeley had been appointed Inspector for the Community Infrastructure Levy Draft Charging schedules examination which had been scheduled to take place on 23 April 2013 for a full day and a half day on 24 April 2013 both days commencing at 9.30am at the Tickled Trout Hotel, Samesbury, Preston.

The examination would take the form of a structured roundtable meeting with interested parties being invited to attend.

Following the examination the Inspector would issue a decision letter which would say if he felt the schedules were sound and if not what could be done to make them sound. After which the District Councils would need to adopt the final schedules at their respective Council meetings.

RESOLVED - That the update be noted.

13.LDFJAC.45 SUPPLEMENTARY PLANNING DOCUMENTS

Members of the Committee were advised that the consultation on the Open Space and Playing Pitch Supplementary Planning Document expired on the 13 March 2013.

There were 20 respondents the comments of which can be viewed on the Central Lancashire website. Before finalising the SPD a statement had to be displayed on the websites for four weeks which stated:

- Who was consulted?
- The main issues raised and how they had been addressed in the final document.

13.LDFJAC.46 LANCASHIRE COUNTY COUNCIL HIGHWAYS AND TRANSPORT MASTER PLAN

The Director of Strategy and Policy from Lancashire County Council provided an update on the Highways and Transport Master Plan. As part of the consultation process, which ran for six weeks between January and February 2013, officers met representatives from the three District Councils collectively and individually. The consultation expired on the 25 February 2013, the result of which endorsed the County Council's preferred option to 'Improve and extend'. Comments received as part of the consultation were evaluated, and addresses appropriately. Since the end of the consultation the Transport Master Plan had been approved, published and was signed off in mid-March 2013.

Members of the Committee noted that a number of schemes had been brought forward as a result of the consultation which included the northern section of the Broughton Bypass which had been brought forward by three years, and the design for Penwortham Bypass/A528 improvements which would commence immediately. There was no commitment to build the new Ribble Bridge at the start of the scheme with work expected to commence in the next two years as there was a need to be mindful of the impact the HS2 could have on the Ribble Bridge as the final route for the HS2 had not been confirmed with the route detailed in the Master Plan only being the optimum route at this stage.

A sizeable amount of funding had already been secured for the projects, but that governance arrangements relating to CIL still needed to be drawn up and a strategy for the collection and delivery implemented.

Members of the Committee discussed various aspects of the Master Plan and welcomed the news that a number of projects had been brought forward.

RESOLVED – That the update be noted.

13.LDFJAC.47 ANY OTHER ITEM(S) THAT THE CHAIR DECIDES IS/ARE URGENT

The Royal Town and Planning Institute would be celebrating its centenary in 2014 and to commemorate it the Institute believe that there should be a celebration of the achievements of new, planned communities such as Central Lancashire and to this end they would like to present a special certificate honouring the achievements of Central Lancashire. They are seeking feedback from the communities as to the factors that had made them a success and also the participation of schools and colleges in a competition thinking about the future needs of their town. Further information would be provided at the next Committee meeting.

Chair



Report of	Meeting	Date
Chorley Council - Director of Partnerships, Planning and Policy	Central Lancashire LDF Joint Advisory Committee	24 th September 2013

GYPSY, TRAVELLER & TRAVELLING SHOWPEOPLE'S HOUSING NEEDS ASSESSMENT

PURPOSE OF REPORT

1. To provide details on the Gypsy, Traveller and Travelling Showpeople accommodation needs assessment (GTAA) for the Central Lancashire Authorities – Preston, Chorley and South Ribble currently being undertaken.

RECOMMENDATION(S)

2. To note the report.

EXECUTIVE SUMMARY OF REPORT

3. This report provides background information on the GTAA currently being undertaken for Chorley, South Ribble and Preston. The assessment was commissioned in July 2013 and is expected to take approximately six months to complete with interim findings expected in September 2013. The study will be used to evidence the policies and proposals of the Local Plans by the three authorities and related development plan documents for the specified plan period. Where 'Local Plan' is referred to, this relates to the LDF development plan documents

Confidential report Please bold as appropriate	Yes	No
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REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

4. To provide an up to date assessment of the Gypsy, Traveller and Travelling Showpeople's housing needs in the Central Lancashire area, the findings of which will inform the approach taken in the development of their respective Local Plans and related development plan documents.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

5. None.

BACKGROUND

6. The current GTAA which commenced in 2006, was published in May 2007 and covers a 10 year period to 2016. This information was used to evidence the Central Lancashire Core Strategy which was found sound and adopted by the three respective Council's in July 2012. All three Councils are currently progressing their Local Plan to adoption and commissioning a new GTAA will enable them to determine whether there is a need for any additional pitch and plot provision in the area. This will inform the development of the Local Plans by the three authorities as appropriate.

COMMISSIONING/PROGRESSING THE GTAA

7. It was agreed by all three Council's at the last Central Lancashire Local Development Plan Joint Advisory Committee in March 2013 to look at the options and benefits of working jointly on a new GTAA for the Central Lancashire area. Since that meeting the Councils (respective portfolio members) agreed to progress the study.
8. Following informal soundings of potential providers and knowledge of GTAAs undertaken by other authorities a study brief was drawn up and tenders were invited via 'the chest'. Seven consultants tendered for the study and each was evaluated using the methodology outlined below.
9. The brief/contract requires the production of interim results by late September and a final report in December 2013. The information gained by the study will assist in deriving policies and proposals as appropriate, which will support an equality of approach to the planning of housing across all communities within the Central Lancashire Area.

EVALUATION METHODOLOGY

10. The tenders were assessed in accordance with the following evaluation criteria:

Stage 1

11. Bidders completed a Qualification Questionnaire which was evaluated on a PASS/FAIL basis.

Stage 2

12. The evaluation criteria for Stage 2 was as follows:

Cost: 20 % of the overall score

The lowest total cost was awarded the full 20% score. Other bids were awarded a score pro-rata to this using the following formula: $\text{Lowest Total Cost} / \text{Total Individual Bid Cost} \times 20$

Quality: 80% of the overall score as detailed below.

Ref	Criteria	Maximum Potential Score	Weighting	Total Maximum Potential Score
(a)	The Consultant's relevant experience in undertaking similar studies, including referees	5	5	25
(b)	Details of how the Consultant proposes to address the requirements of the brief	5	6	30

(c)	Full details, CV's, skills and experience of the lead consultant and all other staff who would be responsible for undertaking the work, including what time they will attribute to it and when. To include details of any work which is proposed to be sub-contracted and to whom.	5	3	15
(d)	Whether the Consultant can meet the proposed timetable, or if not, the reasons why and the suitability and content of the alternative proposed timetable	5	2	10
(e)	Further information has been set out as to what the Consultant would expect the Steering Group to provide at the inception meeting			For information only

All responses were assessed using the following scoring methodology:

0	No response
1 Inadequate	Significant indications that proposal lacks certain requirements in this area to achieve the required standard of service delivery / information totally inadequate
2 Concerns	Some concerns that proposal may lack certain requirements in this area to achieve the required standard of service delivery
3 Minor Concerns	Information indicating potential to deliver outcomes with minor concerns
4 Potential	Information indicating potential to deliver outcomes
5 Capable	Comprehensive and strong information indicating proposal capable of delivering outcomes to required standard with added benefits

COST & QUALITY SCORES

	Cost	Quality	Total
Community Innovations Enterprise LLP	12.3	31	43.3
Opinion Research Services	11.2	74	85.2
Ottaway Strategic Management	10.52	64	74.52
RRR Consultancy	20	50	70
Renaissance	10.51	52	62.51
UCLAN	10.51	55	65.51
Arc 4 Ltd	10.85	80	90.85

13. The final cost and quality evaluation for all the tender submissions received is set out above.
14. The two top scoring consultants, Arc 4 Ltd and Opinion Research Services were invited for a clarification interview during which their scores were verified.
15. Arc 4 Ltd were the highest scoring consultancy and were therefore offered the contract which was formally awarded in July 2013.
16. The cost for the study is £19,372.25 which is to be split equally between the three authorities.

17. The study is being progressed in accordance with the timetable set out below.

GTAA Study Timetable

Brief on Chest	7th June 2013
Deadline for Tender Submissions	28th June 2013
Clarification Interviews	W/C 15/7/13 Interviews were held on 22/7/13. Consultants appointed 24/7/13
Inception Meeting	Week 1 01/8/13
Phase One – Literature and Information Review	Weeks 1- 4 22/7/13 – 16/8/13
Phase Two – Stakeholder Interviews	Weeks 4 – 7 15/8/13 – 6/9/13
Interim Report published and agree Traveller Survey Methodology with project group [inc meeting with steering group]	Weeks 7 – 8 2/9/13 – 13/9/13
Phase Three – The Traveller Survey	Weeks 8 – 14 9/9/13 – 25/10/13
Phase Four – Write Report	Weeks 14 – 18 21/10/13 – 22/11/13
Draft Report provided [meeting with steering group]	Week 18 18/11/13
Local Authorities to comment on Draft Report	Weeks 18 – 19 18/11/13 – 25/11/13
Final Report	Weeks 20 – 21 2/12/13 – 13/12/13
Disseminate Results	Week 22 16/12/13

18. To date, phases one and two have been completed and the interim report is expected on 20th September.

NEXT STAGES

19. On completion of the study, Chorley and South Ribble Council's will submit it to their Local Plan Inspectors and undertake a sixweek public consultation on the final study, and issues and options including the identification of any site or sites for allocation should a need be identified.
20. The results of the consultation will then be submitted to their Inspectors which will allow a reconvening of their respective Local Plan Examinations and progression of their Local Plans to adoption.
21. Preston Council will use the study to inform their emerging Local Plan.

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