

Council

Wednesday, 27th March, 2024, 6.00 pm

Shield Room, Civic Centre, West Paddock, Leyland, PR25 1DH

Agenda

1 Apologies for absence

2 Declarations of Interest

Members are requested to indicate at this stage in the proceedings any items on the agenda in which they intend to declare an interest. Members are reminded that if the interest is a Disclosable Pecuniary Interest (as defined in the Members' Code of Conduct) they must leave the room for the whole of that item.

If the interest is not a Disclosable Pecuniary Interest, but is such that a member of the public could reasonably regard it as being so significant that it is likely that it would prejudice their judgment of the public interest (as explained in the Code of Conduct) then they may make representations, but then must leave the meeting for the remainder of the item.

3 Minutes of the last meeting

(Pages 5 - 22)

4 Mayors Announcements

5 Urgent Decisions

(Pages 23 - 26)

To receive and consider the report of the Director of Governance.

6 Cabinet

(Pages 27 - 28)

To receive and consider the report of the Cabinet held on 13 March attached.

7 Scrutiny Committee

(Pages 29 - 30)

To receive and consider the report of the Corporate, Performance and Budget Scrutiny Committee held on 11 March attached.

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|---|-------------------------|
| <p>8 Changes to Committee Membership</p> <p>To receive and consider the report of the Director of Governance.</p> | <p>(Pages 31 - 34)</p> |
| <p>9 Amendment to Standing Orders: Questions to Council</p> <p>To receive and consider the report of the Director of Governance.</p> | <p>(Pages 35 - 38)</p> |
| <p>10 City Deal - Update</p> <p>To receive and consider the report of the Director of Governance.</p> | <p>(To Follow)</p> |
| <p>11 Bikeability Contract Approval</p> <p>To receive and consider the report of the Director of Communities and Leisure.</p> | <p>(Pages 39 - 44)</p> |
| <p>12 Parks and Open Spaces Capital programm</p> <p>To receive and consider the report of the Director of Planning and Property.</p> | <p>(Pages 45 - 50)</p> |
| <p>13 Statement of Community Involvement</p> <p>To receive and consider the report of the Director of Planning and Property.</p> | <p>(Pages 51 - 96)</p> |
| <p>14 Update to Local Development Scheme</p> <p>To receive and consider the report of the Director of Planning and Property.</p> | <p>(Pages 97 - 120)</p> |
| <p>15 Questions to the Leader of the Council</p> | |
| <p>16 Questions to Cabinet Members</p> | |

17 Exclusion of Press and Public

To consider the exclusion of the press and public for the following items of business on the ground that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

By Virtue of Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information)

Condition:

Information is not exempt if it is required to be registered under-

The Companies Act 1985

The Friendly Societies Act 1974

The Friendly Societies Act 1992

The Industrial and Provident Societies Acts 1965 to 1978

The Building Societies Act 1986 (recorded in the public file of any building society, within the meaning of the Act)

The Charities Act 1993

Information is exempt to the extent that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Information is not exempt if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to Regulation 3 of the Town & Country Planning General Regulations 1992(a).

18 Civic Centre - Accommodation Review

(Pages 121 - 128)

To receive and consider the report of the Chief Executive.

Chris Sinnott
Chief Executive

Electronic agendas sent to Members of the Council

The minutes of this meeting will be available on the internet at www.southribble.gov.uk

Forthcoming Meetings

6.00 pm Wednesday, 15 May 2024 - Shield Room, Civic Centre, West Paddock, Leyland, PR25 1DH

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Minutes of	Council
Meeting date	Wednesday, 28 February 2024
Committee members present:	Councillors Chris Lomax (Mayor), Peter Mullineaux (Deputy Mayor), Will Adams, Jacky Alty, Deborah Ashton, Hilary Bedford, Jane Bell, Damian Bretherton, Julie Buttery, Anielsa Bylinski Gelder, Matt Campbell, Colin Coulton, Matthew Farnworth, Mathew Forshaw, Paul Foster, Peter Gabbott, Jasmine Gleave, Mary Green, Michael Green, Harry Hancock, Jo Hindle-Taylor, David Howarth, Clare Hunter, Lou Jackson, James Lillis, Keith Martin, Pete Pillinger, Lesley Pritchard, George Rear, Wesley Roberts, Colin Sharples, David Shaw, Margaret Smith, Phil Smith, Emma Stevens, Elaine Stringfellow, Caleb Tomlinson, Matthew Tomlinson, Angela Turner, Karen Walton, Ian Watkinson, Connor Watson, Kath Unsworth, Paul Wharton-Hardman and Haydn Williams
Committee members attended virtually (non-voting):	Councillors James Flannery and Nicky Peet
Officers present:	Chris Sinnott (Chief Executive), Chris Moister (Director of Governance), Louise Mattinson (Director of Finance and Section 151 Officer) and Coral Astbury (Democratic and Member Services Officer)
Public:	0

A video recording of the public session of this meeting is available to view on [YouTube here](#)

88 Minutes Silence

The Mayor invited Members to observe a minutes silence in memory of former Councillor Jenny Hothersall.

Councillors Margaret Smith, Karen Walton and David Howarth paid tribute and sent their condolences to family.

89 Congratulations

The Mayor explained that the Music in the Park event had recently won the Small Event of the Year award at the Lancashire Tourism Awards.

The Mayor thanked everyone involved in hosting the event.

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90 Apologies for absence

Apologies were received from Councillor James Flannery, James Gleeson, Will King, Nicky Peet and John Rainsbury.

Councillors James Flannery and Nicky Peet attended via Microsoft Teams.

91 Declarations of Interest

Councillor Damian Bretherton declared a personal interest on Item 12 as a small landlord.

Councillor Paul Foster declared a pecuniary interest on Item 11 as he is in receipt of a war pension. Councillor Foster indicated he would leave the meeting for the item and not participate in the debate or vote.

92 Minutes of meeting Wednesday, 31 January 2024 of Council

Councillor Aniela Bylinski Gelder indicated that she had followed up the issue of parking in Farington with Officers and advised that an email had been received from a Farington Parish Councillor and Officers had responded on the same day.

Councillor Karen Walton also advised the car park closed in Farington was designated hard standing land and was not classified as a car parking, the land had been closed due to health and safety issues.

Resolved:

That the minutes of the last meeting are agreed as a correct record for signing by the Mayor.

93 Mayors Announcements

The Mayor gave an update on his recent duties, including dementia alliance visits, Runshaw College Apprenticeship Award's Evening and his ABBA themed murder mystery event.

94 Urgent Decisions

The Leader of the Council, Councillor Paul Foster, outlined the report and explained that only one decision had been taken since the last Council meeting.

It was proposed by the Leader of the Council, Councillor Paul Foster and seconded by the Deputy Leader and Cabinet Member (Neighbourhoods and Waste), Councillor Aniela Bylinski Gelder and subsequently,

Resolved:

Report was noted.

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95 Cabinet

Members received a general report of the Cabinet held on 21 February.

It was proposed by the Leader of the Council, Councillor Paul Foster and seconded by the Deputy Leader and Cabinet Member (Neighbourhoods and Waste), Councillor Aniela Bylinski Gelder and subsequently,

Resolved:

Report was noted.

96 Governance Committee

Members received a general report of the Governance Committee held on 6 February.

It was proposed by the Chair of Governance Committee, Councillor Colin Sharples and seconded by the Vice-Chair of Governance Committee, Councillor Wesley Roberts, Councillor Wesley Roberts and subsequently,

Resolved:

Report was noted.

97 Scrutiny Committee

Members received a general report of the Corporate, Performance and Budget Scrutiny Committee held on 20 February.

It was proposed by the Chair of Corporate, Performance and Budget Scrutiny Committee, Councillor Will Adams and seconded by the Vice-Chair, Councillor Michael Green and subsequently,

Resolved:

Report was noted.

98 Questions to the Leader of the Council

Councillor Howarth asked the Leader for the cost of the advice the Council received from Barristers in relation to Pickering's Farm and if the advice could be made available to members. The Leader undertook to provide the cost of legal advice to Councillor Howarth outside of the meeting. In relation to the legal advice, Councillor Foster explained he would speak to the Monitoring Officer to ascertain if it was appropriate to share the advice with members.

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Councillor M Smith asked if the Council were now able to assure the insurance companies that driving licences were being regularly checked. The Leader undertook to write to Councillor Smith with a detailed response the following day.

Councillor Howarth asked if there would be cross party involvement in the planning of the fiftieth birthday celebrations. Councillor Foster undertook to write to Councillor Howarth following the meeting.

A member of the public asked if the Council had an update on Leyland Festival achieving charitable status. The Leader explained that the authority had no control over Leyland Festival Committee and was one of the many organisations who support the committee. The committee would still be subject to due diligence and strict checks when awarded grant funding regardless of charitable status.

A member of the public asked if there were any plans for the Council to celebrate their fiftieth birthday with Schleswig-Flensburg. The Leader advised that plans were afoot to celebrate the authority's birthday and plans would be presented at a future Cabinet meeting by Democratic Services, hopefully including friends at Schleswig-Flensburg.

99 Questions to Cabinet Members

Cabinet Member (Finance, Assets and Public Protection)

Councillor Bretherton advised that a letter had been sent to the Leader regarding the condition of football pitches in the borough and if there were any plans to investigate the flooding and drainage. The Leader responded to the question and advised that he had received a letter from Councillor Campbell however it concerned car parking issues within the junior league. The Leader advised he would write to both ward councillors with a detailed response.

Councillor M Smith thanked the Cabinet Member for the plans to refurbish Longton Play Area and asked if there was a way to move the project forward quicker so the park could be refurbished in spring. Councillor Tomlinson advised that he was working in line with decision making processes and was unable to circumvent it.

Councillor M Smith asked if the audit report relating to IT Security and Driving Licences should be presented to the Shared Services Joint Committee (SSJC) as a shared service issue. Councillor Tomlinson advised the best way to monitor performance of a service would be through Scrutiny. SSJC was to ensure that shared services were operating correctly and to explore opportunities for expansion. Each authority has its own mechanisms for monitoring internal services.

Cabinet Member (Customer and Digital)

Councillor M Smith referred to the internal audit report on Physical and Environmental Controls in IT which had been presented to Governance Committee and asked the following:

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1. Who would be responsible for recommendation 8 (Cooling) and how long would it be until this issue is rectified.
2. In relation to the amount of equipment stored at South Ribble, had any quotes for removing the excess equipment and how quickly will the equipment be disposed of, and the IT department cleared up.

Councillor Watkinson advised that he would have been grateful to receive these questions in advance and that security of the department was important. A written response would be provided outside of the meeting.

Cabinet Member (Planning, Business Support and Economic Development)

Councillor Wharton-Hardman asked if the Council had taken a decision to approve installation of a 5g mast in Farington via Officer delegated decision. Councillor Flannery explained that these decisions go through national planning processes and were not decided locally.

Cabinet Member (Communities, Leisure and Wellbeing)

Councillor Bretherton asked for an update on the refurbishment of the Leisure Centres, in particular the heating system at Leyland Leisure Centre. Councillor Hunter advised the decarbonisation project would be finished over the coming months.

100 Council Tax Support Scheme 2024/2025

Councillor Paul Foster left the meeting for this item and did not participate in the vote or debate.

The Cabinet Member (Customer and Digital), Councillor Ian Watkinson presented a report that sought approval for changing the amount of War pension income that is disregarded in the Council Tax Support Scheme and Housing Benefit modified scheme from 1 April 2024.

Councillor Watkinson explained that £290 was the current maximum amount that could be disregarded, and the report proposed increasing the disregard of war pension income to 100%. The changes would protect future claimants who may not receive help towards council tax.

The changes would also support the Royal British Legion campaign to ensure that war pension funds do not go towards means tested benefits.

Members made comments of support towards the proposed changes.

The Council's Member Champion (Armed Forces), Councillor Matthew Farnworth welcomed the changes to the policy and stated that no veterans should face disadvantage whilst providing public services. Councillor Farnworth advised there would be an inaugural meeting of Chorley and South Ribble Veterans and advised any member could get involved by contacting himself.

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It was proposed by the Cabinet Member (Customer and Digital), Councillor Ian Watkinson and seconded by the Deputy Leader of the Council, Councillor Aniela Bylinski Gelder and subsequently,

Resolved: (Unanimous)

The change to the Housing Benefit Modified Scheme to increase the disregard for War Pension income from £290 to 100% is approved.

The proposal to increase the disregard for War Pension income from £290 to 100% in the Council Tax Support Scheme is approved.

101 Council Tax Local Discounts & Premiums Policy

Councillor Paul Foster rejoined the meeting.

The Cabinet Member (Customer and Digital), Councillor Ian Watkinson presented a report that set out options for changes to amounts of local discounts and premiums in a revised Council Tax Local Discounts and Premiums Policy.

Councillor Watkinson explained that the authority had discretion to vary levels of premiums on properties. New powers had been introduced in the Levelling Up and Regeneration Bill and the report sought to reduce the period in which 100% discount is awarded and to decrease the amount of discount awarded for long-term empty property premiums.

Residents eligible for exemptions would not be affected and the proposals were to provide an incentive to owners of empty and second homes to bring them back into use.

In response to a member enquiry, Councillor Watkinson confirmed that the council had discretionary powers and exceptions would be made on a case by case basis.

It was proposed by the Cabinet Member (Customer and Digital), Councillor Ian Watkinson and seconded by the Leader of the Council, Councillor Paul Foster and subsequently,

Resolved: (Unanimously)

The following amounts of council tax local discounts on empty and substantially unfurnished properties are approved from 1 April 2024:

- a. 100% discount for up to three months
- b. 50% discount for three to six months
- c. 0% discount for six to twenty four months

The period after which a long term empty premium applies is amended from two years to one year from 1 April 2025.

A council tax premium of 100% on second homes is approved from 1 April 2025.

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The Government's proposed exceptions when empty homes and second homes council tax premiums should not be applied are mirrored in the revised Local Discounts and Premiums Policy.

102 Revenue Budget 2024/25 Medium Term Financial Strategy and Capital Programme 2024-2027

The Cabinet Member (Finance, Assets and Public Protection), Councillor Matthew Tomlinson presented a report that sought approval of the Cabinet's Budget Strategy and proposals for the Revenue Budget 2024/25 together with the Medium Term Financial Strategy (MTFS) and Capital programme for 2024-2027.

Councillor Tomlinson introduced the report and thanked Cabinet Members, the Labour Group and Officers during the budget setting process. Councillor Tomlinson thanked all staff for their everyday work and for going the extra mile to provide services.

Councillor Tomlinson explained that the administration were committed to an ambitious programme of transformation and listed several achievements over the last four years. The budget would be an exciting programme of delivery building on the achievements of the past five year. Projects such as Leyland Town Deal, Jubilee Gardens and play area refurbishments would continue. There would also be £3 million of investment within the leisure centres and innovative working with partners through social prescribing. Councillor Tomlinson stated the budget had something for all residents.

Councillor Tomlinson advised the budget was balanced with no need to draw on cash reserves, the general reserve remained higher than the required £4 million and there was a budget pressure reserve to protect the authority from unforeseen financial crises. For the first time in four years there was a proposed increase of 2.99% in Council Tax, which had already been assumed by the government when calculating the core funding.

Councillor David Howarth on behalf of the Liberal Democrat Group, seconded by Councillor Angela Turner proposed an amendment to the budget:

Other Parks and Open spaces.

Hurst Grange Park paths and ponds. £15,000 to replace Trim Trail equipment.

Add - Ecology and diversity budget to maintain ponds and wildlife corridors. £25,000.

To be funded from the uncommitted balance of £120,000 in the 'Parks - Smaller Parks and Play Areas' capital scheme budget.

A fair economy that works for everyone.

Add - 10 additional mobile Speed Indicator Devices. £37,500

To be funded from the Short Life Operational Assets Earmarked Reserve.

£15,000 to support District Centre Christmas and promotional schemes.

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To be funded from the existing Short-Life Operational Assets Earmarked Reserve (Appendix B3).

Thriving communities.

£20,000 for the provision of new and replacement bus shelters.

To be funded from the existing £85,000 Neighbourhood Improvements capital budget which has not been fully allocated, reducing the balance of the available capital budget for other Neighbourhood Improvements to £65k.

Proposed amendments to the Revenue Programme 2023/24

Double the Community Hub budgets from £5,000 to £10,000 per Hub to enable meaningful community projects, totalling £25,000.

To be funded from general reserves.

	Revenue (to be funded from General/Unallocated reserves)	Capital (to be funded from schemes within existing capital programme)	Capital (to be funded from Short Life Operational Assets Earmarked Reserves)
Parks and Open Spaces	-	40,000	-
District Centre Christmas and promotional schemes	-	-	15,000
Speed Cameras	-	-	37,500
Neighbourhood Improvements – Bus Shelters	-	20,000	-
Increase to Community Hub Budgets	25,000	-	-

Councillor Howarth introduced the amendment and explained that he was not proposing any criticism of the budget, but his amendment was an addition to serve residents and to benefit them.

Councillor Tomlinson advised that he would have engaged with the Liberal Democrats prior to budget setting to discuss individual projects, however he was not prepared to accept the amendment.

A vote was undertaken on the proposed amendment, and it was subsequently,

Resolved: (For: 18, Against: 27 and Abstain: 0)

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For: Councillors Bretherton, Buttery, Campbell, Coulton, Gleave, Mary Green, Michael Green, Hancock, Howarth, Lillis, Mullineaux, Rear, Shaw, M Smith, P Smith, Turner, Walton and Watson.

Against: Councillors Adams, Alty, Ashton, Bedford, Bell, Bylinski Gelder, Farnworth, Forshaw, Foster, Gabbott, Hindle-Taylor, Hunter, Jackson, Lomax, Martin, Pillinger, Pritchard, Roberts, Sharples, Stevens, Stringfellow, C Tomlinson, M Tomlinson, Unsworth, Watkinson, Wharton-Hardman and Williams.

Councillor Karen Walton on behalf of the Conservative Group, seconded by Councillor Damian Bretherton proposed an amendment to the budget:

1. The Conservative Group propose to increase the budget from £48k to £250k for the Green Infrastructure Capital Programme and increase the Capital Programme for parks, smaller parks and play areas from £120k to £300k and to rename the scheme, Smaller Parks, play areas and football pitches, resulting in the repurposing of £382 from the Budget Equalisation Reserve to improve and revitalise many neglected areas of the Borough. The increase in the budget for smaller parks, play areas and football pitches has been increased to provide for drainage and improvement works that would benefit many of our local football pitches, which are often unplayable for many months of the year due to the poor conditions on the field. The provision of these much needed facilities is so essential for the health and wellbeing for so many of the younger residents of the Borough and has been neglected due to larger projects taking priority.

The increase in the General Infrastructure budget is to provide some budget funding for other improvements across the Borough but especially for the Central Park Project, the biggest new park in the North West, created in 2014 to celebrate 40 years of South Ribble Borough Council, bringing together green spaces across the Borough allowing a natural break, separation and green lungs from the expanding built up areas surrounding the Park. Many areas included in the original project have been neglected and are in need of improvement or have not even commenced. To celebrate the 50th Anniversary of the Borough this year, the budget would be used to improve the walking and cycling links, disabled access, natural play areas, recreation, ecology and biodiversity from St Catherine's Park in the south to the River Ribble in the north of the Borough linking up to the new Tram Bridge project funded from the Government's levelling up bid.

2. The Conservative Group propose to repurpose £200k from the Budget Equalisation Reserve to monitor and help to reduce speeding traffic by providing 2 speeding indicator devices (SPIDs) in every ward of the Borough. Working with Parish Councils, Community Hubs, the Police and Crime Commissioner and LCC to identify the many speeding hotspots in the Borough so that the SPID's can be permanently installed to discourage speeding traffic.
3. The Conservative Group propose to repurpose £200k from the Budget Equalisation Reserve to include a budget reserve for Environmental

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Improvements. This budget reserve would be utilised to generally improve the appearance of the street scene in all areas of the Borough with projects such as replacing many of the old, worn out bus shelters, new and replacement litter and dog bins in areas where residents have requested them especially on all the new housing developments, new benches, notice boards and improving the street scene generally in the village centres or retail areas to encourage residents into these area and shop locally.

4. The Conservative group propose a £100k reduction in the General/unallocated Reserve to be transferred to the Town Deal Reserve Funding and £50k from Business Support, Advice and Grants to support the suspending of the car park charges in the Borough, initially for a period of 1 year. The Leyland Town Deal work and improvements will have a substantial impact on residents wishing to visit and park their cars in Leyland for many months and by suspending the car parking charges will help support businesses and residents to access Leyland Town Centre.

The amount of £50k from the Business Support, Advice and Grants budget would be repurposed to suspend the car park charges on the Hope Terrace car park, which is the only other car park in the Borough where car parking charges apply. There has been a number of issues with the car parking machine and the changes to parking conditions which has caused difficulties with the local businesses in the Tardy Gate Centre. The suspension of car parking charges would support the local businesses, many of whom are in danger of closing or still trying to recover from the effects of Covid and we, as a Council should be supporting them.

Councillor Walton introduced the amendment and advised it had been carefully considered and costed with the Section 151 Officer, Councillor Walton thanked officers for their work and explained their amendment was designed to improve the health and wellbeing of residents.

Councillors C Tomlinson, Foster, Michael Green, Bretherton, Howarth, M Smith participated in the debate on the amendment.

Councillor Tomlinson indicated he was not willing to accept the amendment.

A vote was undertaken on the proposed amendment, and it was subsequently,

Resolved: (For: 13, Against: 27 and Abstain: 5)

For: Councillors Bretherton, Buttery, Campbell, Coulton, Gleave, Mary Green, Michael Green, Mullineaux, Rear, M Smith, P Smith, Walton and Watson.

Against: Councillors Adams, Alty, Ashton, Bedford, Bell, Bylinski Gelder, Farnworth, Forshaw, Foster, Gabbott, Hindle-Taylor, Hunter, Jackson, Lomax, Martin, Pillinger, Pritchard, Roberts, Sharples, Stevens, Stringfellow, C Tomlinson, M Tomlinson, Unsworth, Watkinson, Wharton-Hardman and Williams.

Abstain: Councillors Hancock, Howarth, Lillis, Shaw and Turner.

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The debate resumed on the substantive motion and the following members participated: Councillors Pritchard, Stringfellow, Ashton, Forshaw, Unsworth, Williams and Alty.

A vote was taken on the substantive motion proposed by the Cabinet Member (Finance, Assets and Public Protection) Councillor Matthew Tomlinson, seconded by the Leader of the Council, Councillor Paul Foster and subsequently,

Resolved: (For: 32, Against: 0 and Abstain: 13)

That Council,

- a. Approves the budget and proposals set out in this report, including the level of Council Tax as set out in the Formal Council Tax Resolution for 2024/25, including Parish Precepts, at **Appendix A, which is appended to the minutes in full.**
- b. Notes the advice of the Chief Finance Officer in relation to the robustness of the estimates within the overall budget, including the risks contained within it and the adequacy of the proposed level of financial reserves, as set out in the Statutory Report at **Appendices B1 – B3;**
- c. Approves the council's Medium-Term Financial Strategy (MTFS) at **Appendix C;**
- d. Notes the council's forecast Cumulative Budget Deficit and Budget Strategy 2024/25 to 2026/27 at **Appendix D**, including the analysis of the movement in the 2024/25 Budget from the position approved by Council in March 2023;
- e. Notes the analysis of the Directorate Budgets for 2024/25, by expense type, at **Appendix E;**
- f. Approves the capital programme for 2024/25 to 2026/27 (**Appendices F1, F2 & F3;**)
- g. Approves the Capital Strategy at **Appendix G;**
- h. Approves the Treasury Management Strategy at **Appendix H1** and note the advice of the treasury management consultants at **Appendix H2;**
- i. Approves the council's Pay Policy at **Appendix I** for publication on the council's website from April 2024 (including Appendix I (i) – the payscales for South Ribble Council and Appendix I (ii) – the payscales for Shared Services);
- j. Notes the Budget Consultation 2024/25 Report at **Appendix J;**
- k. Notes the Impact Assessment of the Budget Proposals for 2024/25 at **Appendix K.**

For: Councillors Adams, Alty, Ashton, Bedford, Bell, Bylinski Gelder, Farnworth, Forshaw, Foster, Gabbott, Hancock, Hindle-Taylor, Howarth, Hunter, Jackson, Lillis, Lomax, Martin, Pillinger, Pritchard, Roberts, Sharples, Shaw, Stevens, Stringfellow,

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C Tomlinson, M Tomlinson, Turner, Unsworth, Watkinson, Wharton-Hardman and Williams.

Abstain: Councillors Bretherton, Buttery, Campbell, Coulton, Gleave, Mary Green, Michael Green, Mullineaux, Rear, M Smith, P Smith, Walton and Watson.

Chair

Date

FORMAL COUNCIL TAX RESOLUTION

Draft resolution on setting of the 2024/25 Council Tax for the Borough to be passed in approving the Cabinet's recommendations for the Council's Budget.

1. It be noted that on 31 January 2024 the Statutory Finance Officer calculated the Council Tax Base 2024/25
 - a) for the whole Council area as 37,757.71 [Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (the "Act")]; and
 - b) for dwellings in those parts of its area to which a Parish precept relates (as in the attached Appendix B).
2. Calculate that the Council Tax requirement for the Council's own purposes for 2024/25 (excluding Parish precepts) is £8,680,900.
3. That the following amounts be calculated for the year 2024/25 in accordance with Sections 31 to 36 of the Act:
 - a) £58,308,000 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.
 - b) £49,223,100 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
 - c) £9,084,900 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act).
 - d) £240.61 being the amount at 3(c) above (Item R), all divided by Item T (1(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).
 - e) £404,030 being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act (as in the attached Table 1).
 - f) £229.91 being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.
4. To note that the County Council, the Police Authority and the Fire Authority have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in the table below.

5. That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the tables below as the amounts of Council Tax for 2024/25 for each part of its area and for each of the categories of dwellings.

VALUATION BANDS

SOUTH RIBBLE BOROUGH COUNCIL

A	B	C	D	E	F	G	H
153.28	178.82	204.37	229.91	281.01	332.10	383.19	459.83

LANCASHIRE COUNTY COUNCIL

A	B	C	D	E	F	G	H
1,102.19	1,285.89	1,469.59	1,653.29	2,020.69	2,388.09	2,755.48	3,306.58

POLICE & CRIME COMMISSIONER FOR LANCASHIRE

A	B	C	D	E	F	G	H
175.60	204.87	234.13	263.40	321.93	380.47	439.00	526.80

LANCASHIRE COMBINED FIRE AUTHORITY

A	B	C	D	E	F	G	H
56.49	65.90	75.32	84.73	103.56	122.39	141.22	169.46

AGGREGATE OF COUNCIL TAX REQUIREMENTS

A	B	C	D	E	F	G	H
1,487.56	1,735.48	1,983.41	2,231.33	2,727.19	3,223.04	3,718.89	4,462.67

6. That the Statutory Finance Officer and his officers be authorised to take any action necessary to ensure collection and recovery of the Council Tax and Non-Domestic Rates.
7. South Ribble Borough Council's basic amount of Council Tax for 2024/25 is not excessive in accordance with principles approved under Section 52ZB Local Government Finance Act 1992.

EXPLANATION OF COUNCIL TAX SETTING RESOLUTION

RESOLUTION 1

(a) Before we can calculate the Council Tax to be charged, we first have to calculate the Council Tax base. The Council Tax base is the amount which a Band D Council Tax of £1.00 would raise. For 2024/25 we estimate that a £1.00 Council Tax at Band D would raise £37,757.71 in the borough.

(b) This shows the “base” figure for each Parish in the area. For example, a £1.00 Band D Council Tax in Farington would raise £2,264.55.

RESOLUTION 2

This shows the Council's net spending for 2024/25 excluding the cost of Parish precepts.

RESOLUTION 3

(a) This is the grand total of money which the Council estimates it will spend on all services in 2024/25. It also includes the amount the Parish Councils need to run their services.

(b) This is the grand total of money which the Council estimates it will receive from various sources in the year. This includes Central Government and business rates, car park charges, investment income, government grants in respect of benefits, etc.

(c) This is the difference between 2(a) and 2(b) and is in effect the Council's and Parishes net spending on services.

(d) The difference between 2(a) and 2(b) is the amount we need to charge Council Taxpayers. This is divided by the base in 1(a) to give the average Band D Council Tax for all Borough and Parish services.

(e) The total of all the amounts needed from Council Taxpayers by the Parish Councils in the area.

(f) This is the Band D Council Tax for South Ribble Borough Council's own services, i.e. excluding Parish Council spending.

RESOLUTION 4

Lancashire County Council, Lancashire Fire Authority and the Police & Crime Commissioner for Lancashire are separate bodies who have worked out their own estimates of spending and income for 2024/25 and have set taxes in a similar way to South Ribble Borough Council. This resolution notes their final decision.

RESOLUTION 5

This pulls together the Council Taxes for South Ribble Borough Council, Lancashire County Council, the Police & Crime Commissioner for Lancashire and Lancashire Fire Authority. For example, the aggregate amount for Band D is £2,231.33 made up as follows:

	£
South Ribble Borough Council	229.91
Lancashire County Council	1,653.29
Lancashire Police Authority	263.40
Lancashire Fire Authority	84.73

The rate for each property Band is calculated by reference to the Band D charge. The following ratios apply:

Band A	6/9 ths of Band D
Band B	7/9 ths of Band D
Band C	8/9 ths of Band D
Band D	9/9 ths of Band D
Band E	11/9 ths of Band D
Band F	13/9 ths of Band D
Band G	15/9 ths of Band D
Band H	18/9 ths of Band D

The aggregate charge for Band A, for example, is $£2,231.33 \times 6 \div 9 = £1,487.56$

RESOLUTION 6

Formally authorise the necessary staff to take legal action to collect arrears as and when this is necessary. ***For the vast majority of taxpayers, this is not needed***

Table 1

Council Tax Schedule	Bands							
	A	B	C	D	E	F	G	H
2024/25								
South Ribble Borough Council	£153.28	£178.82	£204.37	£229.91	£281.01	£332.10	£383.19	£459.83
Lancashire County Council	£1,102.19	£1,285.89	£1,469.59	£1,653.29	£2,020.69	£2,388.09	£2,755.48	£3,306.58
Lancashire Police Authority	£175.60	£204.87	£234.13	£263.40	£321.93	£380.47	£439.00	£526.80
Lancashire Combined Fire Authority	£56.49	£65.90	£75.32	£84.73	£103.56	£122.39	£141.22	£169.46
Total Unparished Areas	£1,487.56	£1,735.48	£1,983.41	£2,231.33	£2,727.19	£3,223.05	£3,718.89	£4,462.67
Farington	£22.14	£25.83	£29.53	£33.22	£40.60	£47.98	£55.36	£66.43
Farington and South Ribble BC	£175.42	£204.65	£233.90	£263.13	£321.61	£380.08	£438.55	£526.26
Farington Total	£1,509.70	£1,761.31	£2,012.94	£2,264.55	£2,767.79	£3,271.03	£3,774.25	£4,529.10
Hutton	£19.10	£22.29	£25.47	£28.66	£35.02	£41.39	£47.76	£57.31
Hutton and South Ribble BC	£172.38	£201.11	£229.84	£258.57	£316.03	£373.49	£430.95	£517.14
Hutton Total	£1,506.66	£1,757.77	£2,008.88	£2,259.99	£2,762.21	£3,264.44	£3,766.65	£4,519.98
Little Hoole	£16.48	£19.23	£21.98	£24.73	£30.22	£35.72	£41.21	£49.45
Little Hoole and South Ribble BC	£169.76	£198.05	£226.35	£254.64	£311.23	£367.82	£424.40	£509.28
Little Hoole Total	£1,504.04	£1,754.71	£2,005.39	£2,256.06	£2,757.41	£3,258.77	£3,760.10	£4,512.12
Longton	£6.24	£7.28	£8.32	£9.36	£11.44	£13.52	£15.60	£18.72
Longton and South Ribble BC	£159.52	£186.10	£212.69	£239.27	£292.45	£345.62	£398.79	£478.55
Longton Total	£1,493.80	£1,742.76	£1,991.73	£2,240.69	£2,738.63	£3,236.57	£3,734.49	£4,481.39
Much Hoole	£15.50	£18.08	£20.66	£23.25	£28.41	£33.58	£38.74	£46.49
Much Hoole and South Ribble BC	£168.78	£196.90	£225.03	£253.16	£309.42	£365.68	£421.93	£506.32
Much Hoole Total	£1,503.06	£1,753.56	£2,004.07	£2,254.58	£2,755.60	£3,256.63	£3,757.63	£4,509.16
Penwortham	£16.18	£18.88	£21.57	£24.27	£29.66	£35.06	£40.45	£48.54
Penwortham and South Ribble BC	£169.46	£197.70	£225.94	£254.19	£310.67	£367.16	£423.64	£508.37
Penwortham Total	£1,503.74	£1,754.36	£2,004.98	£2,255.61	£2,756.85	£3,258.11	£3,759.34	£4,511.21
Samlesbury and Cuerdale	£25.42	£29.65	£33.89	£38.12	£46.60	£55.07	£63.54	£76.25
Samlesbury and Cuerdale and South Ribble BC	£178.70	£208.47	£238.26	£268.04	£327.61	£387.17	£446.73	£536.08
Samlesbury and Cuerdale Total	£1,512.98	£1,765.13	£2,017.30	£2,269.46	£2,773.79	£3,278.12	£3,782.43	£4,538.92

Parish Precepts

Parish/Town Council	2023/24			2024/25			
	Precept £	Tax Base Band D Equivalent Properties	Council Tax Band D Equivalent £	Precept £	Tax Base Band D Equivalent Properties	Council Tax Band D Equivalent £	Council Tax Increase £
Farington	97,120	2,793.1	34.77	97,120	2,923.9	33.22	-1.56
Hutton	27,000	965.6	27.96	28,350	989.3	28.66	0.69
Little Hoole	20,250	819.0	24.73	21,030	850.5	24.73	0.00
Longton	30,000	3,165.8	9.48	30,000	3,205.7	9.36	-0.12
Much Hoole	10,881	750.3	14.50	17,530	754.1	23.25	8.74
Penwortham	190,000	7,637.6	24.88	190,000	7,828.3	24.27	-0.61
Samlesbury & Cuerdale	20,000	510.4	39.18	20,000	524.6	38.12	-1.06
Total	395,251	16,641.8		404,030	17,076.4		

Report of	Meeting	Date
Director of Governance and Monitoring Officer (Introduced by Leader of the Council and Cabinet Member (Strategy and Reform))	Council	Wednesday, 28 February 2024

Urgent Decisions

Is this report confidential?	No
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Is this decision key?	No
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Purpose of the Report

1. This report informs Council of any urgent decisions taken since 28 February 2024 in accordance with the urgency procedures, as outlined in the Council's constitution.
2. These urgent decisions include:
 - "Key" decisions taken by the Executive and decisions which contained confidential or exempt information where 28 day notice had not been given on the Cabinet Forward Plan/ Notice of Executive Decisions;
 - Urgent reports taken to Cabinet;
 - Urgent decisions taken outside the budget and policy framework;
 - Urgent decisions for which the Mayor agreed to waive Scrutiny call-in and
 - Urgent decisions taken under Section 35 of the Council's Constitution

Recommendations to Council

3. That Council note the report.

Reasons for recommendations

4. In accordance with the Council's Constitution, this report informs Council of any decisions which have been taken under the following urgency procedures:

Agenda Item 5

Part 4C - Reports on Special Urgency Decisions to Council & General Exceptions

- **19.1** The Leader must submit a report to the next available Council meeting setting out the details of any executive decision taken as a matter of special urgency under the procedure set out in Rule 18 (Key Decision - Special Urgency).
- **19.2** The Cabinet must prepare a report to the next available Council meeting setting out the details of any executive decision taken without giving 28 days' notice under the procedure set out in Rule 17 (Key Decision – General Exception).

Part 4F – Scrutiny Procedure Rules - Call In and Urgency

- **11.14.** All decisions taken as a matter of urgency must be reported to the next available meeting of the Council, together with the reasons for urgency. The next available meeting of the Scrutiny Committee will review the process for agreeing the urgent decision and make appropriate recommendations.

Part 4A Council Procedure Rules (Standing Orders)

- **Delegation of Urgent Decisions between Meetings of the Cabinet or a Committee**

Where a need for urgent action arises between meetings of a committee, but it is not considered to be sufficient justification for calling a special meeting or calling such a meeting would not be possible for any reason, such decisions may be taken by the Chief Executive (or other designated officer). The Chief Executive (or other designated officer) shall first consult the chairman or vice chairman of the concerned committee and, if the concerned committee could not itself decide the matter under delegated powers, the Leader and Deputy Leader of the Council.

In circumstances where the offices of the chairman and vice-chairman of the concerned committee, or the Leader and Deputy Leader of the Council are unfilled, the Chief Executive (or other designated officer) shall first consult the Mayor before taking an urgent decision. Such consultation shall be in written form and the decision shall be reported to the next scheduled meeting of the Cabinet or committee as appropriate.

Other options considered and rejected

5. None, for the reasons given above.

Corporate priorities

6. The report relates to the following corporate priorities:

An exemplary council	Healthy and Happy Communities
Opportunities for everyone	Green and Clean Neighbourhood

Agenda Item 5

Background to the report

7. Following the meeting of Council on 31 January 2024, the following decisions were taken under the Council's urgency procedures, as detailed below.

Details of urgent decisions taken in accordance with the Constitution

Decision	Date and Decision Maker	Reasons for urgency
Communities and Housing Service Review	February 2024 Cabinet Member (Communities, Leisure and Wellbeing)	General Exception (GE) The Cabinet Member was asked to take the decision under GE to allow for consultation to be undertaken with staff within agreed timescales.
Holiday Activity and Food Funding 2024/2025	March 2024 Leader of the Council and Chief Executive – Standing Order 35	Notification of the grant funding was received in February and needed to be reviewed by legal services prior to accepting the funding. The decision needed to be made prior to 11 March so the implementation date could be met. It was not possible to call a meeting of full council before 11 March to agree the grant funding acceptance and budget creation. The decision was taken by the Leader and CE via Standing Order 35.
Holiday Activity and Food Funding 2024/2025	March 2024 Leader of the Council – Executive Member Decision	Following on from the Standing Order 35 decision it was necessary for a subsequent EMD, this also had to be approved for 11 March. As the decision was “key” it needed to have 28 days notice on the Forward Plan. In this case as the decision was on the plan for less than five working days the decision was taken using Special Urgency. Approval was given from the Chair of the Corporate, Performance and Budget Scrutiny (CPBS), Councillor Will Adams. As the decision was urgent there was no time frame for the call-in period to be accommodated. The Mayor gave his approval to waive call in due to the short time frame out of our control. A subsequent report will be submitted to the CPBS as required by the constitution for committee to review the waiving of call in and for any recommendations as appropriate.

Agenda Item 5

Climate change and air quality

9. The work noted in this report does not impact the climate change and sustainability targets of the Councils Green Agenda and all environmental considerations are in place.

Equality and diversity

10. There are no Equality Impact Assessment (EIA) and Equality Act implications arising from this report.

Risk

11. None.

Comments of the Statutory Finance Officer

12. The Chief Finance Officer (s151) comments have been included on all the urgent decisions referenced in this report.

Comments of the Monitoring Officer

13. No comments.

Background documents

Council Constitution – [Mod.Gov link to Decisions page](#)

Report Author:	Email:	Telephone:	Date:
Coral Astbury (Democratic and Member Services Officer)	coral.astbury@southribble.gov.uk	01772 625308	15 March 2024

Agenda Item 6

Report of Cabinet

1. Any Cabinet recommendations on the reports that require a decision by full Council appear as separate items on the agenda.
2. Please note that the report may not reflect the wording used in the minutes, as they have yet to be formally agreed.
3. All decisions taken by Cabinet on 13 March 2024 can be found on the published Decision Notice.

Meeting held on 13 March 2024

Quarter Three Performance Monitoring Report 2023-24

1. I presented a report that sought to provide a position statement for the Corporate Strategy for quarter three (October – December) 2023/24.
2. I explained that the quarter three performance continued to be strong and of the two issues highlighted he was confident both had been resolved. Leyland Town Deal was now on track and a report would be brought before a future cabinet meeting to detail the revised procurement strategy and programme delivery. Jubilee Gardens is also back on track.
3. I also referred to the recommendations from the Corporate, Performance and Budget Scrutiny and clarified that there are no issues with council tax or business rate collection. Across Lancashire collection rates had reduced by approximately 0.6% due to the cost-of-living crisis.

Food Waste Collections

4. The Deputy Leader and Cabinet Member (Neighbourhoods and Waste Service) Councillor Aniela Bylinski Gelder, presented a report that sought approval for changes to support the introduction of new statutory food collections and to undertake public consultation on waste and recycling initiatives.
5. Councillor Bylinski Gelder advised the collections were a statutory requirement and by introducing the food waste collections it was hoped that the government target of 65% recycling would be achieved. Residents would be provided with both a kitchen caddy and a kerbside caddy for collections.
6. We noted that the £861,000 provided by government would not be enough to cover ongoing costs of the collections, which would be undertaken on a weekly basis.

Agenda Item 6

I would like to recommend that Council note the report.

Councillor Paul Foster
Leader of the Council

Agenda Item 7

Report of the Corporate, Performance & Budget Scrutiny Committee

1. This report summarises the business considered at the meeting of the Corporate, Performance & Budget Scrutiny Committee meeting held on 11 March 2024.

Quarter Three Performance Monitoring Report 2023-24

2. The Leader of the Council, supported by the Director of Change and Delivery, were welcomed to the meeting and invited to present the quarterly performance monitoring report.
3. We welcomed the report and performance of the council during Quarter Three.
4. We asked for further information to be provided on the Community Assets Framework.
5. We looked forward to receiving more robust information on the digital skills training indicator, customer relationship management system project and the printing strategy.
6. We encouraged all members to attend the learning session on the partnership data dashboard arranged for Monday, 18 March 2024.
7. We commended the work of the skills factory project.
8. We asked that further reports include more detailed progress information on the council's major projects, such as Leyland Town Deal and Jubilee Gardens, and also the number of people in temporary accommodation.
9. We welcomed the offer of more information being provided on the council tax and business rates collection indicator.
10. We thanked the Leader and the Director for Change and Delivery for attending and answering the Committee's questions.

Scrutiny Review of Building Better Homes and Neighbourhoods Update

11. The Leader of the Council, supported by the Head of Planning and Enforcement, was invited to present an update report on recommendations made by the Building Better Homes and Neighbourhoods Scrutiny Task Group.
12. We asked that further consideration be given to engaging members more in the development of the Local Plan.
13. We welcomed the progress being made on implementing recommendations made by the Task Group.
14. We asked that a further progress report be provided in six months' time.

Agenda Item 7

15. We thanked the Leader of the Council and Head of Planning and Enforcement for attending and answering the Committee's questions.

Committee Matters

16. We noted an update on the establishment and progress of a scrutiny task group around homelessness in the borough, by its Chair, Councillor Haydn Williams

17. We also noted progress on the establishment of a scrutiny task group to consider the development of a Cultural Strategy by its Chair, Councillor David Howarth.

Recommendation(s)

That Council note the report.

Councillor Will Adams

Chair of the Corporate, Performance & Budget Scrutiny Committee

BS

Agenda Item 8



Report of	Meeting	Date
Director of Governance and Monitoring Officer (Introduced by Leader of the Council and Cabinet Member (Strategy and Reform))	Council	Wednesday, 27 March 2024

Changes to Committee Membership

Is this report confidential?	No
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Purpose of the Report

1. To agree changes to committee membership following changes to the membership of the Cabinet.

Recommendations to Council

2. That the proposed changes to committee membership and outside bodies outlined in the report be agreed.

Reasons for recommendations

5. To ensure our committees and decision-making continues to be robust.

Other options considered and rejected

5. Not applicable.

Corporate priorities

6. The report relates to the following corporate priorities:

An exemplary council	Healthy and happy communities
Opportunities for everyone	Green and clean neighbourhood

Background to the report

7. On 3 March 2024, the Leader of the Council appointed Councillor Colin Sharples to the Cabinet in place of Councillor James Flannery.
8. The Leader also made changes to Cabinet portfolio areas with Councillor Ian Watkinson taking on the Planning, Business Support and Economic Development portfolio and Councillor Sharples taking on the Customer Services and Digital portfolio.

Agenda Item 8

9. As a result of the changes in Cabinet membership there are consequential changes needed to committee membership and outside bodies.
10. The following committee membership and outside body changes have been put forward by the Leader of the Council:
 - (a) Governance Committee
 - Remove Councillor Sharples and replace with Councillor Deborah Ashton.
 - Appoint Councillor Wesley Roberts as Chair and Councillor Deborah Ashton as Vice-chair.
 - (b) Planning Committee
 - Remove Councillor Sharples as a substitute and replace with Councillor Chirs Lomax.
 - (c) Standards Committee
 - Remove Councillor Sharples and replace with Councillor Keith Martin.
 - (d) Outside Bodies
 - Leyland Town Deal Board – replace Councillor James Flannery with Councillor Ian Watkinson.
 - Central Lancashire Strategic Planning Joint Advisory Committee – replace Councillor James Flannery with Councillor Ian Watkinson.
11. Following Councillor Mathew Forshaw becoming an independent Member, the political proportionality of the Council has been reviewed with the Conservative Group having one less committee place and Councillor Mathew Forshaw being eligible for one committee place. It is therefore proposed that Councillor Mathew Forshaw remain on the Licensing and Public Safety Committee.
12. The Leader of the Conservative Group has asked that Councillor Damian Bretherton replace Councillor Matthew Forshaw as substitute on the Corporate, Performance and Budget Scrutiny Committee.
13. It should be noted that all committees and their membership will be reviewed as usual for the Annual Meeting of the Council in May.

Climate change and air quality

14. The work noted in this report does not impact the climate change and sustainability targets of the Councils Green Agenda and all environmental considerations are in place.

Equality and diversity

15. There are no equality and diversity implications as a result of this report.

Risk

16. The purpose of this report is to mitigate any risks associated with our decision-making processes.

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Comments of the Statutory Finance Officer

17. There are no financial implications from this report. Member allowances are already included within the budget.

Comments of the Monitoring Officer

18. This report is in accordance with the relevant legislation and the Council's constitution.

Background documents

There are no background papers to this report.

Appendices

There are no appendices to this report.

Report Author:	Email:	Telephone:	Date:
Darren Cranshaw (Head of Democratic Services)	darren.cranshaw@southribble.gov.uk	01772 625512	18/03/24

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Agenda Item 9



Report of	Meeting	Date
Director of Governance and Monitoring Officer (Introduced by Leader of the Council)	Council	Wednesday, 27 March 2024

Amendment to Standing Orders: Questions to Council

Is this report confidential?	No
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Purpose of the Report

1. To seek approval of amendments to Standing Orders in relation to the submission, receipt and response to Questions from Members at Full Council.

Recommendations to Council

2. That members adopt the following changes to Standing Orders to be implemented from the Annual Meeting in the municipal year 2024/25
 - a. That existing text for Standing Order 13 be deleted;
 - b. That the proposed text for Standing Order 13 outlined at paragraph 15 below be adopted;

Reasons for recommendations

3. The existing standing order permits significant rights to members to ask questions without notice. This limits the effectiveness and benefit of the questions, often meaning that they cannot be answered immediately.
4. Further, the existing standing order contains no real time limitations, with significant meeting time being spent on this agenda item. This can be to the detriment of the consideration of the reports being presented for consideration and debate.
5. The proposed amendments will focus questions on business before the council, which has been evidenced by reports and/ or matters of borough importance.
6. The requirement to place questions in writing seeks to ensure that a detailed response can be given quickly.

Other options considered and rejected

5. It was considered to :-
 - a. Not change the constitution – this would not address the issues highlighted in the report; or

Agenda Item 9

- b. Reduce the scope of the proposed changes to permit without notice questions to be raised on matters not on the agenda. This was rejected as there are a number of other avenues for members to raise issues with council.

Corporate priorities

5. The report relates to the following corporate priorities:

An exemplary council	Healthy and happy communities
Opportunities for everyone	Green and clean neighbourhood

Background to the report

6. Members have requested that a change to the constitution be considered in relation to questions for Council, Standing Order 13.
This request follows changes previously recommended by the Centre for Governance and Public Scrutiny and implemented by the Council.

Questions to Council

7. The current rule on Questions to Council is contained at Standing Order 13 of the Constitution.
8. It contains very broad rights for questions to be placed to the Leader and Executive Cabinet. It identifies questions may be on Notice (SO 13.2) and sets out a procedure for submission; or without Notice (SO 13.3) which confirms in such a case no immediate answer need be given.
9. SO 13.4 confirms the scope of the permitted questions, which only limits them to matters which are the responsibility of the Executive Member to whom they are addressed.
10. Supplementary Questions are permitted (SO 13.6) and whilst each question provides a time limit of 5 minutes (3 minutes for the substantive question SO 13.5 and 2 minutes for a supplemental SO 13.6). There are no limits on the number of questions that can be asked, nor a limit on the time this agenda item is permitted to take.
11. The form of responses to questions with Notice are confirmed at S) 13.7 which may be verbal, a direction to a published document or by written response circulated to the questioner and all members after the meeting.
12. Finally, SO 13.8 permits the Mayor, in consultation with the Chief Executive to refuse to accept questions in certain circumstances.
13. Members have rights to question Council, or in particular the Executive Cabinet in a number of committees, including Cabinet itself in which all Councillors are invited to attend and raise questions on reports presented and Scrutiny Committee. On Council agendas are the Reports of Executive Cabinet which provide a further opportunity to question Cabinet on their business and the reports of other committees where a similar opportunity arises. Finally, there are the business reports of the council for decision where all members have the right to participate in the debate and test the decision before them. The current arrangements for Member Questions to Council duplicates these opportunities unnecessarily.
14. It is proposed therefore that the existing wording for Standing Order 13 be deleted and the following adopted from the Annual Meeting in May 2024;

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13 Questions from Members

13.1 Questions without Notice

13.1.1 *When a report of the Executive or a Committee of the council is under consideration or being received at a meeting of the council, a member may, without prior notice, as a question upon an item within the report. No supplemental questions may be asked and any further questions must relate to a different item in the report.*

13.1.2 *A response will be provided by the Executive Leader, Committee Chair or other member submitting the report of moving its acceptance.*

13.1.3 *The Member to whom the question is put may decline to answer, or if they consider it appropriate, and with their agreement, refer it to another member for response.*

13.2 Questions with Notice

13.2.1 *A Member may ask a question on any matter in relation to which the Council has powers or duties or which affects the Borough but must first give notice in accordance with 13.2.2 below.*

13.2.2 *Notice of any Question must be in writing and state the full wording of the question and should identify to whom it is addressed either the Mayor, Executive Leader, a Member of the Executive Cabinet or relevant Committee Chair.*

13.2.3 *Notice must be given to the Chief Executive and be received by him at least 1 clear day before the date of the meeting (under the existing practice of Council Meetings on a Wednesday at 6pm, Questions must be received by the Chief Executive no later than 5pm on the Monday preceding the meeting).*

13.2.4 *The Question shall be put at the meeting and answered without discussion.*

13.2.5 *The Member to whom the question is put may decline to answer or refer the question to another member. In the absence of the Member to whom the question is put a written response will be provided.*

13.2.6 *The answer to the question put will usually be in writing circulated to all members after the meeting but may be in the form of*

(a) a direct oral answer; or

(b) a referral to a publication of the council or other published work.

13.3 Order of Consideration of Questions

13.3.1 *Questions with Notice will be presented to the Council meeting for consideration and response in the order received by the Chief Executive.*

13.4 Maximum time for Questions with Notice to Council

13.4.1 *The maximum time permitted for question with Notice to Council under Standing Order 13.2 is 30 minutes. Any question unanswered at that time will receive a written response.*

13.5 Mayoral Discretion

13.5.1 *The Mayor, in consultation with the Chief Executive, and in exceptional circumstances may*

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- (a) *accept late questions where they deem it to be of importance to the Borough;*
and
(b) *decline to accept questions which are deemed out of order which include being vexatious, abusive or otherwise inappropriate, or have been asked and answered within the preceding 6 months.*

15. The proposed amended wording permits without notice questions on matter already before the council meeting. Questions put on notice can be constructively responded to in an efficient and effective manner with the issues raised being properly addressed.

Climate change and air quality

16. The work noted in this report does not impact the climate change and sustainability targets of the Councils Green Agenda and all environmental considerations are in place.

Equality and diversity

17. There are no adverse implications under this heading. If a member has a particular need to raise questions in a particular way this can be addressed under the Mayoral Discretion.
18. The suggested approach seeks to promote inclusivity with the requirement to provide copies of questions to members on notice enabling all members to engage with each other on a fair and balanced basis.

Comments of the Statutory Finance Officer

19. There are no direct financial implications arising from this report.

Comments of the Monitoring Officer

20. The report proposes changes to the constitution which would normally be considered by Governance Committee. However, the changes as explained in the report are narrow in nature and whilst they may limit the ability to ask question of council it does not remove it and the limitation applies only to the part of the Council Agenda and not in other committees or agenda items.

Background documents

There are no background papers to this report.

Report Author:	Email:	Telephone:	Date:
Chris Moister (Director of Governance)	chris.moister@southribble.gov.uk	01257 515160	February 2024

Agenda Item 11



Report of	Meeting	Date
Director of Communities and Leisure (Introduced by Cabinet Member (Communities, Leisure and Wellbeing))	Council	Wednesday, 27 March 2024

Bikeability Contract Approval

Is this report confidential?	No
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Is this decision key?	Yes
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Savings or expenditure amounting to greater than £100,000	Significant impact on 2 or more council wards
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Purpose of the Report

1. To provide an update on the outcome of tender submission between Lancashire County Council and South Ribble Borough Council to deliver Bikeability from 1st April 2024.
2. To provide an overview of the proposed funding value of £71,132.20, and delivery approach.

Recommendations to Council

3. To accept the funding from Lancashire County Council to deliver Bikeability. To note that this is for a four-year period and to accept the funding for the duration of the contract.
4. Establish the revenue budget to administer the funding which has been allocated to South Ribble.
5. Delegate to Director of Communities and Leisure in consultation with cabinet member for Communities, Leisure and Wellbeing to enter in to contract arrangements, agree, accept and implement the final delivery plan with Lancashire County Council.

Reasons for recommendations

6. The Council is already an experienced provider of Bikeability. To ensure that the Council is able to continue working with local schools and deliver cycling proficiency, we would need to ensure there is the appropriate resourcing in place to support coordination and management of activities.

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Other options considered and rejected

7. To not receive the grant funding would mean that LCC would proceed to award the tender to a private sector provider for delivery within South Ribble and there is no guarantee that such a provider will deliver a quality service for residents.
8. To not move forward with the contract and receive the grant funding would leave employees at risk.

Corporate priorities

9. The report relates to the following corporate priorities:

An exemplary council	Healthy and happy communities
Opportunities for everyone	Green and clean neighbourhood

Background to the report

10. Bikeability is known as “Cycling Proficiency for the 21st Century”. The programme aims to give children and young people the opportunity to understand the National Standard for cycling allowing them to travel safer on the roads. This is a nationally funded programme which is free of charge for schools to opt into.
11. The Council has a ten-year track record of delivering Bikeability. Following a tender process announced by Lancashire County Council, a submission was made to express South Ribble’s interest to continue delivering the programme for the borough.
12. The tender details provided for a four-year term contract, with funding provided at 12-month intervals over the course of the contract.
13. The Council has been successful in its tender and this report sets out the proposed details of delivery and funding.

Service Requirements

14. 80% of children in year groups 5 or 6 to be offered a Bikeability Level 1 & 2 course. The Council already achieves this as we deliver in 42 out of 47 possible schools which is a rate of 89%.
15. Provide support for children with SEND. To support this, Active Health have undertaken a number of training courses to provide inclusive training environments for children. Active Health have a number of partners with whom they are able to share adapted cycles for specific children.
16. Provide support for children who don’t have access to the correct equipment. The Council has a strong bike recycling network meaning that cycles can be loaned to children who don’t have access to a cycle and this is an offer we are able to provide as part of the programme. The Council also has a pool of additional equipment which children are able to access to ensure they can take part.

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17. The funding stipulates that you must have an Internal Quality Assessor in place. This has already been resourced within the service, and resilience built in with two qualified assessors.

South Ribble Borough Approach

18. The Council has a strong track record and significant experience in delivering Bikeability at all levels, and in a range of settings. There is a strong school network in which trust has been built with the Council's instructors and we have repeat custom each year.
19. The Council has recently gone through an External Quality Assurance Assessment with the Bikeability Trust and there were minimal recommendations made to improve delivery. The assessor commented on the quality of delivery from instructors and the professional manner in which they operate.
20. The delivery approach will continue as currently operated. The current delivery model involves several instructors going to a school and delivering a combined Level 1 and 2 course.
21. Schools opt into Bikeability delivery when they complete the Active Schools Offer during the month of May. The schools are then timetabled between September to July.
22. Bikeability requires appropriate ratios of instructors to children. For some schools we require up to seven instructors to complete the Level 2 sessions. An example is one school where there are up to 42 children in one class, where the levels required on the ratio of instructor to children are:
 - Level 1: a ratio of one instructor to 12 children,
 - Level 2: a ratio of one instructor to 6 children,
 - Level 3: a ratio of one instructor to 3 children.
23. The proposed delivery approach will positively impact performance on the corporate strategy project "The Number of Wellbeing sessions delivered by the Council". As the sessions delivered as part of the contract will contribute to the number of sessions delivered.
24. The approach allows a vast amount of added or social value. The programme supports flexible employment opportunities for residents aged 16-70. This contract will allow the Council to offer new training opportunities to these staff members. Thus, providing short term, project focused opportunities enabling individuals to build their work experience and skills whilst undertaking education.
25. The Bikeability programme and associated service requirements has provided further social value with the development and implementation of a Cycle Recycle programme, which accepts donations of cycles which would ordinarily go to a recycling centre. These cycles are refurbished and used on short-term loan by Bikeability participants, social prescribing clients, and job seekers through the Job Centre. This culminates in a low-cost cycle shop each year where residents can access a full-serviced cycle at low-cost.

Funding and Resourcing

26. Funding will be provided over a four-year period, paid annually at 12-month intervals.
27. The contract award for 2024/2025 is £71,132.20. Funding is calculated based on numbers of places required to be delivered across the different levels (1-3).

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28. Funding from the contract will support delivery through contributing to the costs of the Bikeability Coaches and project support.
29. As an existing delivery partner for Bikeability, resources are in place to continue delivery. The Council has 12 qualified instructors which are able to support delivery of the programme. This represents a significant investment in time and resources by the Council, which reflects value for money against the predicted contract award.

Timescales / Next Steps

30. We will receive the contract to sign from LCC imminently. If approved the appropriate director will sign and the contract returned to LCC.
31. Delivery will commence as per the current timetable on Monday 15th April.

Climate change and air quality

32. The work noted in this report positively impacts on the following areas of climate change and sustainability targets of the Councils Green Agenda.:
 - a. net carbon zero by 2030,
 - b. limiting non sustainable forms of transport,
 - c. limiting or improving air quality.
33. Providing children and young people with the training to use the roads safely on a cycle, gives those individuals the freedom and independence to make more sustainable travel choices for life. Ultimately contributing to creating future adults who travel by cycle more than by car.
34. The training provided gives parents the confidence that their child knows how to use the roads safely, and will encourage their child to journey to school and beyond independently thus taking cars off the road at peak travel times.

Equality and diversity

35. An Impact Assessment will be completed prior to commencing delivery and agreement with LCC on the proposed delivery model. There is a neutral impact on equality and diversity, as all groups are actively involved and encouraged to take part.
36. Active Health works with schools and children in lower socio-economic wards to ensure that children have access to the correct equipment. The team are also able to carry out repairs on cycles free of charge to ensure that they are safe to use, and the families do not have an added expense of a cycle shop service.
37. Schools which are in wards of lower socio-economic standing have the opportunity to work with Active Health to provide targeted extra-curricular provision to give children the opportunity to learn to ride or improve their cycle skills prior to the course.
38. The Bikeability modules which will be delivered (Level 1&2, Learn, Level 3), are aimed towards specific age groups of children, as below. However, the Bikeability contract support paid for programme which provides interventions for year groups across a primary school population.
 - a. Level 1&2 – Year 5 or Year 6

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- b. Learn – Reception and EYFS or Year 1
- c. Level 3 – Year 7 or Year 8

39. All children in the specific year groups are offered the opportunity and actively encouraged to take part, whether they have any additional needs or disabilities or not. Active Health are able to work with schools and specific children to provide specialist equipment and additional staff where required. All staff have received Neurodiversity Training and SEND Training provided by the Bikeability Trust.

Risk

- 40. Should there be any decision to not accept the funding, then at least one member of staff would be at risk with potential redundancy.
- 41. Any delay in contract signing will result in a gap in delivery and reduced quality of service for residents.

Comments of the Statutory Finance Officer

- 42. The report updates on the Bikeability scheme which is financed through external funding. Given the timing of the tender exercise, no previous assumption of income and related income budget has been made in the current budget for 2024/25; approval of the report would allow for the revenue budget to be updated.

Comments of the Monitoring Officer

- 43. There are no concerns with this report from a Monitoring Officer perspective. Any contract arrangements will be checked by Legal Services prior to sign off. The risk associated with this scheme is considered low – it is to some extent a continuation of an existing scheme.

Report Author:	Email:	Telephone:	Date:
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Report of	Meeting	Date
Director of Property and Planning (Introduced by Cabinet Member (Finance, Assets and Public Protection))	Council	Wednesday, 27 March 2024

Parks and Open Spaces Capital Programme

Is this report confidential?	No
Is this decision key?	Not applicable
Savings or expenditure amounting to greater than £100,000	Significant impact on 2 or more council wards

Purpose of the Report

1. This report is seeking approval for the following schemes as part of developing a future Parks and Open Spaces Capital Programme for the next three years, and:
 - a. The report requests a number of budgets to be set up for particular projects to be funded by section 106 funding and existing Council Capital programme budgets.
 - b. The report is asking for the limited reallocation of certain budgets between different projects.
 - c. The report includes two schemes which will be funded as part of the UKSPF (Shared Prosperity Fund) program. The UKSPF programme was agreed at full Council in June last year.

Recommendations to Council

2. That Council agree to take forward the list of projects identified in the table below in paragraph 18.
3. That Council approves the setting up budgets for projects as identified in the table below in section 18. These budgets will be funded through a combination of Section 106 monies, existing capital programme budgets and some one-off UKSPF grant funding linked to Economic Development as shown in the table below.
4. That Council approve the re-allocation of budgets as identified in the table in paragraph 18.

Reasons for recommendations

5. A council decision is required to approve and set up budgets and agree to a re-allocation of budgets in excess of £100k. This report is asking Council for approval to set up a number of budgets for individual parks and open spaces projects for the next three years. A Council decision is also required to approve the reallocation of budgets

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within the capital budgets in order to fund the budgets required for the parks and open spaces projects.

Other options considered and rejected.

6. The option of not bringing forward this programme of parks and open spaces projects could have been chosen. However, this would mean that some S106 funding could be lost and the one-off UKSPF grant funding available would not be used, missing out on the opportunity to improve the borough's greenspaces.

Corporate priorities

7. The report relates to the following corporate priorities:

An exemplary council	Thriving communities
A fair local economy that works for everyone	Good homes, green spaces, healthy places

Background to the report

8. During spring 2019 an extensive consultation was undertaken on the future of green spaces in South Ribble focusing on some key areas including Bent Lane which has now become Strawberry Valley Park. The consultation was hugely successful with over 500 responses and residents engaging in a Planning For Real exercise in helping to plan future projects which have come to fruition in recent years.
9. The results of the consultation carried out in 2019 were fed into the new Corporate Strategy which emerged later in the year. The Corporate Strategy highlighted the importance of parks and open spaces in helping to deliver key aspirations set out in the Strategy including:
 - a. Improving health and wellbeing of our residents
 - b. Delivering against our aspiration of achieving a Council Net Zero position by 2030
 - c. Reducing air pollution across the Borough focusing on urban hot spots of pollution
 - d. Protecting and improving biodiversity across Borough.
 - e. Delivering new and improved open spaces and children's play facilities in the Borough focusing on an extensive Play Area Refurbishment Programme
 - f. Developing a 'green links' network of pedestrian, cycle and bridle ways supporting informal outdoor leisure activities and active travel across the Borough
10. In June 2019, alongside the emergence of the new Corporate Strategy, Cabinet approved a set of projects to be delivered over the next 4 years to be delivered from 2020/21 through to 2023/24. Many of the projects have been completed across the borough including:
 - a. A number of play areas that have been refurbished or renewed.
 - b. The development of the Leyland Loop which has involved the creation of a number of pedestrians, cycle and bridleways in and around Leyland.
 - c. Improvements to a number of parks across the Borough including significant work on Worden, Withy Grove, Farington, Hurst Grange and Strawberry Valley Parks.
 - d. Delivery of the Coach House Lottery Project in Hurst Grange Park

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- e. Development of a number of urban flower meadows across the Borough to support pollinating insects.
 - f. Delivery of a new park now called 'Strawberry Valley Park' previously known as Bent Lane Recreation Ground.
 - g. Improvements to the Central Parks area of the Borough working in partnership with the Environment Agency, Lancashire County Council, and the Woodland Trust.
11. This financial year 2023/24 represents the fourth year in the 4-year plan of projects which are either delivered or planned to be delivered later in this financial year.
12. This report is about developing a new Parks and Open Spaces Capital Programme looking forward to the next 3 financial years (2024/25 -2026/27).

The Proposals

13. The proposals below bring forward a set of parks and open spaces capital projects for the next 3 years which promotes the aspirations highlighted in the Council's revised Corporate Strategy.
14. The table below in paragraph 18 sets out the approvals required from Council in the following areas:
- a. The creation of individual budgets for named parks and open spaces projects allocated to given financial years,
 - b. The re-allocation of money across projects within the Capital Programme
 - c. The allocation of s106 monies to individual projects as directed by the s106 agreements in place.
 - d. The allocation of some one-off UKSPF funding to specific parks and open spaces projects that will deliver against the required grant outcomes. The main UKSPF programme was agreed by Council on 19th July 2023.
15. As an explanation of the table in paragraph 18 below, the following information provides a short narrative for each project identified and how it will be funded.
- a. Margaret Road play area in Middleforth is already a named project in the capital programme with a budget of £100,000 allocated. The proposal is that £110,000 is vired from the budget of £310,000 earmarked for a Penwortham to Howick green link for 2024/2025 to give this project a total budget of £210,000. This scheme and the following points b and c were previously earmarked to be funded via CIL but following the City Deal update to Council in November it is now proposed that this be switched to funded by borrowing.
 - b. Penwortham Loop is a planned 10km pedestrian and cycle green link around Penwortham promoted by the local Community Hub and local Members. The proposal is that a budget of £100,000 is set up for the Penwortham Loop project. Funding for this project will come from a virement of £100,000 from the budget of £310,000 earmarked for a Penwortham to Howick link. The budget will be profiled over 2024/25 and 2025/26.
 - c. Penwortham To Howick Green Link Scheme – Following the above virements totalling £210,000 from this scheme, there will be budget of £100,000 remaining to carry out the path upgrade works on SRBC land (80% of the original scheme).
 - d. It is requested that a new budget of £50,000 is set up for the drainage of a football pitch in New Longton in 2025/2026 using s106 funding earmarked for sports pitch

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improvements in the New Longton area. A further EMD will be required to award the contract for the work to be completed.

- e. It is requested that a new capital budget is set up for improvements to Paradise Park in the Leyland area using section 106 funding associated with the Test Track development and directly available for improvements to Paradise Park. The budget available is £226,000 over two years in 2024/2025 and 2025/2026. A further Cabinet report will be required to award the contract to complete the work.
 - f. A new budget is requested for a project at Worden Park to include the improvement of the Shaw Brook Valley and the delivery of the extension on the western side of the park following the transfer of land to the council as part of the Altcar Lane development. It is proposed that the project will be programmed over two years in 2024/2025 and 2025/2026 and be funded from the existing capital budget for the Shaw Brook Valley, s106 funds from Buckshaw Village for public open space improvements and s106 funds allocated for the delivery of the park extension giving a combined project budget of £233,000.
 - g. It is requested that a new capital budget of £39,000 is set up over two years in 2024/2025 and 2025/2026 for projects in the central parks area of the Borough. The budget will be funded by section 106 funding which is earmarked for the central parks.
 - h. It is requested that a new capital budget is set up for Longton Playing Fields in 2024/2025 of £99,000 for the drainage of the sports pitch, the creation of a new footpath, and the relocation of a sports pavilion onto the site. The project will be funded by a direct s106 budget earmarked for Longton and a further s106 budget earmarked for playing pitch improvements in the Borough.
 - i. A new budget is requested to be set up for the replacing of play area equipment on Withy Grove Park in 2025/26. This project will be funded by the allocation of a s106 receipt to the existing capital programme releasing the relevant funds to the value of £150,000.
 - j. It is requested that a new budget of £200,000 is set up for the refurbishment and renewal of Holland House Play Area in 2026/27. The project will be funded from specific s106 monies applicable to the Holland House area. A further Cabinet report will be brought forward to award the contract to complete the work.
16. In addition to the above, UKSPF grant funding was approved by Council in July 2023 and some has been made available for capital works. Two capital budgets will form part of the Play and Open Spaces Programme as detailed below.
17. The proposed schemes that meet the criteria of the UKSPF funding highlighted above include:
- a. Improvements to a piece of land given to SRBC off Croston Road adjacent to a number of new Housing Estates.
 - b. Improvement to Bannister Brook and connecting the area to the Town Deal project providing a green lung in the heart of Leyland.
 - c. A further report will be brought to Cabinet to award the contracts to complete the projects.

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18. The table showing the details of what money is been vired and where the section 106 funding is coming from in the table below.

	Scheme	Virement From	Virement To	Increase/ New Budget 2024/25	Increase/ New Budget 2025/26 & future years	New/Increased Budget funded by:
		£'000s	£'000s	£'000s	£'000s	
1	Margaret Road Play Area		110			Virement from Penwortham to Howick Green Link budget
2	Penwortham Loop Green Links		100			Virement from Penwortham to Howick Green Link budget
3	Penwortham to Howick Green Link – re-allocate money to Penwortham Loop and Margaret Road play area	210				
4	Paradise Park Improvements			113	113	s106 Contribution
5	Worden Park - Shaw Brook Valley Improvements & Park Extension Delivery		120	113		s106 Contributions
6	Worden Park - Shaw Brook Valley Improvements - Vire existing capital budget into wider project identified above in 7	120				
7	Central Park Projects			15	24	s106 Contribution
8	Longton Playing Fields			99		s106 Contribution
9	New Longton Playing Pitches drainage				50	s106 Contribution
10	Withy Grove Play Area Refurbishment			150		s106 Contribution & s106 utilised elsewhere to allow reallocation of existing financing
11	Holland House Road Play Area				200	Future s106 Contributions
	TOTAL	330	330	490	387	

19. Each project identified above will require further reports in the shape of Cabinet reports or Executive Member Decisions depending on the individual values of the projects in order that contracts for work can be formally awarded.

Climate change and air quality

20. The programme of improvements works proposed in this report impacts on the following areas of climate change and sustainability targets of the Councils Green Agenda:

- a. reducing waste production
- b. working with sustainable and green accredited companies,

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- c. limiting or improving air quality

Equality and diversity

- 21. As part of pulling together the future Capital Programme for Parks and Open Spaces over the next three financial years, a full Equality Impact Assessment will be done on the impacts of the schemes across the Borough.

Risk

- 22. A risk register is in place to cover the procurement, contract management and delivery of parks and open spaces capital schemes with additional steps put in place to mitigate risks specific to individual projects. Contractors are also required to submit their risk assessments and proposed mitigation as part of the tender return information.

Comments of the Statutory Finance Officer

- 23. The schemes in this report were all funded by external resources until the update on City Deal to Council in November confirmed there is currently no CIL available for allocation. As a result, points 1-3 in the table will be impacted upon totalling £210k and overall, in the capital programme £310k (the other £100k not forming part of this report). The increase in borrowing costs of approximately £30k has been factored into budget setting for 24/25 and beyond. All remaining schemes in this report are utilising other funding sources.

Comments of the Monitoring Officer

- 24. Essentially the report seeks in principle approval to a number of projects together with the approval of the necessary budgets. Once detailed plans are worked up for any schemes then further approval will be sought then either through EMD or a Cabinet decision.

Background documents

There are no background papers to this report.

Appendices

There are no appendices to this report.

Report Author:	Email:	Telephone:	Date:
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Report of	Meeting	Date
Director of Planning and Development (Introduced by Cabinet Member (Planning, Business Support and Economic Development))	Council	Wednesday, 27 March 2024

Statement of Community Involvement

Is this report confidential?	No
Is this decision key?	Not applicable

Purpose of the Report

1. To present members with a revised Statement of Community Involvement (SCI) in relation to consultation procedures to be undertaken by the Council for planning policy and development management functions, and to seek agreement for formal adoption.

Recommendations to Council

2. That the Council agrees the SCI 2024 be formally adopted and replace earlier versions of such document.

Reasons for recommendations

3. To formally adopt the SCI 2024 so that residents, communities and stakeholders can understand how they can be involved in the planning process.

Other options considered and rejected

4. Do not adopt the SCI - will delay the adoption of a revised SCI at a key stage of the emerging Local Plan, whilst the current version is no longer compliant with current national planning requirements.

Executive summary

5. The SCI sets out how the local planning authority will consult and notify the community, businesses and other organisations or 'stakeholders' about the development of their area. It also explains how people can get involved with the planning process.
6. An SCI is required under Section 18 of the Planning and Compulsory Purchase Act 2004 and conforms with the relevant regulations for both plan making and development management.

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7. South Ribble Borough Council is responsible for producing different types of planning documents. Each type of document carries a different weight, and each requires a different level and/or nature of engagement with the local community and other stakeholders.
8. For example, in planning policy there are different types of policy documents, primarily Development Plan Documents (DPDs) (e.g., Local Plan, Neighbourhood Plans) and Supplementary Planning Documents (SPD's) each requiring a different level of engagement with the local community and other stakeholders. The process for producing different types of policy document varies, and consequently, so do consultation arrangements and procedures.
9. The requirements for consultations on planning applications are set out within the Town and Country Planning (Development Management Procedure) (England) Order 2015 and the consultation carried out depends on the application type that is being considered.

Corporate priorities

10. The report relates to the following corporate priorities:

An exemplary council	Healthy and happy communities
Opportunities for everyone	Green and clean neighbourhood

Background to the report

11. The draft SCI has recently been the subject of a public consultation, following the analysis of responses, various amendments have been made to the statement.
12. A consultation report has been produced which lists all representations, the Council's response and amendments to the document.
13. South Ribble Borough Council published its current SCI in 2013. Since then, there have been significant changes made to planning legislation, regulation, and guidance.
14. This document reflects on the suitability and effectiveness of approaches to community engagement described in the previous version of the SCI. Therefore, it includes new methods of consultation that make effective use of modern technologies and resources.
15. South Ribble Borough Council recognises that it is important to provide the necessary resources and opportunities for communities and other interested parties to comment and engage throughout the planning process. Community involvement facilitates discussions and feedback that can influence decision making.

Key Elements of Community Involvement

Planning Policy

16. There are different types of policy documents, primarily Development Plan Documents (DPD's) (e.g., Local Plans, Neighbourhood Plans) and Supplementary Planning Documents (SPD's) each requiring a different level of engagement with the local

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community and other stakeholders. The processes for producing different types of policy document vary, and, consequently, so do consultation arrangements / procedures.

17. The Council is now at an advanced stage in preparing a new Local Plan in partnership with Chorley Borough Council and Preston City Council. As part of the plan making process, each Authority will review and where necessary update their SCI as plan-making legislation requires that consultation on the various stages of the Local Plan process is carried out in accordance with the Statements of Community Involvement.

General Consultation Methods

18. South Ribble Borough Council maintains an up-to-date consultation database, alongside the Central Lancashire Local Plan consultation database, so that any interested party who wishes to be informed of the progress of planning policy can be contacted.
19. All current adopted policy and supplementary resources are available online.
20. Contact details are provided for the Planning Policy, Technical Support and Central Lancashire Local Plan Teams for enquires and support in accessing documentation.
21. The SCI confirms that the Council will meet its obligations under the Duty to Cooperate required by Section 33A of the Planning and Compulsory Purchase Act 2004. Specifically, the Duty requires local planning authorities to:
 - Engage constructively, actively and on an ongoing basis with any local planning authority, or other prescribed body, potentially affected by a strategic matter; and
 - To develop strategic planning policies to address such issues and consider joint approaches to plan making.

Development Plan Consultation Methods

22. The SCI breaks down each stage of Local Plan preparation and outlines the purpose of consultation and engagement at each level. The minimum consultation period during both the preparation and publication stages is 6 weeks.
23. Relevant statutory consultees must also be consulted during the Local Plan preparation process.
24. Consultation events are held, to allow interested parties to attend at their convenience. These are usually held across the five neighbourhood areas in the Borough, although these may be subject to change depending on availability and suitability.
25. During formal consultation periods in Local Plan preparation, hard copies of documents will be available at local libraries and the Civic Centre. Documents and plans will also be taken to consultation events where the planning team will be on hand to answer any queries.
26. Any representations made in response to a consultation on a draft DPD are published on the Council's website. The requirement to publish a Consultation Statement reflects the Government's desire to strengthen both stakeholder and community involvement in the planning process.

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Supplementary Planning Documents

27. A Supplementary Planning Document is also subject to a process of consultation and engagement with relevant parties. The Council will carry out at least one consultation during the preparation of an SPD before it is adopted, for a minimum of four weeks. Any representations made in response to a consultation on a draft SPD are published on the Council's website.
28. Members of the public, local businesses, organisations, and interested parties from the consultation database will be consulted, as well as statutory consultees.
29. Following consultation on a draft SPD, a consultation statement will be published at least 4 weeks before the document is formally adopted by the Council. The consultation statement will list all the responses received as a result of consultation, with the Council's response, and identify any changes that have been made to the document.

Neighbourhood Development Plans

30. Neighbourhood Planning is a way for communities to have a say in the future of places where they live and work. It gives neighbourhoods the power to produce a plan that directs development in their local area.
31. Neighbourhood Plans, once adopted, form part of the development plan, therefore decisions on planning applications must take account of them.
32. The Council has a statutory duty to support local groups in the preparation of a Neighbourhood Plan. However, the responsibility to produce a Neighbourhood Plan lies with the qualifying body, e.g., the relevant Parish Council.
33. Once a Neighbourhood Plan has been drawn up and submitted to the local planning authority, the local planning authority must carry out a statutory consultation on the proposed Neighbourhood Plan before it is examined by an independent and suitably qualified person. This stage will be subject to a six-week consultation.
34. A Neighbourhood Plan is subject to an examination by an Independent Planning Inspector, full details of the Inspector and examination process will be published on the Council's website. A Neighbourhood Plan will also require a referendum, details of which will also be made publicly available.
35. The planning policy team are on hand to support with neighbourhood planning through GIS support, advice and guidance as required and will assist with examination.

Community Involvement in Development Management

36. The requirements for consultation on planning applications are set out in the Town and Country Planning (Development Management Procedure) (England) Order 2015. The consultation carried out will depend on the application type.

Permitted Development

37. To assist in determining whether a proposed householder development is likely to be permitted development, self-assessment sheets are available on the Council's website.

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38. The planning team are available to provide basic advice to members of the public without charge. The planning pages on the Council website also provide links to useful websites that provide planning information and resources. Additional support can also be provided by contacting the Technical Support Team.

Pre- Application Advice

39. South Ribble Borough Council welcomes and encourages applicants and developers to seek pre-application advice from the Council prior to the submission of a formal planning application.
40. For major pre-application enquiries the Council may seek advice from internal and external consultees. During the pre-application discussions officers will also advise developers on whether the proposals would benefit from a process of community involvement before the application is submitted.

Planning Applications

41. Neighbour notification by letter is the principal method of consultation on most planning applications – in such cases, letters are sent to all owners / occupiers of properties that immediately adjoin the boundary of the application site. Some applications must be advertised in a newspaper and site notices may be displayed.
42. Neighbours/ interested parties are given 21 days to respond in writing to the notification. Comments may be made on any planning application, by anyone, regardless of whether or not they were consulted individually. All planning applications (with associated documents) received by the Council can be viewed via the public access portal.
43. The views of statutory consultees and the public are important in making decisions on planning and related applications. However, they are just one consideration amongst several in the overall decision-making process and must be weighed alongside local planning policy set out in the development plan and related guidance, national policy set out in the National Planning Policy Framework, and other material planning considerations.

Planning Committee

44. The Council allows public speaking at Planning Committee meetings, subject to a number of criteria, details of which are published on the Council's web site.

Planning Appeals

45. Appeals are examined by an independent Planning Inspector appointed by the government. When an appeal is received, we will notify in writing all those who made written comments upon the original application. Copies of their comments will be forwarded to the Planning Inspectorate and the Council will inform people how to make further representations to the Planning Inspectorate.

Climate change and air quality

46. The work noted in this report does not impact the climate change and sustainability targets of the Councils Green Agenda and all environmental considerations are in place.

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Equality and diversity

47. The primary purpose of the SCI is to provide the necessary resources and opportunities for communities and other interested parties to engage throughout the planning process. Consultation methods seek to ensure that opportunities are maximised to enable participation from a wide range of stakeholders.
48. An impact assessment has not been completed as the purpose of the SCI is to demonstrate equality and diversity in the planning process.

Risk

49. The risk of delaying or disapproval of the statement will delay the adoption of the revised SCI at a key stage of the emerging Local Plan, whilst the current version is no longer compliant with current national planning requirements.

Comments of the Statutory Finance Officer

50. There are no direct financial implications of this report.

Comments of the Monitoring Officer

51. The intention behind the report and the appended SCI 2024 is to ensure that we comply with relevant legislative requirements particularly those associated with the Planning and Compulsory Purchase Act 2004. This is particularly important in the context of the emerging Local Plan. There are no concerns with the report from a Monitoring Officer perspective.

Background documents

There are no background papers to this report.

Appendices

Appendix A: Draft Statement of Community Involvement 2024

Appendix B: Draft Statement of Community Involvement Consultation Report

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Statement of Community Involvement

March 2024

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1. Introduction

This Statement of Community Involvement (SCI) sets out how the local planning authority will consult and notify the community, businesses and other organisations or 'stakeholders' about the development of their area. It also explains how people can get involved with the planning system.

1.1. What is a Statement of Community Involvement?

It demonstrates, to interested parties, the opportunities for engagement and involvement in plan making and decision taking within the planning process.

This document explains the purpose, aims and processes of this involvement and the expectations of South Ribble Borough Council as the Local Planning Authority (LPA).

1.2. What are the aims of the Statement of Community Involvement?

South Ribble Borough Council recognises that it is important to provide the necessary resources and opportunities for communities and organisations (etc) to comment and engage throughout the planning process. Community involvement facilitates discussions and feedback which influences decision making.

The SCI ensures that the Council will:

- Provide access to up-to-date planning information and resources including updates
- Consult on plan making progression and planning applications (where applicable) in accordance with the latest regulations.

1.3. What is the purpose of the Statement of Community Involvement?

South Ribble Borough Council will comply with the standards and methods of consultation as set out in this SCI when preparing and reviewing Local Plans, Supplementary Planning Documents, Neighbourhood Development Plans, and when determining planning applications.

The SCI provides certainty to all of those who wish to participate in the planning process.

The SCI will set out:

- what will be consulted upon
- who could be consulted
- how we might carry out consultation, and
- when we will consult.

The Council recognises that meaningful engagement with local communities and other 'stakeholders' benefits the planning process and can help increase public acceptance of developments. In more general terms, local authorities have a legal duty to act fairly in the exercise of their functions. One aspect of fairness is to consult stakeholders on matters that may affect them. The government has placed an emphasis on localism – to empower local communities to get involved in decision making.

It is important, however, that people understand that whilst all points of view made to the Council are considered, it is not always appropriate and / or possible for the Council to accommodate every request for change, especially where two parties have opposite views. Part of the Council's role is to balance competing interests and whilst it is accepted that the Council's decisions on planning matters will directly affect people's lives, it should also be remembered that feedback from public consultation is one of several factors that the Council considers when making its decisions.

Sometimes decisions may be made contrary to the views of people who have responded to consultations because other factors weigh more heavily in the overall planning balance. It is the purpose of officers' reports on planning applications, and the 'evidence base' that backs up planning policy documents, to set out how planning decisions (or recommendations) have been arrived at, considering relevant planning-related points made, including those received during consultation.

When consulting on planning matters, it is not the number of comments registered, but the relevance of the planning-related arguments contained within them that is most important. As an LPA, the Council needs to balance the views of all sides, as well as relevant law and policy, in forming its decisions.

1.4. Why does South Ribble Borough Council produce a Statement of Community Involvement?

A SCI is required under Section 18 of the Planning and Compulsory Purchase Act 2004.

This document also reflects the requirements of the Town and Country Planning (Local Planning) (England) Regulations 2012, the Localism Act 2011, and the National Planning Policy Framework.

The National Planning Policy Framework (more commonly referred to as the NPPF) sets out the government's planning policies for England and how these are expected to be applied. It is a framework that guides local plan preparation and is a material consideration when determining applications. This SCI complies with the NPPF at the time of publication.

The NPPF is supported by Planning Practice Guidance (PPG) which breaks down the policy and guidance of the NPPF into specific topics. PPG provides further guidance for the interpretation of the NPPF. It is intended to be a more accessible resource to enhance understanding and empower community involvement in the planning process.

The NPPF and PPG can be found via the following link

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

1.5. Why is South Ribble Borough Council producing a new Statement of Community Involvement?

South Ribble Borough Council published its latest SCI in 2013. Since then, there have been significant changes made to planning legislation, regulation, and guidance.

This document reflects on the suitability and effectiveness of approaches to community engagement described in previous versions of the SCI. Therefore, it includes methods of consultation that make effective use of modern technologies, existing resources and changing circumstances.

It is a requirement to review a SCI every five years, starting from the date of adoption.

The authority will review its SCI as and when required within the recommended timeframe to ensure it remains up to date.

1.6. How to use a Statement of Community Involvement

The minimum requirements for consultation on planning policy documents and planning applications are set out in the Town and Country Planning (Local Planning) (England) Regulations 2012 and for planning applications in the Town and Country Planning (Development Management Procedure) (England) Order 2015.

The remainder of this document is split into these two sections, relating to community involvement opportunities in planning policy and development management. Even though the Council's planning policy and development management teams work hand in hand, it is useful to explore the different opportunities for community involvement in each area of planning practice.

1.7. Role of Planning Officers

Planning Officers are generally available by prior appointment to discuss the production of planning documents, pre-application enquiries and planning applications. Further details of these services are available throughout the document.

1.8. Role of Councillors

Councillors have an important role within the planning system, as both decision makers and as community representatives. The general public can make their views known to their local ward or Parish Councillor, who can make representations on their behalf. Councillors are a vital link between the local community and the LPA. Councillors also make decisions on planning issues, such as adopting Planning Policy documents and determining some planning applications.

2. Planning Policy

The Council is responsible for producing local planning policy which, along with national policy, is used to inform decisions as it carries out its development management functions. There are different types of policy documents, each carrying different weight, and each requiring a different level and / or nature of engagement with the local community and other stakeholders. The most common policy documents which involve public consultation are development plan documents (DPDs), (including the Local Plan), and supplementary planning documents (SPDs). The processes for producing DPDs and SPDs vary, and, consequently, so do consultation arrangements / procedures.

When DPDs are examined by independent Inspectors appointed by the Secretary of State, the documents will be tested for “soundness” and for “legal compliance”, i.e., to ensure that legal requirements have been met. One of the legal requirements is to verify that the consultation on the DPD at its various stages of preparation has been carried out in accordance with the Statement of Community Involvement.

2.1. Consultation Database

The LPA will maintain an up-to-date consultation database so that anyone or any organisation who wishes to be informed of the progress of planning policy can be contacted. Stakeholders will be notified of consultation events, publication, and main modifications to local plan documents. Details will include the length of consultation periods, links to relevant documents and means of responding to any consultations.

Anyone wishing to be added to the database can do so by using the contact details below in table 1. Where possible, the Council’s preferred method of communication will be via e-mail. There will also be opportunities to add contact details to the database at consultation events.

The Planning Policy team holds two consultation databases, one primarily for plan-making consultations for the Central Lancashire Local Plan and the other solely for South Ribble Planning Policy consultations and updates. Stakeholders must use the relevant contact details provided below to be added to each database. These databases are only used for plan-making consultations, and not development management consultations or wider Council consultations.

2.2. Contacts and Resources

There are more ways to keep up to date with the planning policy developments in the borough.

Our Technical Support Team can assist you via planning@southribble.gov.uk or 01772 625586. The team can assist in accessing planning policy documentation, where possible.

The Council offices (Civic Centre, West Paddock) provide access to computers, where residents are welcome to use the facilities to view planning documentation.

Current adopted planning policy for South Ribble Borough Council is available at <https://www.southribble.gov.uk/article/1133/Planning-Policy>.

The review of the Central Lancashire Core Strategy began in 2018 with a view to delivering a single Central Lancashire Local Plan between the authorities of Preston City Council, Chorley Borough Council and South Ribble Borough Council. Background papers and proposals can be found via <https://centrallocalplan.lancashire.gov.uk/>, including the existing Core Strategy and the emerging evidence base, as well as key issues and assessments.

Table 1: Contact details for the South Ribble Local Plan and Central Lancashire Local Plan

South Ribble Local Plan	planningpolicy@southribble.gov.uk	Planning Policy Civic Centre West Paddock Leyland Lancashire PR25 1DH Tel: 01772 625625
Central Lancashire Local Plan	centrallancashirereplan@chorley.gov.uk	Central Lancashire Local Plan Team Civic Offices Union Street Chorley PR7 1AL Tel: 01257 515151

2.3. Duty to Cooperate

The duty to cooperate was introduced by the Localism Act 2011 and is set out in Section 33A of the Planning and Compulsory Purchase Act 2004. The authority's monitoring report documents the actions taken under the Duty to Cooperate.

Specifically, the Duty requires local planning authorities to:

- Engage constructively, actively and on an ongoing basis with any local planning authority, or other prescribed body, potentially affected by a strategic matter; and
- To develop strategic planning policies to address such issues and consider joint approaches to plan making.

Part 2 of the Town and Country Planning (Local Planning) (England) Regulations 2012 lists the prescribed bodies for our duty to co-operate.

Table 2: Duty to Cooperate Bodies

Statutory Consultees	Duty to Co-operate Organisations
Environment Agency	Environment Agency
Historic England	Historic England
Natural England	Natural England
Network Rail	Civil Aviation Authority
National Highways	Homes and Communities Agency
Telecommunications Operators	NHS England (Central Lancashire)
Integrated Care Board	Chorley and South Ribble Clinical Commissioning Group
Electricity and Gas Companies	Lancashire County Council (Highways Authority)
Sewerage and Water Companies	*Lancashire Enterprise Partnership
Homes England	Office of Rail Regulation
Adjoining Neighbouring Local Authorities	Adjoining Neighbouring Local Authorities inclusive of Chorley Council, Preston City Council, West Lancashire Council, Blackburn with Darwen Council, Ribble Valley Council, Fylde Council
Parish and Town Councils within the Borough	*Wildlife Trust
Adjoining Neighbouring Parish Councils	
Lancashire County Council	
Lancashire Constabulary	
The Coal Authority	
Canal & River Trust	
The Theatres Trust	
Sport England	

* These bodies are not subject to the requirements of the duty. But local planning authorities and the public bodies that are subject to the duty must cooperate with Local Enterprise Partnerships and Local Nature Partnerships and have regard to their activities when they are preparing their Local Plans, so long as those activities are relevant to local plan making.

The Regulations require LPAs to consult 'general consultation bodies' as they consider appropriate, in the preparation of Development Plan Documents. General consultation bodies include:

- a) Voluntary bodies some or all of whose activities benefit any part of the authority's area
- b) Bodies which represent the interests of different racial, ethnic or national groups in the authority's area.
- c) Bodies which represent the interests of different religious groups in the authority's area.
- d) Bodies which represent the interests of disabled persons in the authority's area.
- e) Bodies which represent the interests of persons carrying on business in the authority's area.

3. South Ribble Development Plan

3.1. Development Plan Documents (DPD)

Development Plan Documents set out strategic policies, site allocations, and policies on a range of subjects which are used when determining planning applications. The production of DPD's is set out in the Regulations and is made up of several statutory stages.

There are various types of development plan document, each with a different preparation process:

- Local Plans – plan for future growth and development through strategic policies, and a proposals map showing allocated sites to meet predicted needs and requirements.
- Supplementary Planning Documents (SPD) – support the policies in the local plan through more detailed guidance.
- Neighbourhood Plans - plan for development in a specific neighbourhood area.

Below is the current structure of South Ribble’s Development Plan. Please note that South Ribble is committed to preparing a new Central Lancashire Local Plan that will replace the South Ribble Local Plan and Central Lancashire Core Strategy. All documents relating to the emerging Central Lancashire Local Plan can be found via <https://centrallocalplan.lancashire.gov.uk/>.

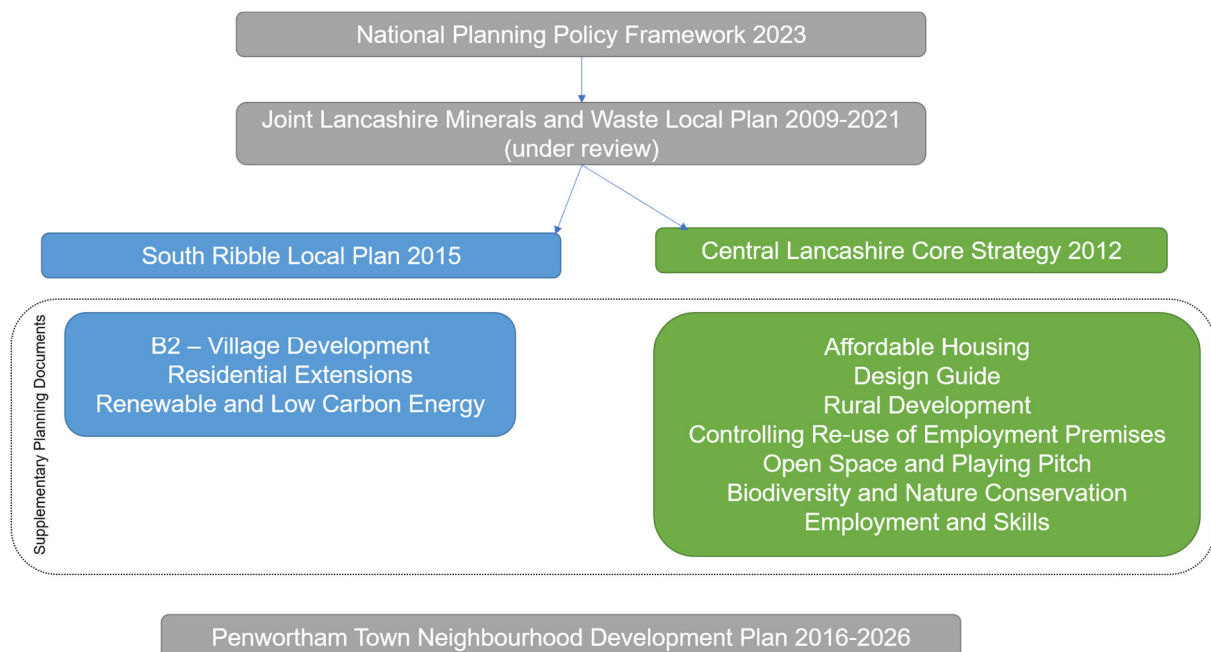


Figure 1: South Ribble’s development plan structure

3.2. Local Plan

It is the duty of the Local Planning Authority to prepare an up-to-date Local Plan for its area. The Local Plan, and its component parts, must be supported by evidence, be consistent with the NPPF and demonstrate community involvement.

A large portion of the community should be proactively engaged, so that Local Plans, reflect a collective vision and a set of agreed priorities for the sustainable development of the area. The below table indicates each stage of engagement, and collaboration with neighbourhoods, local organisations, and businesses.

Table 3: Stages of the Local Plan

Stage	Description
Evidence Gathering, Issues and Options (Reg 18)	Notifying relevant bodies and the community (alongside other methods listed in table 4) of the intention to produce a new DPD and invite comments. The Issues and Option stage prepares several evidence base documents, that will also be subject to consultation.
Plan Preparation (Reg 18)	Preferred Options will be the first draft version of the plan and will be drawn up using evidence and information from the first stage consultation, and guidance within the NPPF. It will explore alternatives to guide the plan towards an agreed position. Comments received will be taken into account in preparing the DPD.
Publication (Reg 19 and 20)	Following on from the consultations and evidence gathering, the proposed plan will be published. There will be a consultation period of a minimum of 6 weeks to allow stakeholders and the community to make formal representations on its soundness. All the responses received at the previous stage will be published as part of the consultation, along with the Council's response to them.

Plan Submission and Examination (Reg 22 and 24)	The plan will be submitted to the Planning Inspectorate for independent examination. Accompanying the DPD will be a Sustainability Appraisal report, Habitats Regulation Assessment, policies map, consultation statement, representation details and any other appropriate documentation. The Inspector will consider all representations and there will be an opportunity for interested parties to speak at the hearing. The Inspector may suggest modifications to the plan which will be consulted on after the examination.
Inspector's Report (Reg 25)	The Inspector will then issue a report declaring whether the plan is sound. If the plan cannot be found sound, the LPA would have to go back to the plan preparation stage. If the plan is found sound, subject to any further changes suggested by the Inspector, the Council will move to adoption.
Adoption (Reg 26)	
Monitoring & Review	The LPA will monitor and review evidence-based reports and DPD through the adoption period.

3.3. Consultation Methods on emerging DPDs

When undertaking any formal consultation or formal adoption of a document, the LPA will ensure that the most up to date Planning Regulations are complied with. The minimum consultation period at preparation and publication stages is 6 weeks, although the LPA may decide to undertake additional consultations at other stages. Likewise, it may be beneficial to extend a consultation period, due to public holidays or weekends.

As well as contacting interested parties through our consultation database, consultations will be advertised on the main page of the council website, via social media posts and press releases where appropriate.

The table below outlines the other methods that may be used to engage communities and interested parties, many of which are subject to availability.

Table 4: Consultation methods used at each stage of local plan preparation.

		Stage of preparation of DPD			
		<i>Evidence Gathering & Options</i>	<i>Plan Preparation & Preferred Options</i>	<i>Publication & Submission</i>	<i>Inspector's Report & Adoption</i>
Method	<i>Website</i>	Yes	Yes	Yes	Yes
	<i>Email (database)</i>	Yes	Yes	Yes	Yes
	<i>Letter (database)</i>	Yes	Yes	Yes	Yes
	<i>Deposit Points</i>	Yes	Yes	Yes	N/A
	<i>Press release</i>	Optional	Optional	Optional	Optional
	<i>Press notice</i>	Optional	Optional	Optional	Optional
	<i>Press advertisement</i>	Optional	Optional	Optional	N/A
	<i>Leaflets</i>	Optional	Optional	Optional	N/A
	<i>Exhibitions</i>	Optional	Optional	Optional	N/A
	<i>Drop-in sessions</i>	Optional	Optional	Optional	N/A
	<i>Social Media</i>	Optional	Optional	Optional	N/A
	<i>Groups consulted /notified</i>	Statutory and general consultees	Statutory and general consultees. Any representors from previous stage	Statutory and general consultees Any representors from Reg 18. stage	Statutory and general consultees Anyone who has asked to be notified
	<i>Duration</i>	Minimum 6 weeks	Minimum 6 weeks	Minimum 6 weeks	-
	<i>Consultation Statement produced?</i>	Yes	Yes	Yes	No

3.4. Consultation on supporting Documents for the Local Plan

Integrated Assessments incorporating Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA)

The Scoping Report represents the first stage of the Integrated Assessment (IA) which is carried out alongside the plan production process. It will make recommendations to enhance potential positive outcomes and minimise negative impacts of the policies within the CLLP. It begins the consultation process with the three statutory bodies for an SA. These are Natural England, Historic England, and the Environment Agency.

Where scoping determines that a full sustainability appraisal is required, the process must take full account of the EU Directive on Strategic Environmental Assessment (SEA).

Habitats Regulations Assessment (HRA)

An HRA Scoping Report consults Natural England to explore if an assessment is required. If European nature conservation sites are likely to have a significant impact from such proposals and policies, then an assessment is required as part of the Conservation of Habitats and Species Regulations 2017.

Statement of Common Ground

This statement is prepared and updated through the plan making process, documenting local authorities' discussion on cross-boundary matters.

Other Documents

Additional documents may be submitted to demonstrate legal compliances and completion of other assessments. These are not statutory documents but could include a Health Impact Assessment and Equality Impact Assessment.

All evidence-based documents will be subject to consultation through the relevant stages of the DPD.

Aside from DPDs, other documents could include a new CIL charging schedule as part of the new Local Plan and design codes.

An Authority Monitoring Report or Local Development Scheme are not subject to consultation but are also subject to the LPAs committee process.

3.5. Consultation Events and Platforms

Consultation events are usually held across the five neighbourhood areas in the borough, although these may be subject to change depending on availability and suitability.

The table below shows the neighbourhood areas for the purposes of consultation and the settlements they include. There will be a maximum of one event in each neighbourhood area, locations will vary based on availability although a community facility is normally selected.

Table 5: Neighbourhood areas used for drop-in events with the corresponding wards.

Neighbourhood Area	Wards
Leyland	Broadfield Buckshaw & Worden Earnshaw Bridge Leyland Central Moss Side St Ambrose Seven Stars
Central	Farington East Farington West Lostock Hall
Western	Hoole Longton & Hutton West New Longton & Hutton East
Eastern	Coupe Green & Gregson Lane Samlesbury & Walton Bamber Bridge East Bamber Bridge West Walton-le-Dale East Walton-le-Dale West
Penwortham	Broad Oak Charnock Horwick & Priory Middleforth

During formal consultation periods of the development plan, hard copies of documents will be available at local libraries and the Civic Centre to view during opening times (Reg.35). The Civic Centre and libraries also have access to computers where documents can be viewed online or be used to submit any feedback via the relevant platform. These documents will also be taken to consultation events where the team will be on hand to answer any queries. Again, all documents will be provided online, via the Central Lancashire Local Plan website.

Table 6: Libraries used across South Ribble for deposit points.

Leyland Library	Lancastergate, Leyland, Preston, Lancashire, PR25 2EX Tel: 0300 123 6703 https://www.lancashire.gov.uk/libraries-and-archives/libraries/find-a-library/leyland-library/
Longton Library	Liverpool Old Road, Longton, Preston, Lancashire, PR4 5HA Tel: 0300 123 6703 https://www.lancashire.gov.uk/libraries-and-archives/libraries/find-a-library/longton-library/
Kingsfold Library	Hawksbury Drive, Penwortham, Preston, Lancashire, PR1 9EJ Tel: 0300 123 6703 https://www.lancashire.gov.uk/libraries-and-archives/libraries/find-a-library/kingsfold-library/
Lostock Hall Library	Watkin Lane, Lostock Hall, PR5 5TU Tel: 0300 123 6703 https://www.lancashire.gov.uk/libraries-and-archives/libraries/find-a-library/lostock-hall-library/
Bamber Bridge Library	Station Road, Bamber Bridge, Preston, PR5 6LA Tel: 0300 123 6703 https://www.lancashire.gov.uk/libraries-and-archives/libraries/find-a-library/bamber-bridge-library/

3.6. What will happen to your representation?

Any representations made in response to a consultation on a draft DPD or SPD are published on the Council's website. The requirement to publish a Consultation Statement reflects the Government's desire to strengthen both stakeholder and community involvement in the planning process.

A Consultation Statement demonstrates:

- Which bodies and persons were invited to make comments
- How those bodies and persons were invited to make comment

- The material that was subject to consultation
- A summary of the issues raised
- How the comments received will shape the next version of the plan

On occasion we are unable to publicise a representation (e.g., if it contains personal information, allegation, abusive content) and on these occasions the sender will be notified, where possible. We will not consider anonymous submissions.

The Consultation Statement will inform the preparation of policies and allocations which have helped to shape successive versions of the plan through the Local Development Scheme.

South Ribble Borough Council's privacy notice can be found at <https://www.southribble.gov.uk/article/2583/Privacy-Notice-Consultation>

4. Supplementary Planning Documents

Supplementary Planning Documents (SPDs) may be produced to provide further guidance and more detailed advice relating to specific topic areas. These have a more limited role, for instance, they cannot introduce new policy or change land allocations.

Regulations 11 to 16 of the Town and Country Planning (Local Planning) (England) Regulations 2012 set out the requirements for producing Supplementary Planning Documents.

SPDs offer local planning authorities the opportunity to add guidance on specific policy areas. They are quicker and simpler to prepare than a local plan.

The purpose of SPDs is to provide guidance on the interpretation and implementation of relevant planning policies, particularly those in the Central Lancashire Core Strategy and South Ribble Local Plan.

South Ribble's current adopted SPDs are listed in figure 1 and can be found via <https://www.southribble.gov.uk/article/1134/Current-policies-and-guidance>

SPDs must be supported by appropriate evidence and accord with national policies. Whilst they are not examined by an Inspector, an SPD is still subject to a process of consultation and engagement with relevant parties. The Council will carry out at least one stage of consultation on an SPD before it is adopted, for a minimum of four weeks.

Members of the public, local businesses, organisations, and interested parties from the consultation database will be consulted, as well as statutory consultees.

Following changes to the revised SPD, a consultation statement will be published at least 4 weeks before the document is formally adopted by the Council. The consultation statement will list all the responses received, with the Council's response, and any changes that have been made.

5. Neighbourhood Plans

Neighbourhood Plans were introduced into the planning system through the Localism Act 2011. They are an opportunity to allow communities to set planning policies to guide development in their areas (alongside the Development Plan).

Part 2 of the Town and Country Planning (England) 2012 and the Neighbourhood Planning (General) Regulations 2012, enable local communities to prepare Neighbourhood Development Plans (also known as Neighbourhood Plans) and to create Neighbourhood Development Orders.

A neighbourhood development order (NDO) is a means for the qualifying body to grant planning permission for particular forms of development within a specified area (the Neighbourhood Area). Granting planning permission for small-scale community or housing development, is a form of NDO, referred to as a community right to build order.

Neighbourhood Plans once adopted form part of the development plan, therefore decisions on planning applications must take account of them. As of Autumn 2023, there is only one neighbourhood plan in place in South Ribble.

Penwortham Town Council's Neighbourhood Development Plan can be viewed via https://www.southribble.gov.uk/media/131/Penwortham-Town-neighbourhood-development-plan/pdf/Penwortham_Town_NDP_-_Final_0.pdf?m=637369819361970000

Neighbourhood Planning is a way for communities to have a say in the future of places where they live and work. It gives neighbourhoods the power to produce a plan that directs development in their local area. A Neighbourhood Plan can add detail and locally set objectives to support and complement the Local Plan. It must be in conformity with national planning policy (the National Planning Policy Framework) and cannot be used to prevent development.

The Council has a statutory duty to support local groups in the preparation of a Neighbourhood Plan. However, the responsibility to produce a Neighbourhood Plan lies with the qualifying body:

- a Parish/Town Council
- a Neighbourhood Forum (in a non parished area)
- a community organisation

The qualifying body must propose a neighbourhood area to the LPA for designation. The boundary may replicate the parish or town council boundary, but this is not necessary. The choice of designation must be clearly justified.

While a Neighbourhood Plan is being prepared, consultation on it will be the responsibility of the individual Parish Council or Neighbourhood Forum and is therefore outside the scope of this SCI.

However, once a Neighbourhood Plan has been drawn up and submitted to the local planning authority, the local planning authority must carry out a statutory consultation on the proposed Neighbourhood Plan before it is examined by an independent and suitably qualified person. This stage will be subject to a six-week consultation.

A Neighbourhood Plan is subject to an examination by an Independent Planning Inspector, full details of the Inspector and examination process will be made publicly available.

A Neighbourhood Plan will also require a referendum, details of which all will be made publicly available.

There is a requirement to consult those who live, work and carry out business in the neighbourhood area. All those on the Neighbourhood Plan database who have previously responded and requested to be kept informed of the process will also be contacted.

5.1. What resources does the planning policy team provide for Neighbourhood Development Plans?

The planning policy team are on hand to support with neighbourhood planning through GIS support, advice and guidance as required and will assist with examination.

In addition, resources are available on the Planning Portal and Planning Aid websites to support the formulation of an NDP through the whole process.

6. Community Involvement in Development Management

This section explains how planning and related applications are dealt with and outlines the Council's consultation arrangements. The primary role of the Development Management team is to assess, make recommendations and determine planning applications taking into account the adopted Local Plan and supplementary documents. The development management team also offer a pre-planning application advice service, present the Council's case in planning appeals, and investigate breaches of planning control.

6.1. Types of Applications

The development management team deal with a range of application types, including major, minor and other applications.

Major applications are defined in the Town & Country Planning (Development Management Procedure) (England) Order 2015, and include the following types of development:

- Residential development for more than 10 units or on a site greater than 0.5 hectares if the number of units proposed is not known.
- Provision of building(s) with floorspace greater than 1,000 sq m
- Development which has a site area greater than 1 hectare

Minor applications include those under the thresholds above. Other applications could include householder, listed building consent, changes of use or prior approval.

The requirements for consultation in respect of different application types varies.

6.2. Development Management Consultations

The requirements for consultation on planning applications are set out in the Town and Country Planning (Development Management Procedure) (England) Order 2015.

However, the consultation carried out will depend on the application type.

Information on how the Council holds and uses information in relation to Development Management (Planning and Enforcement) consultations can be found in the service specific privacy notice: <https://www.southribble.gov.uk/article/1439/Planning-and-enforcement>

6.3. Permitted Development

It should be noted that not all development requires an application for planning permission for some works, planning permission is automatically granted by the Town and Country Planning (General Permitted Development) Order 2015 so these works can be carried out as 'Permitted Development'. For example, householders can make certain changes to their

house without needing to apply for planning permission. These are called "permitted development rights". Other examples of permitted development include certain changes of use, for example from a shop to an office.

To assist in determining whether a proposed householder development is likely to be permitted development, self-assessment sheets are available on the Council website. These provide advice in relation to various types of domestic extension and alterations. (<https://www.southribble.gov.uk/article/1128/Householder-self-assessment>)

The Planning Portal also provides a number of resources to support planning applications, including the 'Interactive House'. (<https://www.planningportal.co.uk/permission>)

Planning Aid England is another platform that offers an online advice service, support services and consultant directory (<https://www.rtpi.org.uk/planning-advice/>).

The planning team are available to provide basic advice to members of the public without charge. This advice could include questions on submitting an application, processing an application, relevant planning policies or planning application fees.

For those who would like to request support (including requesting alternative formats), an appointment can be made by using one of the contact details below:

Planning Service

Development Management Team

Civic Centre

West Paddock

Leyland

PR25 1DH

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6.4. Pre-Application Advice

South Ribble Borough Council welcomes and encourages applicants and developers to seek pre- application advice from the Council prior to the submission of a formal planning application. Discussions can help to achieve a better standard of application, which has a greater chance of a successful outcome.

There are a number of benefits in seeking pre-application advice before making an application:

- It provides early guidance on the planning policies relevant to your development and helps you to understand how these policies apply to your proposal.
- It can identify at an early stage if there is a need for specialist information such as a tree survey, flood risk assessment, ecological assessment.
- It enables proposals to be changed and potential problems overcome before an application is submitted, saving time during the application process.
- It will ensure you know what information you need to submit with the application, thereby making sure it can be registered and validated.
- It can give a greater degree of certainty of whether your application is likely to be successful.
- By identifying and addressing issues at pre-application stage, this can save time when an application is submitted and may result in a quicker decision.

The pre-application advice form is available on the Council's website, along with a list of information and plans that should be submitted with the form.

<https://www.southribble.gov.uk/article/1315/Pre-application-Advice-Service>

Pre-application advice will normally be provided within 21 working days and incurs a fee which is indicated on the council's charging structure. Details of this can be found via

<https://www.southribble.gov.uk/article/1127/Pre-application-advice>.

All pre-application enquiries are treated in confidence and are not available on the planning register. Although, we may be required to release details of pre-application enquires under Freedom of Information requests.

6.5. How we will consult on pre-application enquiries

For major pre-application enquiries the Council may seek advice from internal and external consultees. However, many of these external agencies offer their own direct pre-application advice service e.g., Lancashire County Council as highway authority, National Highways, Canal & River Trust and the Environment Agency.

During the pre-application discussions officers will also advise developers on whether the proposals would benefit from a process of community involvement before the application is submitted. National Planning Practice Guidance advises that 'pre application engagement with the community is encouraged where it will add value to the process and the outcome.' The Council understands that different developments will require public consultation to be tailored to suit the individual circumstances but on significant schemes a public meeting, exhibition and / or leaflet drop in the local area may be required. At pre-application stage, the development management team will be able to advise on an appropriate consultation plan for major development proposals.

The community consultation measures outlined above are not necessary for small scale applications e.g., house extensions or single dwellings. However, we emphasise to

applicants / developers the benefits to be gained by discussing proposals with neighbours who may be affected by the development and taking account of their comments when drawing up the formal planning application.

6.6. Planning Applications

The level of consultation carried out for planning applications will be proportionate to the type and scale of planning application being determined. In all cases, publicity will meet legal requirements.

The regulations set out in the Town and Country Planning (Development Management Procedure) (England) Order 2015, The Planning (Listed Building and Conservation Areas) Regulations and The Planning (Listed Buildings and Conservation Areas) Act 1990, state how planning applications need to be publicised, either by site notice or individual neighbour notification.

Neighbour notification by letter is the principal method of consultation on most planning applications – in such cases, letters are sent to all owners / occupiers of properties that immediately adjoin the boundary of the application site. Where the Council is unsure of the owner of an adjoining site, for example where the application site adjoins open land, a site notice will be displayed.

In addition, a press notice and site notice are also required for the following types of applications:

- Major developments
- An application accompanied by an Environmental Impact Statement
- A departure from the Local Plan
- A development that would affect a public right of way,
- Development affecting the character or appearance of a Conservation Area
- Development affecting a Listed Building or its setting.

Neighbours / interested parties are given 21 days to respond in writing to the consultation.

All planning applications (with associated documents) received by the Council can be viewed via the public access portal. (<https://publicaccess.southribble.gov.uk/online-applications/>)

Weekly lists are published online for the public to view and issued each week to councillors, consultees and others who have requested a weekly update. This includes applications received and determined and appeal information.

Following submission of a planning application, negotiations between planning officers and developers / their agents may result in a revision to the proposed development necessitating the submission of amended plans. If the amendments are significant, the Council will, upon receipt of amended plans, carry out a further consultation on these amendments. In view of the tight timescales to determine planning applications, the re-notification time may be reduced to 14 days.

Comments may be made on any planning application, by anyone, regardless of whether or not they were consulted individually. All comments must be made in writing and must contain the name and address of the author. The Council will not take into consideration any anonymous comments received.

All comments received are public information and cannot legally be kept confidential. Written representations received on planning applications are published on the Council's website. Therefore, comments should not include any personal information, for example phone numbers or signatures. When submitting comments by email it is recommended that they be sent as an attachment in order to avoid publication of personal email addresses.

Please note that comments should be submitted within the identified consultation period as the Council may be in a position to determine the application as soon as the neighbour consultation period expires. If this date cannot be met, consultees should contact the case officer well in advance of the consultation period ending to see whether it is possible for an extension of time to be granted for comments to be submitted.

The Council welcomes comments, whether in support of, or opposition to, an application, but the Council can only take account of material planning considerations. These include matters like the effect on traffic or parking, the appearance of the proposal, overlooking or disturbance, overshadowing, loss of privacy, opposition to business competition and loss of ecological habitats. We cannot take into account matters such as loss of property value, private disputes between neighbours, matters covered by leases or covenants, the impact of construction work and competition between firms.

Planning Law requires that decisions be taken in accordance with the development plan unless there are material considerations that indicate otherwise. The development plan is currently the Central Lancashire Core Strategy and the South Ribble Local Plan, alongside the Joint Lancashire Minerals and Waste Local Plan and the Penwortham Neighbourhood Development Plan. The views of statutory consultees and the public are important in making decisions on planning and related applications. However, they are just one consideration amongst several in the overall decision-making process and must be weighed alongside local planning policy set out in the development plan and related guidance, national policy set out in the National Planning Policy Framework, and other material planning considerations.

Having assessed an application, the planning officer will prepare a report summarising the comments received from consultees and other interested parties. Taking account of development plan policy and other material considerations, the report will assess the planning issues and recommend whether the application should be approved or refused. The majority of applications will then be determined under delegated powers by authorised officers.

However, major and / or controversial applications are reported to the Planning Committee for a decision by Members of the Council. If the application is to be decided by Planning Committee, comments received from consultees, or the public will be set out in the case officer's report. Committee agendas are published 5 clear working days in advance of the meeting and are available on the Council website.

6.7. Planning Committee

Planning Committee meetings are held in public. The Council allows public speaking at Planning Committee meetings, subject to a number of criteria. The procedure for debate at Planning Committee is available at <https://www.southribble.gov.uk/article/1129/Planning-Committee>

Anyone interested in speaking at Planning Committee must register their request by noon two working days prior to the Committee meeting. If you feel unable to address the Planning Committee, a Ward Councillor may be willing to put your view to the Committee. Details of Ward Councillors are available on the Council website at:

<https://southribble.moderngov.co.uk/mqMemberIndex.aspx?FN=WARD&VW=LIST&PIC=0>

6.8. Planning Appeals

If an application for planning permission is refused by the local planning authority, or if it is granted with conditions that are unacceptable to the applicant, an appeal can be made to the Secretary of State against the refusal of permission or against the conditions attached. There is also a right of appeal if an application is not determined within a specific time, and a right of appeal against the issuing of an Enforcement Notice.

Only applicants have a right of appeal. There is currently no third party right of appeal in respect of planning decisions.

Appeals are examined by an independent Planning Inspector appointed by the government. We will notify in writing all those who made written comments upon the original application. Copies of their comments will be forwarded to the Planning Inspectorate and the Council will inform people how to make further representations to the Planning Inspectorate. Further advice on the appeal process is available at:

<http://www.planningportal.gov.uk/planning/planninginspectorate>

7. Conclusion: Monitoring & Review of the Statement of Community Involvement

The SCI will be monitored and reviewed when necessary to take account of best practice in community involvement and any regulation changes.

Should situations such as the COVID pandemic arise, alternative methods of community involvement may be taken. These changes will be listed on our website in the short term until a revised statement can be issued.

For further clarification or any questions about the contents of this SCI, please contact South Ribble's Planning Policy team.

Planning Policy

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Glossary

Authority Monitoring Report (AMR)	Monitoring the performance indicators of the Core Strategy.
Consultation Statement	Sets out how the Council has sought participation from communities and stakeholders during a consultation period.
Core Strategy (CS)	It is a key document with strategic policy for Central Lancashire's Local Development Framework, to help co-ordinate development in the area and contribute to boosting investment and employment.
Development Plan	Sets out strategic policies, site allocations, and policies on a range of subjects through a Local Plan, Supplementary Planning Documents and Neighbourhood Plans.
Duty to Co-operate	Places a legal duty on local planning authorities and prescribed public bodies to engage constructively, actively and on an ongoing basis to maximise the effectiveness of local plan and marine plan preparation in the context of strategic cross boundary matters.
Equality Impact Assessment (EIA)	Assesses the effects of the Local Plan in terms of equalities issues, with a particular focus on disadvantaged or excluded groups of people.
General Consultation Bodies	Those listed in Part 1 of The Town and Country Planning (Local Planning) (England) Regulations 2012.
Habitat Regulations Assessment (HRA)	Test if a plan or project proposal could significantly harm the designated features of a European site.
Health Impact Assessment (HIA)	Assesses the effects of the Local Plan on the health and well-being of the population and its ability to access health-related facilities and services.
Local Development Scheme (LDS)	Identifying what the Council is going to do over the next three years to prepare new and revised planning policy which will form part of the Development Plan.
Local Plan (LP)	Plan which sets out a vision and a framework for the future development of the area, addressing needs and opportunities.
Local Planning Authority (LPA)	Local government body that is empowered by law to exercise planning functions for a particular area. i.e., South Ribble Borough Council
National Planning Policy Framework (NPPF)	Sets out government's planning policies for England and how these are expected to be applied.

Neighbourhood Development Order (NDO)	Grants planning permission for specific development which complies with the Order.
Neighbourhood (Development) Plan (NDP)	Enable communities to take the lead in producing part of the statutory development plan for the area.
Planning Practice Guidance (PPG)	Adds further context to the NPPF and it is intended that the two documents should be read together.
Prescribed Bodies	These organisations are required to cooperate with local planning authorities subject to Duty to Cooperate.
Scoping Report	This scoping stage identifies the relevant plans, policies, programmes, and objectives that will inform the Integrated Assessment and the Local Plan.
Soundness	Described in paragraph 35 of the National Planning Policy Framework.
Statement of Common Ground	Record of the progress made by strategic policy-making authorities during the process of planning for strategic cross-boundary matters.
Statement of Community Involvement (SCI)	Sets out how the local planning authority will notify and consult the community on new planning policy and planning applications.
Strategic Environmental Assessment (SEA)	The requirements of Environmental Assessment of Plans and Programmes Regulations 2004 is incorporated into Sustainability Appraisals.
Supplementary Planning Document (SPD)	Build upon and provide more detailed advice or guidance on policies in an adopted local plan.
Sustainability Appraisal (SA)	Assessing the extent to which the emerging Local Plan proposals and policies, when judged against reasonable alternatives, will help to achieve relevant environmental, economic, and social objectives.
The Regulations	The Town and Country Planning (Local Planning) (England) Regulations 2012.

Statement of Community Involvement

Consultation Report

February 2024

Introduction

This consultation statement has been produced following the completion of a six-week consultation period on South Ribble Borough Council's draft Statement of Community Involvement (SCI).

The consultation started on the 2nd January 2024 and ended 13th February 2024. Responses were collected via the online survey platform, citizenspace, or in writing.

This document is divided into two sections. The first section displays the feedback received to the consultation and the Council's response. The second section highlights any amendments that have been made to the Statement following reflection on the comments received.

The Consultation

Consultations are an opportunity to hear from a wide range of people with varying interests. Therefore, we contacted via email and letter to all those on our consultation database, emailed various other stakeholders such as Councillors, Parish Councils and other community groups. The consultation survey was advertised on the Council's consultation page and an article on the Council's home page advertised the consultation.

Respondents were invited to make comments on any aspect of the Statement through an open-ended question. The SCI is a long document, in order to set out various regulations across development management and planning policy. Therefore, comments could be made on as little or as much of the document as the respondent felt necessary.

There were 27 respondents to the consultation. Of the 27 around 8 respondents submitted their representation by email and 19 respondents responded via citizenspace. All comments are available to view below.

Representations

Received during the consultation period of 2nd of January 2024 – 13th February 2024 on the draft SCI.

Respondent	Comment	Council's Response
Natural England	No comments	
National Highways	<ul style="list-style-type: none"> • Please amend Highways Agency (Table 2 -Duty to Co-operate Bodies) and Highways England (sections 6.5) to read National Highways. • It may also be useful to provide a link within the pre application consultation element reference to the use of our National Highways webpage https://nationalhighways.co.uk/our-roads/planning-and-the-strategic-road-network-in-england/ that includes a link to our 2023 update of our publication, <i>Planning for the future: A guide to working with National Highways on planning matters</i>. • The new was document published in October 2023.https://nationalhighways.co.uk/our-work/planning-and-the-strategic-road-network-in-england/ • Please also continue to consult us at PlanningNW@nationalhighways.co.uk. 	Comments are noted.
LCC Highways	No comments	
West Lancashire Borough Council	<ul style="list-style-type: none"> • On Table 3: Plan Submission and Examination (Reg 22 and 24) – you could also mention the Habitats Regulation Assessment • Section 3.3 - It would be beneficial to mention what factors may make a longer period more appropriate • Section 3.6 - It would be useful to give reference to your related Privacy Notice (https://www.southribble.gov.uk/article/2583/Privacy-Notice-Consultation) • On page 25, reference is made to the development plan for the Borough; the Joint Lancashire Minerals and Waste Local Plan and the Penwortham Neighbourhood Development Plan both need to be included in this list. • Due to the new shorter Planning Guarantee of 16 weeks for non-major applications, South Ribble Borough Council may wish to set out an 	Comments have been noted and amendments have been made where necessary

	approach to accepting amended plans/further supporting evidence on applications that may require further consultation or that could lead to a delay to the decision leading to it being made after 16 weeks.	
Member of the public	<ul style="list-style-type: none"> The Central Lancashire Local Plan employment-led housing delivery forecasts should be amended. The Greenbelt should be protected. '20 minute' neighbourhoods are unrealistic. 	These matters fall outside the scope of the SCI.
Canal and River Trust	Please refer to our correct name "Canal & River Trust". We welcome that our pre-application service has been referenced at paragraph 6.5.	Name has been changed accordingly.
Member of the Public	A neighbourhood plan should be drafted for Coup Green village.	These matters fall outside the scope of the SCI.
Investment and Skills Team at South Ribble Borough Council	<ul style="list-style-type: none"> paragraph (5), page 25) – 'Opposition to business competition' - This could be included as we may receive complaints from businesses if similar businesses open in the area due to new developments. We could offer a 'business consultation' like we have with town deal, this would give businesses the chance to have a relevant discussion with officers as their issues are less likely to be the same as residents in the area. I also think a section/paragraph as to why Community involvement is important should be featured. 	<p>Comment noted and amendment made.</p> <p>Comments noted, but no amendments made, already been addressed in other sections.</p>
Historic England	No comments	
The Coal Authority	No comments	
The Wildlife Trust for Lancashire, Manchester & North Merseyside	The inclusion of "The Wildlife Trust" in the list of "Duty to Co-operate Organisations" is welcome. Please be aware the status of Local Nature Recovery Partnerships still needs to be clarified by Government.	Comments are noted. No changes to the SCI have been made, however.
Member of the Public	<ul style="list-style-type: none"> The essence of the draft SCI is very good. I often feel my views are not expressed via my Parish council. 	Parish councils are a valued consultation bodies. If residents unfortunately feel that their local parish is not representing their
Member of the Public	<ul style="list-style-type: none"> I often feel my views are not expressed via my Parish council. 	

		views however, it is hoped that the SCI provides opportunities for residents to present their views directly.
Member of the Public	I appreciate being consulted. As a resident, it is pleasing to feel part of the process, rather than have changes forced upon us.	Comments noted.
Preston City Council	<ul style="list-style-type: none"> • 1.2 first bullet point - query whether the word progression in the first bullet point is an error • 1.4 Paragraph numbers quoted from the NPPF may have changed given the latest NPPF, consider mentioning that the SCI is in compliance with the NPPF at time of publication • 2.1 consultation database – consider mentioning the plan-making consultation database for the Central Lancashire Local Plan. Clarify the database is only used for plan-making consultations • Suggest change “E-mails will be sent to notify recipients“ to the more generic phrase • clarify the CLLP and SRBC databases are separate databases which each need to be separately contacted. • Page 9 - instead use the phrase 'Central Lancashire Local Plan' or new local plan. • Page 10 - consider referring to neighbourhood plans, consistent with the NPPF phrase. • Table 3 – ‘notifying relevant bodies and the community...’ – note ‘the community’ in this context means those registered on the plan-making consultation database, also posts on the council’s / CLLP website and social media pages will provide means of notification of the consultation. • Table 4: It may be useful to identify whether the consultation methods indicated as optional in table 4 are also subject to the availability. Consider whether the consultation statement should be amended to be required instead of optional for the preferred options stage. • Page 14 - explain what Integrated Assessment is and incorporates SA/SEA. Other documents – e.g. new CIL charging schedule as part of 	Comments noted and amendments have been made where suggested.

	<p>the new Local Plan and design codes, which may not necessarily be an SPD.</p> <ul style="list-style-type: none"> • 3.5 Could be less specific. • Suggest stating what consultation packs will contain is unnecessary. • 3.6 May want to refer back to GDPR or include a statement or link to info on how council hold and use information. • Section 5 – SCI could also refer to neighbourhood development orders. This section should also cover the stage of defining the Neighbourhood Area and seeking approval and consultation on that. • SRBC may wish to consider setting out what they can offer similar to the new The Birmingham councils have been cited as good examples 	<p>SRBC agree that this is a positive approach, however this is something that would have to be reviewed and updated on our website.</p>
Member of the Public	<p>It is hoped that this is not just a box ticking exercise.</p>	<p>The council will commit to the objectives and the measures set out within the SCI.</p>
Member of the Public	<ul style="list-style-type: none"> • The document is too long, complex and includes too many acronyms. • The greenbelt should not be built upon. 	<p>The Council recognise that the SCI is a long document, but it must cover the wide variety of tasks. Residents are welcome to ask any questions and contact details are included within the SCI, a glossary is also provided.</p>
Member of the Public	<p>We have lost the local Post Office and other shops may follow suit. Empty shops are becoming takeaways and there are far too many barbers and hairdressers. We need a diversity of shops.</p>	<p>These matters fall outside the scope of the SCI.</p>
Member of the Public	<p>Looks reasonable.</p>	<p>Comment noted.</p>
Electricity North West	<p>We are supportive of the draft Statement of Community Involvement, and its objective.</p>	<p>Comments noted.</p>
Member of the public	<p>A decision was made by the Joint Advisory Committee at their February 2023 meeting to omit the emerging Central Lancashire Local Plan's Part 2 consultation. Why?</p>	<p>The reason for this decision is detailed within the report proposing amendment to the council's Local Development Scheme. It can be found on the Joint Advisory Committee webpages.</p>

Amendments

Schedule of changes made to the SCI following public consultation.

Additional or new text is shown underlined.

Deleted text is ~~struck through~~.

Page	Change(s) to text	Justification
Title	Autumn 2023 <u>March 2024</u>	To reflect the updated document
2	1.2. What are the aims of the Statement of Community Involvement? Provide access to up-to-date planning information and resources including updates on plan progression	To reflect both development management and planning policy.
3	1.3. What is the purpose of the Statement of Community Involvement? The latest version of the NPPF was published in September 2023. It is a framework that guides local plan preparation and is a material consideration when determining applications. This SCI complies with the NPPF at the time of publication. Paragraph 16c of the NPPF states “[Plans are to] be shaped by early, proportionate and effective engagement between plan makers and communities, local organisations, businesses, infrastructure providers and operators and statutory consultees”. The NPPF also identifies advantages to community engagement and involvement. As paragraph 132 states “applications that can demonstrate early, proactive and effective engagement with the community should be looked on more favourably than those that cannot”.	To refer to the current NPPF as changes have recently been made.
6	2.1. Consultation Database E-mails will be sent to notify recipients of <u>Stakeholders will be notified of consultation events</u> , publication, and main modifications to local plan documents.	To clarify that stakeholders can be notified in the method they requested.

6	<p>2.1. Consultation Database</p> <p><u>The Planning Policy team holds two consultation databases, one primarily for plan-making consultations for the Central Lancashire Local Plan and the other solely for South Ribble Planning Policy consultations and updates. Stakeholders must use the relevant contact details provided below to be added to each database. These databases are only used for plan-making consultations, and not development management consultations or wider Council consultations.</u></p>	To clarify that there are two databases, each need to be signed up to individually and each has a different purpose.
6	<p>2.2 Contacts and Resources</p> <p>Here there is also an interactive map available that is useful for a quick search of local plan designations along with a local plan policies map in PDF format.</p>	Due to IT issues, we are currently experiencing issues with our mapping systems.
7	<p>2.2 Contacts and Resources (Table 1)</p> <p>Current South Ribble Local Plan Emerging Central Lancashire Local Plan</p>	Avoid unnecessary language.
8	<p>2.3 Duty to Co-operate (Table 2)</p> <p>Highways Agency National Highways The Canal and River Trust <u>Canal & River Trust</u></p>	To reflect the name change of the organisation.
9	<p>3.1 Development Plan Documents (DPD)</p> <p>Neighbourhood Development Plans (NDPs)</p>	To remain in line with the NPPF.
10/11	<p>3.2 Local Plan (Table 3)</p> <p>Notifying relevant bodies and the community <u>(alongside other methods listed in table 4)</u> of the intention to produce a new DPD and invite comments.</p> <p>Accompanying the DPD will be a Sustainability Appraisal report, <u>Habitats Regulation Assessment</u>, policies map, consultation statement, representation details and any other appropriate documentation.</p>	<p>To clarify that other consultation methods are used.</p> <p>To reflect future sections within the statement.</p>

11	<p>3.3. Consultation Methods on Emerging DPDs</p> <p><u>Likewise, it may be beneficial to extend a consultation period, due to public holidays or weekends.</u></p> <p>The table below outlines the other methods that will be used to engage communities and interested parties, <u>many of which are subject to availability.</u></p>	<p>To clarify that the consultation periods are not limited to 6 weeks, an extension may be necessary.</p> <p>To clarify that methods labelled 'optional' are subject to resource availability.</p>
12	<p>3.3. Consultation Methods on Emerging DPDs (Table 4)</p> <p>[Plan Preparation & Preferred Options, consultation statement produced]</p> <p>Optional <u>Yes</u></p>	<p>To remain consistent.</p>
13	<p>3.4 Consultation on supporting Documents for the Local Plan</p> <p><u>Integrated Assessments incorporating Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA)</u></p> <p><u>The Scoping Report represents the first stage of the Integrated Assessment (IA) which is carried out alongside the plan production process. It will make recommendations to enhance potential positive outcomes and minimise negative impacts of the policies within the CLLP.</u></p>	<p>To clarify the purpose of an integrated assessment and that an SA and SEA are integrated within it.</p>
13	<p>3.4 Consultation on supporting Documents for the Local Plan <i>Other Documents</i></p> <p><u>Aside from DPDs, other documents could include a new CIL charging schedule as part of the new Local Plan and design codes.</u></p>	<p>To list other documents that have a different consultation status to SPDs.</p>

14	<p>3.5. Consultation Events and Platforms</p> <p>Consultation events are held both in the day and evening, to allow interested parties to attend at their convenience.</p>	There is not always availability to provide this or other arrangements may be suitable as an alternative.
14	<p>3.5. Consultation Events and Platforms</p> <p>These documents will also be taken to consultation events where the team will be on hand to answer any queries. These consultation packs would include proposal maps, evidence based assessments, and spatial proposals.</p>	Deemed unnecessary to list the contents of consultation packs.
16	<p>3.6. What will happen to your representation?</p> <p><u>South Ribble Borough Council's privacy notice can be found at https://www.southribble.gov.uk/article/2583/Privacy-Notice-Consultation</u></p>	Direct consultation responders to the relevant privacy notice.
18	<p>5.Neighbourhood Development Plans</p>	To remain in line with the NPPF and for consistency.
18	<p><u>A neighbourhood development order (NDO) is a means for the qualifying body to grant planning permission for particular forms of development within a specified area (the Neighbourhood Area). Granting planning permission for small-scale community or housing development, is a form of NDO, referred to as a community right to build order.</u></p>	To direct communities and residents other opportunities that they may feel is appropriate for their area.
18	<p><u>The qualifying body must propose a neighbourhood area to the LPA for designation. The boundary may replicate the parish or town council boundary, but this is not necessary. The choice of designation must be clearly justified.</u></p>	To clarify the process of designating a neighbourhood area.
20	<p>6.2. Development Management Consultations</p> <p><u>Information on how the Council holds and uses information in relation to Development Management (Planning and Enforcement) consultations can be found in the service specific privacy notice: https://www.southribble.gov.uk/article/1439/Planning-and-enforcement</u></p>	Direct consultation responders to the relevant privacy notice.

22	<p>6.5. How we will consult on pre-application enquiries</p> <p>However, many of these external agencies offer their own direct pre-application advice service e.g., Lancashire County Council as highway authority, National Highways Highways England, the Canal & River Trust and the Environment Agency.</p>	To reflect the name change of the organisation.
24	<p>The development plan is currently the Central Lancashire Core Strategy and the South Ribble Local Plan, <u>alongside the Joint Lancashire Minerals and Waste Local Plan and the Penwortham Neighbourhood Development Plan.</u></p>	To clarify that all listed documents are within the development plan.
25	<p>6.7. Planning Committee</p> <p>Planning Committee meetings are held in public. The Council allows public speaking at Planning Committee meetings, subject to a number of criteria. The procedure for debate at Planning Committee is available at https://www.southribble.gov.uk/article/1129/Planning-Committee</p> <p>Anyone interested in speaking at Planning Committee must register their request by noon two working days prior to the Committee meeting. The following people may address the Planning Committee:</p> <p>Up to five members of the public who wish to speak against an application will be allowed to do so. Each will have up to four minutes in which to state their case. Up to five members of the public who wish to speak in favour of an application will then be allowed to speak. Again, each will have up to four minutes in which to state their case.</p> <p>The applicant will then be invited to speak in support of their application. Only ward councillors not on the Planning Committee are permitted to make representations. Neighbouring ward councillors will also be allowed to make representations where an application will have a significant demonstrable impact on their ward.</p>	To keep the information provided, up to date through the lifetime of the SCI.

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Agenda Item 14



Report of	Meeting	Date
Director of Property and Planning (Introduced by Cabinet Member (Planning, Business Support and Economic Development))	Council	Wednesday, 27 March 2024

Update to Local Development Scheme

Is this report confidential?	No
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Is this decision key?	Yes
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Purpose of the Report

1. This report presents the contents of the updated Local Development Scheme (LDS). The LDS document is attached as Appendix 1.

Recommendations to Council

2. To approve the publishing of the updated LDS to the Central Lancashire Local Plan website and associated Central Lancashire Authority websites.

Reasons for recommendations

3. The current LDS is out of date and to meet national planning policy, an update must be adopted. It is a requirement for each authority to maintain an updated LDS uploaded to their website under section 15 of the Planning and Compulsory Purchase Act 2004 (as amended).

Other options considered and rejected

4. Not approving/publishing the updated LDS ensures the Central Lancashire Local Plan fails to meet national planning legislation requirements.

Executive summary

5. An updated LDS has been drafted for the Central Lancashire Local Plan and requires approval by Council.
6. Each Authority is required by national planning legislation to publish an LDS which outlines the documents and timetables for plan-making and review.
7. A Government consultation – *Plan-making reforms: consultation on implementation*, took place in Autumn 2023. This consultation invited views on proposals to implement

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the parts of the Levelling Up and Regeneration Bill (now an Act) which related to plan-making and proposed a new system of plan preparation. It confirmed the Government's intention that the latest date for plan-makers to submit Local Plans under the current system will be 30th June 2025, with adoption by 31st December 2026.

8. The Central Lancashire Authorities are committed to meeting these deadlines as submission under a revised plan making regime would have significant impacts on the scope and content of the Local Plan currently being prepared.
9. Key evidence work has been commissioned and policy writing is underway. However, long timelines for key evidence production have resulted in changes to the LDS timetable.
10. To meet the proposed submission deadlines and adoption, a Part Two Preferred Options Consultation will now not take place.
11. Attention is now focused on preparing the Pre-Submission Local Plan (Regulation 19). This version will provide a full draft Plan to be consulted on both in-person and online.
12. If approved, this updated LDS will be published to the Central Lancashire Local Plan website.

Corporate priorities

13. The report relates to the following corporate priorities:

An exemplary council	Healthy and happy communities
Opportunities for everyone	Green and clean neighbourhood

The Local Development Scheme (LDS)

14. An LDS provides a roadmap for stakeholders and community members to understand the process and timetables of plan making. Under section 15 of the Planning and Compulsory Purchase Act 2004 (as amended), each authority is required to have an LDS, keep it up to date, and make it publicly accessible.
15. An LDS is required to outline:
 - The documents which are to be local development documents,
 - The geographical area that the policies will cover,
 - Which documents will be development plan documents,
 - Which documents will be prepared jointly; and
 - The timetable for the preparation and revision of the Local Plan documents.
16. The existing LDS was approved by the three Councils in December 2022. This set out the timetable for adoption by December 2023. Regrettably, this deadline was not achieved and approving a new LDS is now necessary.

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Local Plan Timetable

17. The preparation of the Local Plan is fluid, and it is common planning practice to make changes to the LDS to ensure the most up to date timetable is published to inform stakeholders of the plan preparation process.
18. Several complex matters including the Covid pandemic, challenges recruiting qualified planning officers (a national issue), several consultations/changes to national planning policy, and long turnaround times for key evidence preparation, has caused delays to the programme. Therefore, this revised LDS is now required to provide an up-to-date trajectory of plan making programme.
19. Since the previous LDS was adopted, there have been significant changes to national planning policy and related legislation. A Government consultation – *Plan-making reforms: consultation on implementation*, took place in Autumn 2023 and responses are being analysed. This consultation invited views on proposals to implement the parts of the Levelling Up and Regeneration Bill (now an Act) which related to plan-making and a proposed a new system of plan preparation. It confirmed the Government’s intention that the latest date for plan-makers to submit Local Plans under the current system will be 30th June 2025.
20. The three Central Lancashire Authorities remain committed to delivering the new Local Plan under the existing plan-making regime. This updated LDS outlines how the Local Plan will meet the deadline of submission to the Secretary of State by 30th June 2025 and adoption of the Central Lancashire Local Plan by 31st December 2026. Failure to submit under the current regime would result in significant financial and operational impacts, because the three authorities would be required to commence preparation of a ‘new style’ plan under a revised local plan system.
21. To date, work on the Local Plan has progressed steadily. Consultations that have taken place include the Integrated Assessment Scoping from August to September 2019, Issues and Options from November 2019 to February 2020, and Preferred Options from December 2022 to February 2023.
22. Significant work has taken place so far in commissioning the required evidence base. Each of the three authorities and consultants have been undertaking detailed site assessment work, in addition to developing the structure of the new Central Lancashire Local Plan, with policy writing now underway.
23. The previous LDS outlined that the Regulation 18 Preferred Options consultation would be split into two parts. However, due to the proposed introduction of a submission deadline of 30th June 2025 for plans under the current system, this is no longer feasible.
24. We have therefore prepared a revised Local Plan programme and associated financial forecast. This takes account of current progress, made by officers, consultants, and other partners to achieve delivery of the Pre-Submission Local Plan (Regulation 19) in early 2025. Following this, to achieve submission of the new Local Plan by 30th June 2025.
25. The Pre-Submission Local Plan (Regulation 19) consultation, which will take place in early 2025, will include the outcomes of the necessary evidence, therefore ensuring that consultations can engage with the full scope of the Local Plan.

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26. Requirements under Regulation 18 were met within the scope and execution of the Part One Preferred Options. There will be further consultation with the opportunity for the submission of representations at the Pre-Submission/Regulation 19 Stage.
27. The Pre-Submission Local Plan (Regulation 19) still provides an opportunity for people to have their say and can still include the same level of engagement as previous consultations, i.e., drop in events, social media posts etc.
28. The table below provides the key dates regarding production of the Local Plan, Appendix 1 provides the full LDS for review.

Key Stage	Timescale
Preparation of Pre-Submission Version of the Local Plan	March 2023 to January 2025
Regulation 19 Consultation	February 2025 to March 2025
Submission Stage (Regulation 22)	By 30 th June 2025*
Examination in Public	Late 2025 until Summer/early Autumn 2026
Adoption	By 31 st December 2026**

* and ** are deadlines proposed by Government in its consultation on reforms to the process of local plan making. These are outside the control of the three authorities.

Risk Assessment

29. As mentioned previously, the Local Plan has been met with unforeseen setbacks. A section of the LDS is reserved for a risk assessment which outlines potential future issues which could impact the deliverability of the Plan.
30. Highlighted issues which could affect delivery include:
 - staff capacity/turnover/absence
 - political delay
 - joint working
 - challenges to the plan's 'soundness' and legal compliance.
 - changing legislation
 - finance/resource availability
31. Each of the above risks, and how they will be addressed if they arise as issues, are covered within the LDS.

Next Steps

32. If approved, the LDS will be published on the Central Lancashire Local Plan website and stakeholders will be informed of the updated timetable.

Climate change and air quality

33. The work noted in this report has an overall neutral impact on the Council's Carbon emissions and the wider Climate Emergency and sustainability targets of the Councils.

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Equality and diversity

34. There are no impacts at this stage and the Local Plan itself is subject to a comprehensive impact assessment and EIA (Environmental Impact Assessment) which must be published alongside the draft plan when submitted to the Planning Inspectorate.

Risk

35. There is a risk assessment in place for the LDS and is included within the LDS document under Appendix 1 of this report.

Comments of the Statutory Finance Officer

36. There are no direct financial implications arising within this report.

Comments of the Monitoring Officer

37. The purpose behind the report and the updated LDS is to ensure that the council continues to meet all its legal duties and obligations with regard to the preparation of the Local Plan. Specifically, the report is seeking Council approval for the updated LDS to be published on the Central Lancashire Local Plan website. There are no concerns with the report from a Monitoring Officer perspective.

Background documents

38. Local Development Scheme 2024-2026 (attached as Appendix 1).

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Central Lancashire Local Plan Local Development Scheme



Jan 2024 – Dec 2026



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1. Introduction

- 1.1 Local Plans, prepared by a local planning authority in consultation with its community, set out a vision and a framework for the future development of an area. Once in place, Local Plans become part of the statutory development plan. The statutory development plan for the area is the starting point for determining local planning applications. Every Local Planning authority in England must prepare a Local Plan.
- 1.2 The three Central Lancashire authorities of Preston City Council, South Ribble Borough Council and Chorley Council are working together to produce a single Central Lancashire Local Plan. This will form part of the statutory development plan for each district alongside other documents such as Neighbourhood Plans. It will replace the Central Lancashire Core Strategy 2012 and the three district Local Plans adopted in 2015. There will be written planning policies and proposals maps prepared as part of this work.
- 1.3 The purpose of the Local Development Scheme (LDS) is to provide the timetable for the production of the Central Lancashire Local Plan. Under planning regulations, the Councils are required to regularly update this document and keep it publicly accessible.
- 1.4 This document describes the updated programme for the review of the Local Plan which includes a comprehensive review of the existing development plan policies, refreshing the required evidence base, inviting a call for sites, and producing a draft pre-submission Local Plan for consultation ahead of formal submission and subsequent examination in public. If found sound following examination, the final stage will be adoption.
- 1.5 Work on delivering the Local Plan has progressed well. Several consultations have been conducted, including Integrated Assessment Scoping from August to September 2019, Issues and Options from 18th November 2019 until 14th February 2020 and Preferred Options from 19th December 2022 until 26th February 2023.

2. Purpose of the Document

2.1 This document covers the period between January 2024 and December 2026. It supersedes the previous LDS that covers the period between September 2022 and March 2025.

2.2 Since the previous LDS was adopted, there have been significant changes to national planning legislation. The three Central Lancashire Authorities remain absolutely committed to the delivery of the new Local Plan for Central Lancashire under the existing statutory planning regime. This updated LDS outlines how the Local Plan will meet the deadline of submission by 30th June 2025 and adoption by 31st December 2026.

2.3 The previous LDS outlined that Regulation 18 Consultation would take place in two parts; this is no longer the case. To meet strict submission deadlines there will not be a Preferred Options Part Two consultation. There will, however, be further consultation with the opportunity for the submission of representations at the Regulation 19 Publication Stage.

2.4 This LDS provides a project plan for preparing a new Local Plan for Central Lancashire. Minerals and Waste matters are the responsibility of Lancashire County Council, and so the preparation of the relevant development plan Documents related to those matters does not form part of this LDS.

2.5 The Local Development Scheme includes the following information:

- Details of the high-level programme for the undertaking of a review of the existing statutory development plan including the Central Lancashire Core Strategy, Chorley Local Plan, South Ribble Local Plan and Preston Local Plan.
- Details of the evidence currently under commission and to be commissioned to inform the preparation of the new Local Plan.
- Information about the resources available, within Central Lancashire, for preparing the Local Plan.
- The risks that might adversely impact on the achievement of the work programme set out in the LDS and how these risks are to be managed.

3. Background

3.1 This section presents information on the documents which make up the current development plan for the Central Lancashire Authorities.

Central Lancashire Core Strategy

3.2 The Central Lancashire Core Strategy adopted in July 2012, is the strategic document of the plan and covers all three Central Lancashire authority areas – Preston City, South Ribble, and Chorley. It sets the overall strategic vision for the area, including issues such as setting housing requirements, identifying strategic locations for development and principles for infrastructure.

District Local Plans

3.3 Each Central Lancashire authority produced a separate district Local Plan, all adopted in July 2015. The Local Plans set out development management policies and allocate or protect land for specific uses, such as for housing, employment or greenspace. Preston also has a City Centre Plan which was adopted in 2016.

Neighbourhood Plans

3.4 The Penwortham Town Neighbourhood Plan, Inner East Preston Neighbourhood Plan, Broughton in Amounderness Neighbourhood Plan, Barton Neighbourhood Plan and Woodplumpton Neighbourhood Plan prepared by the local neighbourhood forums with the support of the local councils, form part of the development plan. The Penwortham Town Neighbourhood Plan was made in March 2017, Inner East Neighbourhood Plan was made in April 2015, the Broughton in Amounderness Neighbourhood Plan was made in October 2018, Barton Neighbourhood Plan was made in December 2023 and Woodplumpton Neighbourhood Plan was made in February 2024.

Supplementary Planning Documents

3.5 Supplementary Planning Documents (SPDs) offer Local Planning authorities the opportunity to add guidance on specific policy areas. They are not part of the development plan. The purpose of SPDs is to provide guidance on the interpretation and implementation of relevant planning policies, such as those in the Central Lancashire Core Strategy. They are a material consideration in making planning decisions. The following Central Lancashire SPDs have been adopted:

Affordable Housing – Oct 2012

Controlling Re-Use of Employment Premises – Oct 2012

Rural Development – Oct 2012

Design Guide – Oct 2012

Access to Healthy Food¹ – Oct 2012
Open Space, Sport, and Recreation – Sept 2013
Biodiversity and Nature Conservation SPD – July 2015
Employment Skills SPD – Sept 2017

Statement of Community Involvement

3.6 Each Central Lancashire Council has an adopted Statement of Community Involvement (SCI). The SCI sets out who the Council will consult on various aspects of planning, and what methods the Council will use. The current version for each Council is listed below.

- Chorley Council's Statement of Community Involvement, adopted in April 2019, which is currently being updated.
- South Ribble Borough Council's Statement of Community Involvement, adopted in December 2013, an updated version is currently under consultation.
- Preston City Council's Statement of Community Involvement, adopted in December 2018.

¹ The Access to Healthy Food SPD was adopted in October 2012, however, after consideration at the Chorley and South Ribble Local Plan Examinations, the SPD and proposed Local Plan policy with their references to a 400m exclusion zones was not considered robust and the SPD has been suspended (in Chorley and South Ribble) pending a review which will inform whether it is revised or withdrawn and reviewed alongside the requirements of the new Local Plan

4. Resources

The three Central Lancashire Councils are working in partnership to undertake a review of the Central Lancashire Core Strategy and three individual Local Plans, and are jointly resourcing dedicated officers to contribute to the work. The following in-house resources have been established which are hosted by Chorley Council on behalf of the three Councils:

- 1 x Planning Policy Officer
- 1 x Local Plan Project Manager (to be appointed)

4.1 This dedicated plan making capacity is complemented by the substantive Planning Policy Officer and Manager posts at each respective council as required and also by external consultancy support as and when necessary.

4.2 In addition, joint working between the Central Lancashire teams is coordinated through a Central Lancashire officer working group. There is also a Joint Advisory Committee made up of Members from the three Central Lancashire Councils and Lancashire County Council.

4.3 The Planning Policy teams can draw on additional resources from other teams within each council for expertise on areas such as:

- Housing
- Neighbourhood Management
- Environmental Health
- Climate Change
- Economic Development
- Property Services
- Open Space Strategy
- Corporate Policy

4.4 Lancashire County Council is supporting Local Plan preparation largely in the following areas:

- Transport and highways
- Strategic Flood Risk
- Minerals and waste
- Cross-boundary issues
- Health
- Education

4.5 Consultants are engaged on specific projects where there is a lack of expertise or capacity in-house, for example the production of evidence base studies such as the Housing Needs Study, Employment Land Study, and Integrated Assessment.

5. Programme for review of the Central Lancashire Local Plan

5.1 A timetable for the Preparation of the remaining stages of the Local Plan is shown below in Figure 1. This shows the key dates for preparation of the Local Plan and consultation with stakeholders, with Table 1 providing more detail in support of this.

FIGURE 1: KEY STAGES OF THE CENTRAL LANCASHIRE LOCAL PLAN

Central Lancashire Local Development Scheme Timetable (2024 - 2026)																				
Year	2024						2025						2026							
Month	Jan	Mar	May	Jul	Sept	Nov	Jan	Mar	May	Jul	Sept	Nov	Jan	Mar	May	Jul	Sept	Nov		
Key Stage	Start	End																		
Preparation of Pre-Submission Version of Local Plan	Mar-23	Jan-25	█	█	█	█	█	█												
Regulation 19 Consultation	Feb-25	Mar-25							█	█										
Submission Stage (Regulation 22)		Jun-25								█										
Examination in Public	Dec-25	Jun-26										█	█	█	█					
Adoption	Jul-26	Dec-26														█	█	█		

TABLE 1: DETAIL OF KEY STAGES OF THE LOCAL PLAN

Key Stage	Description	Timescale
<p>Issues and Options (Regulation 18- statutory Consultation)</p>	<p>Consultation process involving engagement of all stakeholders, statutory (UU, EA, HE etc.) and non-statutory including public bodies, members of the public, developers etc.</p> <p>This included publication of the initial tranche of sites suggested for development.</p>	<p><u>Consultation Period</u> November 2019 to February 2020</p> <p>Completed</p>
<p>Preferred Options Part One Consultation (Regulation 18)</p>	<p>Following Issues and Options Consultation, further detailed consideration of the sites was undertaken with potential site allocations for housing and employment identified, along with a number of policy directions, taking into account Issues and Options consultation responses and a review of the existing policies. Updates to the evidence base were also prepared as necessary.</p> <p>This included a 'Preferred Options Part One' draft Local Plan being published for consultation.</p>	<p><u>Preparation Period</u> March 2020 to December 2022</p> <p><u>Consultation Period</u> December 2022 to February 2023</p> <p>Completed</p>
<p>Publication of Pre-Submission Version of Local Plan and Consultation (Regulation 19)</p>	<p>Following the Preferred Options Consultation, further detailed strategic and development management policies will be formulated based on the responses from the Preferred Options Part One Consultation. Updates to the evidence base will also be prepared as necessary.</p> <p>This will include a 'Pre-Submission' Version draft Local Plan being published for consultation.</p>	<p><u>Preparation Period</u> March 2023 to January 2025</p> <p><u>Consultation Period</u> February 2025 until March 2025</p> <p>In Progress</p>
<p>Submission Stage (Regulation 22)</p>	<p>Collation of Representations to the Publication Draft Local Plan and submission to the Planning Inspectorate ahead of the examination in public.</p>	<p>By 30th June 2025</p>

Key Stage	Description	Timescale
Examination in Public	The Examination stage will last between 6-12 months from submission of the plan. The exact time will depend on the Matters in Questions (MIQ's) raised by the appointed Inspector and the timing of the hearing sessions themselves. In addition, further consultation may be required for any major modifications deemed necessary following the hearing sessions.	Expected in late 2025 until Summer/early Autumn 2026
Adoption	This will follow the examination in public. The length of time depends on the process for agreeing the findings of the Inspectors Report and arranging for the plan to go through three Full Council processes for adoption, with the final Full Council sessions forming the adoption date for all three councils.	Expected no later than 31 st December 2026

6. Evidence base

6.1 The preparation of the new Local Plan requires an extensive evidence base covering a wide range of topics. This section provides details of the evidence work undertaken to date and details of the work we are currently/planning to undertake to inform the Local Plan. Table 2 lists the relevant evidence documents that reflect the needs of the Local Plan and the work being undertaken at the County level which is relevant to the Local Plan.

TABLE 2 LIST OF CENTRAL LANCASHIRE LOCAL PLAN EVIDENCE DOCUMENTS (AS AT JANUARY 2024)

Evidence Documents	Date of Publication
(A) Housing	
Central Lancashire Strategic Housing Market Assessment	September 2017
Preston Student Accommodation Demand and Supply Study	August 2019
South Ribble Local Housing Needs and Demand Study	January 2020
Chorley Housing Need and Demand Assessment 2022	August 2022
Central Lancashire Housing Study	September 2022
Central Lancashire Housing Density Study	October 2022
Preston Housing Need and Demand Assessment 2022	December 2022
(B) Economy	
South Ribble Retail and Leisure Study	September 2017
Chorley Retail and Leisure Study	February 2019
Preston Retail and Leisure Study	April 2019
Employment Land Study Update	July 2022
Central Lancashire Retail and Leisure Study	In Progress
(C) Infrastructure and Transport	
Preston City Transport Plan	June 2019
Central and West Lancashire Rail Options	August 2020
Strategic Transport Assessment (Stage 1)	In Progress
Infrastructure Delivery Plan	In Progress
(D) Open Space and Green Belt	
Central Lancashire Playing Pitch Strategy Assessment Report	September 2018
Central Lancashire Strategy & Action Plan	December 2018
Chorley Council Open Space Study Standards Paper	February 2019
Central Lancashire Open Space Assessment Report	February 2019
Central Lancashire Playing Pitch Strategy and Action Plan	January 2022
Open Land Designations Study Landscape Assessment	October 2022
Green Belt Designations Study	October 2022

(E) Flood Risk	
Strategic Flood Risk Assessment Level 1	February 2021
Strategic Flood Risk Assessment Level 1 Update	In Progress
Strategic Flood Risk Assessment Level 2	In Progress
(F) Consultation	
Central Lancashire Local Plan Consultations Issue and Options Outcome Report	September 2020
Central Lancashire Local Plan Preferred Options Consultation Statement Main Report	August 2023
(G) Others	
Gypsy and Traveller and Travelling Showpeople Accommodation Assessment	July 2019
Integrated Assessment Scoping Report and Iteration 2	October 2019
Central Lancashire Local Plan: Integrated Assessment Development Site Options	November 2022
Gypsy and Traveller and Travelling Showpeople Accommodation Assessment Update	November 2022
Central Lancashire Whole Plan Viability and CIL Study	In Progress

Community Infrastructure Levy (CIL)

6.2 Alongside the Local Plan, work will also be progressed on a CIL review for Central Lancashire. Although CIL is not itself part of the Local Plan, the Central Lancashire Authorities recognise there is a need to undertake a review of the existing CIL Charging Schedule to ensure that any future changes to this are in accordance with the findings of the viability work which is being undertaken as part of the evidence-based underpinning the development of the new Local Plan. This work identifies any future infrastructure needs the Local Plan will be required to deliver.

Integrated Assessment & Habitats Regulation Assessment

6.3 In addition to the above an integrated Assessment and Habitats Regulation Assessment is being undertaken of the Local Plan. It will incorporate the statutory requirements of Sustainability Appraisal and Strategic Environmental Assessments.

7. Risk Assessment – Local Plan delivery

7.1 There are always risks associated with production of such a large project which may cause slippage to the published programme. The key issues for the Local Plan are discussed below.

Staff capacity/turnover/absence

Should there be a loss of staff due to sickness or turnover, staff from each of the Central Lancashire authorities' teams can be utilised to keep the project on track along with support from consultants as necessary until staff return or are replaced.

Political Delay

The potential for delays due to the political decision-making process is increased by the requirement for joint/aligned documents to be approved by the relevant decision-making structure of each Central Lancashire authority. This has been mitigated by involving Elected Members from all three authorities in a Joint Advisory Committee informed by each councils Elected Member Working Group/equivalent briefings in each district authority enabling Members to be fully involved in plan making.

Joint Working

Although there are considerable benefits in joint working, there are risks in terms of programming work and decision making. The three authorities are minimising this risk through a memorandum of understanding. There is also a Steering Group where the planning leads from each of the three councils, and LCC meet regularly to discuss the development of the plan and any ongoing issues.

Soundness of the Local Plan

There is a risk that a Local Plan may be found unsound. This risk will be minimised by liaising closely with relevant partners and agencies, neighbouring authorities, and having regard to the PAS soundness toolkit and Local Plan Route Mapper and procedural implications this may have.

Changing Legislation

The risk of changing legislation during the preparation of the Local Plan is very real. Since commencing the review, Government have undertaken three Consultations looking at reforms to the planning system between 2020 and m. The changes proposed in the Levelling Up and Regeneration Act (LURA) and introduction of the Environment Act have raised further issues which need to be addressed through the Local Plan. The legislative requirements following the introduction of the Environment Act are starting to come forward, with key details on the introduction of Biodiversity Net Gain in February 2024.

This impact will be addressed by officers attending events, liaising with relevant Government departments, keeping up to date with new policy and legislation and assessing how these impact on the Local Plan. Changing legislation is out of the authority's control, but the Councils are following Government advice of continuing with the plan through the current system.

Finance/Resource Availability

The costs of preparing a Local Plan are significant and there are financial challenges facing all Local Authorities, which will impact on the available resources for plan making in the forthcoming years. This will be considered by the authorities and assessed on an annual basis. The risk has been mitigated by advance budgeting, savings through joint working and the Government award of Planning Delivery Funding for two years earlier in the programme. The Steering Group receive regular finance updates which will alert them in advance of any major budgetary or resource issues.

8. Monitoring & Review

8.1 Each authority monitors the delivery of the Local Plan including policy achievement, targets, and milestones such as housing land availability and housing delivery. The annual monitoring reports review document preparation progress over the preceding year compared to the targets and milestones set by the authorities.

8.2 The latest monitoring reports for each of the councils can be viewed on the Planning Policy pages on each of the authorities' websites:

TABLE 3 LATEST MONITORING REPORT FROM EACH COUNCIL

Chorley Council	Planning policy evidence and monitoring - Chorley Council
South Ribble Borough Council	Planning, monitoring, and evidence - South Ribble Borough Council
Preston City Council	Monitoring - Preston City Council

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Agenda Item 18

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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