



Date: 23 August 2018
Your reference :
Our reference : LAS/JG
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**To: Members and Substitutes of
The Central Lancashire Strategic Planning Joint Advisory Committee**

cc Four Chief Officers and LDF Joint Team

Dear Sir/Madam

Central Lancashire Strategic Planning Joint Advisory Committee - 4 September 2018

The next meeting of the Central Lancashire Strategic Planning Joint Advisory Committee is to be held on Tuesday, 4th September, 2018 in Room A, Ground Floor, Town Hall, Preston 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 Member who cannot attend on Tuesday, 4th September, 2018 is asked to first contact their substitute to see if he or she can attend instead. Then please contact Zuber Bapu on 01772 906309 or via email (z.bapu@preston.gov.uk) to give apologies and indicate whether the substitute will be attending.

Yours faithfully

Ally Brown

Director of Corporate Services

**Central Lancashire Strategic Planning Joint Advisory Committee
Tuesday, 4 September 2018**

AGENDA

1 Appointment of Chair for the Meeting

Nominations are invited to appoint a Chair of the Central Lancashire Strategic Planning Joint Advisory Committee for this meeting.

2 Welcome by Chair and Introductions

- Fire Procedures / Mobile Phones / Rest Rooms
- *“Members of the public, committee members and officers are reminded that under The Openness of Local Government Bodies Regulations 2014, the press and public may film, audio record, photograph and use social media whilst the meeting is in progress, for Part A items only, and as long as no disruption is caused to the meeting. Anyone filming is asked to focus their attention on elected members rather than other visitors”. (To be read out if visitors present).*

3 Apologies for absence

To receive apologies for absence.

4 Notification of Substitute Members (if any)

5 Declarations of Interests

To receive any declarations of interest from Members.

6 Minutes of the last meeting (Pages 1 - 4)

To confirm the minutes of a meeting of the Central Lancashire Strategic Services Joint Advisory Committee held on 3 April 2018, as a correct record.

7 Central Lancashire Local Plan Review Update (Pages 5 - 8)

Report enclosed.

8 Central Lancashire Local Plan: Call for Sites Update

A verbal update will be given on this item.

9 **Proposal to Undertake a Central Lancashire Gypsy Traveller Area Assessment**

A verbal update will be given on this item.

10 **Proposal to Undertake a Central Lancashire Strategic Flood Risk Assessment**

A verbal report will be given on this item.

11 **Retail Study Update**

A verbal report will be given on this item.

12 **Transport Study Proposal**

A verbal update will be given on this item.

13 **City Deal Update**

A presentation will be given on this item.

14 **Dates and venue of next meeting**

The next scheduled meetings of the Committee were previously agreed as follows:-

Tuesday 13 November 2018 at Chorley Council

Tuesday 29 January 2019 at Preston City Council

Tuesday 26 March 2019 at South Ribble Borough Council

Members of the Committee are requested to further consider the above dates and venues and identify any changes necessary.

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MINUTES OF Central Lancashire Strategic Planning Joint Advisory Committee

MEETING DATE Tuesday, 3 April 2018

MEMBERS PRESENT: Councillor Alistair Bradley (Chair), and Councillors Paul Walmsley, Neil Cartwright and Jon Hesketh

OFFICERS:

Mark Lester	– Director of Business, Development and Growth (Chorley Borough Council)
Zoe Whiteside	– Head of Strategic Development (Chorley Borough Council)
Alison Marland	– Principal Planning Officer (Chorley Borough Council)
Chris Hayward	– Director of Development (Preston City Council)
Chris Blackburn	– Senior Planning Officer (Preston City Council)
John Crellin	– (Preston City Council)
Jonathan Noad	– Planning Manager (South Ribble Borough Council)
Steve Brown	– (South Ribble Borough Council)
Emma Prideaux	– (Lancashire County Council)
Keith Molloy	– Enterprise Manager (South Ribble Borough Council)

APOLOGIES: Councillors Martin Boardman, Clifford Hughes MBE and Michael Green

1. Appointment of Chair for the Meeting

Decision: That Councillor Alistair Bradley be appointed Chair for the meeting.

2. Welcome by the Chair and Introductions

The Chair, Councillor Alistair Bradley, welcomed everyone to the meeting and asked those present to introduce themselves.

3. Apologies for absence

Apologies for absence were submitted on behalf of Councillor Martin Boardman (Chorley Council), County Councillor Michael Green and Councillor Clifford Hughes (South Ribble Borough Council).

4. Minutes of the Last Meeting

Decision: That the minutes of the Central Lancashire Strategic Planning Joint Advisory Committee meeting held on 30 January 2018 be approved as a correct record.

5. Declarations of Any Interests

There were no declarations of interests received.

6. National Planning Policy Framework

Zoe Whiteside (Development and Regeneration Manager, Chorley Council) presented the report which provided members with an overview of the consultation proposals within the draft National Planning Policy Framework (NPPF) published on 5 March 2018.

The direction of travel for these policies is very much about accelerating house building and achieving sustainable development which includes economic, social and environmental objectives. There is the new requirement for authorities to review plan policies every five years following the date of adoption, with updates, if necessary, to reflect changing circumstances. Local plans must address strategic priorities of an area looking ahead over a minimum of 15 years from adoption.

Members considered the different areas of the NPPF. It was noted that not all areas have a Neighbourhood Plan. The figures relating to the housing delivery test are subject to agreement and a future discussion will be required on the commitment to these numbers.

Decision: That the report be noted.

7. Supporting Housing Delivery through Developer Contributions - Summary Overview

Alison Marland (Principal Planning Officer, Chorley Council) presented the report which informed Members of the MHCLG's consultation on "Supporting housing delivery through developer contributions" this proposes changes to the Community Infrastructure Levy and Section 106 Planning Obligations.

The reforms proposed are: reducing complexity and increasing certainty, supporting swifter development, increasing market responsiveness and improving transparency and increasing accountability.

Members noted this is positive in respect of viability assessments, although the assessments will need to be thorough. As these will be done in advance there is the potential that the assessments will be out of date.

Decision: That the report be noted.

8. Central Lancashire Employment and Skills Supplementary Planning Document

Jonathan Noad, (Director of Planning and Property, South Ribble Borough Council), presented the report which sought the support of the Joint Advisory Committee for a submission to the Construction Industry Training Board of an application for the approval of Client Based Approach Status.

The adoption of the CITB Client Based Approach would not be prescriptive and applicants working on sites which trigger the SPD Employment and Skills requirements may choose not to adopt the approach and to implement, monitor and report through their own processes.

Decision: Approval granted for the submission to the Construction Industry Training Board of an application for the approval of Client Based Approach Status.

9. Local Plan Review Update

Zoe Whiteside (Development and Regeneration Manager, Chorley Council) gave an update. A bid has been submitted to the government for £250,000 towards the review. Four positions were advertised and shortlisting will be undertaken this week with interviews scheduled for 20 April.

Officers would be meeting to discuss arrangements early May to resolve issues relating to governance and ICT.

Mark Lester (Director (Business, Development and Growth), Chorley Council) suggested that a proposal be brought to the next meeting to consider how the Central Lancashire authorities can work together on their economic strategies.

Decision:

- 1. To note the progress on the Local Plan review**
- 2. To consider how the Central Lancashire authorities can work together on their economic strategies at the next meeting.**

10. Central Lancashire Local Development Scheme

Zoe Whiteside (Development and Regeneration Manager, Chorley Council) presented a report which set out the contents of the draft Central Lancashire Local Development Scheme (LDS).

This is a statutory document which councils are required to publish on their websites, and identifies new planning policy required, and how and when these are to be prepared. Each Council will need to take this document through their respective decision making processes.

Members noted the high level programme for the review of the Central Lancashire Local Plan.

Decision: That the report be noted.

11. City Deal Update

Chris Hayward (Director of Development, Preston City Council) gave an update.

Agreement has been reached with LCC to assemble three parcels of land required. A number of partners are contributing to the cost of this. Compulsory purchase orders have been submitted and work is expected to commence on site in November 2019.

Works to Preston City Centre is almost complete, including Fishergate to the bus station and the bus station and car park.

Consultation was complete in relation to the Broughton corridor and works were now at detailed design stage.

Works to the Penwortham bypass and Bamber Bridge town centre are ongoing.

Members were also updated on the ongoing consultation regarding the Open Space, Playing Pitches and Recreation Strategy. The consultation will form the evidence base for the new strategy. The assessment report is expected in July, with recommendations in September.

Decision: That the report be noted.

12. Dates of Future Meetings

- 5 June 2018 at 5.30 pm
- 4 September 2018 at 5.30 pm
- 13 November 2018 at 5.30 pm
- 29 January 2019 at 5.30 pm
- 26 March 2019 at 5.30 pm



Report of	Meeting	Date
Central Lancashire Planning Policy Officers	Central Lancashire Strategic Planning Joint Advisory Committee	4.9.18

CENTRAL LANCASHIRE LOCAL PLAN REVIEW UPDATE

PURPOSE OF REPORT

1. To provide the Joint Advisory Committee with an update regards progress on the Central Lancashire Local Plan Review.

RECOMMENDATION(S)

2. To note the contents of the report.

EXECUTIVE SUMMARY OF REPORT

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

(If the recommendations are accepted)

3. N/A.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

4. None.

BACKGROUND

5. A commitment was made by the three Councils of Chorley, Preston and South Ribble in November 2017 to undertake a joint review of the Central Lancashire Core Strategy (strategic policies including housing requirement policy 4) and to include /amalgamate the three local plan (local development policies including site allocations) into that process in order to reduce significant resource burden of undertaking two public examinations.
6. A staffing structure and headline programme was developed by Chorley and approval was sought from each respective council to commit to the partnership, including entering into a formal partnership agreement (the memorandum of intent) and jointly funding the team and required evidence and public inquiry costs.
7. This paper provides a short update on progress on that work and regular updates will be

provided as the programme progresses.

STAFFING

8. The staff appointed so far include the Central Lancashire Local Plan Technical Officer, James Hoskinson, who started on 2/7/18 and the Two Central Lancashire Local Plan Policy Officers, Tom Wiggans and Johndaniel Jaques, who started on 16/7/18. These three officers have hit the ground running and already the programme is making good progress.
9. We have struggled to recruit to the Central Lancashire Local Plan Coordinator post (the manager of the team) with two rounds of recruitment completed so far and so this work is currently being absorbed by the Planning Policy, Housing and Open Space Manager at Chorley.
10. We are advertising for a third time with a further enhanced market supplement of £8,000 pa on the salary, in order to attract the right candidate and it is being promoted both in Jobs Go Public and Planning Resource. The advert expires on 2nd September 2018 (extended due to leave and the holiday period). In the event that the post is not recruited to, we will need to reconsider options which may include using planning consultancy.

GOVERNANCE

11. A governance structure for the partnership has been established and there is a programme of regular meetings underway of the Steering Group (comprising the Directors, LCC representation and other managers) and the Local Plan Officers meeting (managers and officers of the three councils plus LCC).
12. A draft Memorandum of Intent has been developed by Chorley officers and circulated to the three partner councils for comment and is now with each respective legal team for input. It is intended that a final agreed version of the partnership agreement will be signed off by all councils before December 2018, in accordance with each respective standing orders.
13. Linked to the new NPPF and the Housing Delivery Test, there is a need to develop a Statement of Common Ground, which builds on the MOU developed and agreed last year (as part of the Pear Tree planning appeal which relied heavily on that document and was subsequently dismissed). The Statement of Common Ground is required by the NPPF to set out the strategic matters to be discussed and agreed across local authority boundaries and for Central Lancashire, it will go a step further and be used to consolidate the agreement to agree to a redistribution of the housing requirement (or new Local Housing Need figure). This will be subject to the three councils agreeing to this.

DELIVERY OF THE PROGRAMME: ACTIONS COMPLETED SO FAR

- Recruitment and induction of the team (including training on procurement, Modgov, CIL, affordable housing policies, open space policies).
- Development of the Central Lancashire Local Plan Website –
<https://centrallocalplan.lancashire.gov.uk/>
- Development and launch of the 'Call for Sites' process including the online form, the publicity and communications strategy. The online form was tested by the team and publicity designed and distributed in accordance with the council's statements of community involvement.
- Engaged with the home teams and the respective customer service teams and

communication departments.

14. Work is underway to develop a comprehensive programme for the review of the Local Plan; the Technical Officer working with the Planning Policy, Housing and Open Space Manager has created a working Excel sheet which includes all the activities required for the Local Plan process.
15. We now have the new NPPF and await the revised guidance which is due by the end of the Summer. This will enable the team to work with the 'home teams' to develop the programme out, quantifying the necessary resources for each activity and milestone, and developing an accurate timeline. NPPF will require additional work around viability of the plans and developing infrastructure statements and these will be factored into the programme.
16. Once the planning process is complete, the Central Lancashire Local Development Scheme (LDS) will be brought back to JAC as it will be refreshed and re-published. This would usually be a task for the Local Plan Coordinator Role and so is being progressed in the absence of that post-holder.
17. The work programme does not include the pieces of work which were already being delivered by the respective 'home' teams to bring together the necessary evidence base for the new local plan or the supporting work these teams will deliver as part of this huge project. These will be developed and included on the overall programme and include the retail study for Preston and Chorley Councils (led by Preston Council), the Open Space, Sports and Recreation study (led by South Ribble Council) and a transport study for Chorley.
18. Once the full programme has been developed, the appropriate project management documentation will be produced including a comprehensive risk register, which will be placed on the councils 'GRACE' risk system for tracking.
19. A Programme is to be finalised and agreed for the refresh of the Central Lancashire Highways and Transport Masterplan which will link into the work which Chorley Council are to commission which will result in all three borough areas having a comprehensive understanding of transport issues and as the local plan emerges, linkages between future planned development and transport infrastructure. This important piece of work will also feed into the review of the CIL, which is expected a little later in the programme.

FINANCIAL UPDATE

20. To date, the partnership has not incurred any costs other than staff salaries. Financial expenditure will be reported to the steering group each quarter and approval for large spend (such as commissioning piece of evidence) will be approved by the steering group, with Chorley Council then seeking formal approval in accordance with their standing orders and procurement processes.

ACTIVITY FOR THE NEXT QUARTER

21. The key actions for the Central Lancashire Local Plan Team and wider partnership for the next quarter will be:
 - Bring the 12 week 'Call for sites' consultation process to close and collate and analyse the sites suggested. Members will be kept in the loop with regards these submissions.
 - Commission a refresh of the Gypsy and Traveller Accommodation Assessment (GTAA) for the Central Lancashire Area which will provide updated needs data for this client group.
 - Commission a new Strategic Flood Risk Assessment (SFRA) for Central Lancashire,

which was last published in 2007 and will require updating to inform both land uses and policies guiding decision-making.

- Develop a draft 'Statement of Common Ground' for consideration and future adoption by the four councils which sets out the strategic issues which the councils will be working on as part of the review of the Central Lancashire Local Plan.
- Undertake a programme of organised training for both the Central Lancashire Local Plan Team and the three 'home' teams on local plan making and the examination in public process.
- Deliver a programme of 'Member Learning Hour's across all of the councils on the Central Lancashire Local Plan, to inform members of the process and how they can get involved.
- Develop the proposals for the 'Issues and Options' Consultation which is expected to begin early in the new year and will involve engaging all statutory consultees, stakeholders, elected members, parish councils, developers, RPs, landlords, businesses etc. It is a comprehensive consultation process and must be fully promoted and recorded, meeting the requirements of the statements of community involvement. This consultation will lead into developing preferred options.
- Develop the methodology for a combined Central Lancashire 5 year housing land supply which will provide a high level overview of all supply across the three areas (this will not replace borough-level statutory monitoring).
- Finalise the Memorandum of Intent. This will be for approval and signature of all the councils.

Report Author	Ext	Date	Doc ID
Zoe Whiteside	5771	14/08/2018	