



Portfolio Holder Decisions: Resources, Planning and Economic Development, Street Scene, Parks and Open Spaces

1. **Learning Pool Training Portal** (Pages 3 - 6)
Report of the Corporate Director Resources (and S151 Officer).
2. **Write Offs - Irrecoverable Debts** (Pages 7 - 50)
Report of the Corporate Director Resources (and S151 Officer)
3. **Capital Project – Improvements to King George’s Playing Field and open space including Royles Brook in Thornton, Phase Three** (Pages 51 - 54)
Report of the Corporate Director Environment.
4. **Land South of Prospect Farm, Garstang, Masterplan** (Pages 55 - 84)
Report of the Chief Executive.
5. **Wyre Council Flood Risk Sequential Test: Advice for Applicants** (Pages 85 - 106)
Report of the Corporate Director Environment.

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Portfolio Holder Report

The Portfolio Holder will make a decision on this item after seven days have elapsed (including the date of publication).

Report of:	Portfolio Holder	Date of Publication
Clare James, Corporate Director Resources	Councillor Alan Vincent, Resources Portfolio Holder	25 March 2021

Learning Pool Training Portal

1. Purpose of report

- 1.1 To seek approval for an exemption from the contract procedures.

2. Outcome

- 2.1 Maximise commercial opportunities and deliver efficiencies.

3. Recommendations

- 3.1 To approve the purchase of Learning Pool Essential Plus at a cost of £9,550 per annum for a two-year contract with option to renew for further two years at no increase in annual cost. Total value of the contract is therefore £19,100 and can be met from existing training budgets.
- 3.2 To approve purchasing the system from Learning Pool through the G-Cloud framework agreement.
- 3.3 That approval is given by the Resources Portfolio Holder to deal with the procurement under the exemptions to contract procedures, contained within the Financial Regulations and Financial Procedure Rules 6.1 on the following grounds:
- If a framework agreement is available that necessitates the council not having to go out to tender and the goods, works and services will still provide the council with best value for money;

4. Background

- 4.1 Learning Pool is an electronic training portal used by many councils throughout the UK including a number of authorities in the North West.

- 4.2** The system also comes at the recommendation of our shared Head of ICT with Lancaster City Council. Lancaster City Council is one of the authorities in the North West that already provide training to staff using Learning Pool. Officers at Wyre arranged a site visit in 2020 and have had the opportunity to see the system in use and gain positive feedback from other local authority users.
- 4.3** Since the start of the Covid-19 pandemic, the benefit of on-line training has become even more evident as the traditional face to face/classroom events have not been able to take place. The council is currently lacking an online alternative to face-to-face training and it is felt that this will have benefits beyond the pandemic as our workforce becomes increasingly agile. Face to face training will resume in some instances and will still have a role to play in the future development of staff but the two approaches will complement each other and provide greater flexibility. This will be particularly beneficial for staff who work from home and in the event of further emergency incidents.

5. Key issues and proposals

- 5.1** The prices quoted for the system include an on-line platform, support from Learning Pool and a catalogue of approximately 190 training courses created for Public Sector employees including light management and soft-skills.
- 5.2** There are two options that have been quoted for – Learning Pool Essential and Learning Pool Essential Plus. The advantage with the second option is that we will be able to build our own training programmes (e.g. Induction); automate mandatory and refresher training (e.g. Asbestos); create learning paths for different job roles and report evidence of informal learning or training completed externally for CPD.

The prices quoted are set out below:

- Learning Pool Essential - £6,500
- Learning Pool Essential Plus - £9,550

It is proposed that the council opt for the Essential Plus owing to the added benefits that it will provide.

- 5.3** Single sign-on will be provided by Learning Pool free of charge on the understanding that ICT will be able to implement the work needed without a representative from Learning Pool being required on-site.
- 5.4** The training budget is sufficient to meet the cost of the system. Following implementation, after twelve months a review will be carried out to determine whether further efficiencies can be delivered.

6. Delegated functions

- 6.1 The matters referred to in this report are considered under the following Executive Function delegated to the Resources Portfolio Holder (as set out in Part 3.03 of the Council's Constitution): "To consider departures from the Rules relating to financial and contractual matters if appropriate".

Financial and Legal Implications	
Finance	The cost of the initial two year contract is £19,100 (£9,550 per annum) and can be met from existing training budgets.
Legal	The proposals ensure compliance with the Council's Financial and Contract Procedures and will involve entering into a formal legal contract.

Other risks/implications: checklist

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

risks/implications	✓ / x
community safety	x
equality and diversity	x
sustainability	x
health and safety	x

risks/implications	✓ / x
asset management	x
climate change	x
ICT	✓
data protection	x

Processing Personal Data

In addition to considering data protection along with the other risks/ implications, the report author will need to decide if a 'privacy impact assessment (PIA)' is also required. If the decision(s) recommended in this report will result in the collection and processing of personal data for the first time (i.e. purchase of a new system, a new working arrangement with a third party) a PIA will need to have been completed and signed off by Data Protection Officer before the decision is taken in compliance with the Data Protection Act 2018.

report author	telephone no.	email	date
Liesl Hadgraft	01253 887316	Liesl.hadgraft@wyre.gov.uk	01/03/2021

List of background papers:		
Name of Document	Date	Where available for inspection
None		

Appendices

None

dem/ph/re/20/0003lh1



Portfolio Holder Report

The portfolio holder will make a decision on this item after seven days have elapsed (including the date of publication).

Report of:	Portfolio Holder	Date of publication
Clare James, Corporate Director Resources (and S151 Officer)	Councillor A Vincent, Resources Portfolio Holder	25 March 2021

Write Offs - Irrecoverable Debts

1. Purpose of report

- 1.1 The reporting of Council Tax, Non-Domestic Rate (NDR), Housing Benefit Overpayments and Sundry Debtor write-offs.

2. Outcomes

- 2.1 The ability to demonstrate effective debt recovery activities.

3. Recommendation

- 3.1 The Portfolio Holder is asked to note the action taken by the Corporate Director Resources (and S151 Officer) in relation to the write-off of bad debt.

4. Background

- 4.1 The council aims for 100% recovery of all debts but for a variety of reasons recognises that a small percentage will always become irrecoverable. Each year, a provision is made to cover the amount written off, based on the age of the debt and the likelihood of recovery.

5. Key issues and proposals

- 5.1 Schedules of outstanding debts, which are deemed to be irrecoverable are attached at appendices 1-5.
- 5.2 The debts are at a stage where further recovery action is not possible, either because of the age of the debt, the details available are insufficient to continue recovery action (e.g. absconding debtors with no forwarding address), the debt is negligible and it is uneconomic for the council to

continue recovery, or it is considered that all avenues of recovery have been exhausted. In the case of insolvency debt, an appropriate claim has been registered with the official receiver, and if a dividend is eventually received then this will be offset against the amount written off.

- 5.3 In the case of absconding debtors, local taxation staff utilise the services of an online tracing facility that will cross-check data with a number of national sources including registers of electors and recognised agencies.
- 5.4 The total Council Tax debt authorised for write-off is £188,837.20 representing 0.27% of the gross Council Tax debit for 2020/21.
- 5.5 The total NDR debt authorised for write-off/adjustment is £57,603.53 representing 0.21% of the gross NDR debit for 2020/21.
- 5.6 Small balance Council Tax adjustments total £7,675.49. Small balance NDR adjustments total £32.92.
- 5.7 The total Housing Benefit Overpayment debt authorised for write-off is £42,678.24 representing 4.4% of the totalled Housing Benefit Overpayment invoices outstanding.
- 5.8 The total Sundry Debt authorised for write-off is £3,785.64 representing 0.3% of the gross Sundry Debtors outstanding as at 09 March 2021.
- 5.9 Debt recovery has been limited in 2020/21 owing to the pandemic and as such the total amount to be written off is lower than in a typical year. The position will be kept under review in 2021/22, taking into account the new 'breathing space' legislation. All efforts will continue to be made to recover debt where possible.

6. Delegated functions

- 6.1 The matters referred to in this report are considered under the following executive function delegated to the Resources Portfolio Holder (as set out in Part 3 of the council's constitution): "To deal with the collection and enforcement of debts due except where specific responsibility has been allocated elsewhere"; and The Scheme of Delegation to Officers whereby the Corporate Director Resources (and S151 Officer) is given to report these to the relevant executive member.

Financial and legal implications	
Finance	The cost of the write-offs will be met from the relevant Bad Debt Provision, which must be maintained at a level that can meet the write-offs, funded by contributions from the collection fund in relation to Council Tax and NDR, and the council's revenue budget in relation to Housing Benefit Overpayments and Sundry Debtors.
Legal	There are no direct legal implications arising from this report.

Other risks/implications: checklist

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

risks/implications	✓ / x
community safety	x
equality and diversity	x
sustainability	x
health and safety	x

risks/implications	✓ / x
asset management	x
climate change	x
ICT	x
data protection	x

Processing Personal Data

In addition to considering data protection along with the other risks/ implications, the report author will need to decide if a 'privacy impact assessment (PIA)' is also required. If the decision(s) recommended in this report will result in the collection and processing of personal data for the first time (i.e. purchase of a new system, a new working arrangement with a third party) a PIA will need to have been completed and signed off by Data Protection Officer before the decision is taken in compliance with the Data Protection Act 2018.

report author	telephone no.	email	date
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List of background papers:		
name of document	date	where available for inspection
None		

List of appendices

Appendix 1, 1A and 1B - Schedules of Council Tax debts authorised for write-off
 Appendix 2- Schedule of NDR debts authorised for write-off
 Appendix 3, 3A and 3B - Schedule of Council Tax and NDR small balance adjustments
 Appendix 4 - Schedule of Housing Benefit overpayments authorised for write-off
 Appendix 5 - Schedule of Sundry Debts authorised for write-off

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Council Tax

(Appendix 1)

Irrecoverable amounts

Council's Constitution - Part 7.02 Scheme of Delegation para 3 (a) (13)

Summonsed Debt - Uncollectable Debt

Account Ref	Name	Debt Address	Postcode	Amount
7*****	POTENT WO	Redacted	Redacted	210.89
7*****	POTENT WO	Redacted	Redacted	95.23
7*****	POTENT WO	Redacted	Redacted	1,686.76
7*****	POTENT WO	Redacted	Redacted	125.00
7*****	POTENT WO	Redacted	Redacted	957.86
7*****	POTENT WO	Redacted	Redacted	1,443.75
7*****	POTENT WO	Redacted	Redacted	149.84
7*****	POTENT WO	Redacted	Redacted	371.40
7*****	POTENT WO	Redacted	Redacted	86.40
7*****	POTENT WO	Redacted	Redacted	145.73
7*****	POTENT WO	Redacted	Redacted	662.36
7*****	POTENT WO	Redacted	Redacted	155.29
7*****	POTENT WO	Redacted	Redacted	346.09
7*****	POTENT WO	Redacted	Redacted	809.28
7*****	POTENT WO	Redacted	Redacted	334.95
7*****	POTENT WO	Redacted	Redacted	249.26
7*****	POTENT WO	Redacted	Redacted	96.17
7*****	POTENT WO	Redacted	Redacted	470.88
7*****	POTENT WO	Redacted	Redacted	313.02
7*****	POTENT WO	Redacted	Redacted	352.85
7*****	POTENT WO	Redacted	Redacted	157.89
7*****	POTENT WO	Redacted	Redacted	439.66
7*****	POTENT WO	Redacted	Redacted	119.34
7*****	POTENT WO	Redacted	Redacted	215.24
7*****	POTENT WO	Redacted	Redacted	206.92
7*****	POTENT WO	Redacted	Redacted	143.58
7*****	POTENT WO	Redacted	Redacted	145.92
7*****	POTENT WO	Redacted	Redacted	0.21
7*****	POTENT WO	Redacted	Redacted	303.70
7*****	POTENT WO	Redacted	Redacted	136.49
7*****	POTENT WO	Redacted	Redacted	114.22
7*****	POTENT WO	Redacted	Redacted	154.05
7*****	POTENT WO	Redacted	Redacted	149.50
7*****	POTENT WO	Redacted	Redacted	396.50
7*****	POTENT WO	Redacted	Redacted	269.27
7*****	POTENT WO	Redacted	Redacted	445.58
7*****	POTENT WO	Redacted	Redacted	318.89
7*****	POTENT WO	Redacted	Redacted	174.38
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7*****	POTENT WO	Redacted	Redacted	Redacted	211.75
7*****	POTENT WO	Redacted	Redacted	Redacted	124.35
7*****	POTENT WO	Redacted	Redacted	Redacted	426.68
7*****	POTENT WO	Redacted	Redacted	Redacted	82.00
7*****	POTENT WO	Redacted	Redacted	Redacted	142.94
7*****	POTENT WO	Redacted	Redacted	Redacted	90.93
7*****	POTENT WO	Redacted	Redacted	Redacted	100.59
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7*****	POTENT WO	Redacted	Redacted	Redacted	399.10
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7*****	POTENT WO	Redacted	Redacted	Redacted	331.79
7*****	POTENT WO	Redacted	Redacted	Redacted	465.65
7*****	POTENT WO	Redacted	Redacted	Redacted	282.79
7*****	POTENT WO	Redacted	Redacted	Redacted	392.51
7*****	POTENT WO	Redacted	Redacted	Redacted	176.12
7*****	POTENT WO	Redacted	Redacted	Redacted	448.57
7*****	POTENT WO	Redacted	Redacted	Redacted	252.50
7*****	POTENT WO	Redacted	Redacted	Redacted	153.06
7*****	POTENT WO	Redacted	Redacted	Redacted	87.61
7*****	POTENT WO	Redacted	Redacted	Redacted	216.42
7*****	POTENT WO	Redacted	Redacted	Redacted	164.41
7*****	POTENT WO	Redacted	Redacted	Redacted	806.29
7*****	POTENT WO	Redacted	Redacted	Redacted	1,086.37
7*****	POTENT WO	Redacted	Redacted	Redacted	1,045.68
7*****	POTENT WO	Redacted	Redacted	Redacted	342.82
7*****	POTENT WO	Redacted	Redacted	Redacted	720.00
7*****	POTENT WO	Redacted	Redacted	Redacted	902.00
7*****	POTENT WO	Redacted	Redacted	Redacted	733.01
7*****	POTENT WO	Redacted	Redacted	Redacted	114.07

7*****	POTENT WO	Redacted	Redacted	Redacted	392.32
7*****	POTENT WO	Redacted	Redacted	Redacted	131.99
7*****	POTENT WO	Redacted	Redacted	Redacted	785.65
7*****	POTENT WO	Redacted	Redacted	Redacted	189.32
7*****	POTENT WO	Redacted	Redacted	Redacted	75.00
7*****	POTENT WO	Redacted	Redacted	Redacted	290.34
7*****	POTENT WO	Redacted	Redacted	Redacted	172.22
7*****	POTENT WO	Redacted	Redacted	Redacted	10.50
7*****	POTENT WO	Redacted	Redacted	Redacted	117.25
7*****	POTENT WO	Redacted	Redacted	Redacted	52.24
7*****	POTENT WO	Redacted	Redacted	Redacted	76.19
7*****	POTENT WO	Redacted	Redacted	Redacted	166.93
7*****	POTENT WO	Redacted	Redacted	Redacted	68.00
7*****	POTENT WO	Redacted	Redacted	Redacted	36.39
7*****	POTENT WO	Redacted	Redacted	Redacted	780.03
7*****	POTENT WO	Redacted	Redacted	Redacted	306.20
7*****	POTENT WO	Redacted	Redacted	Redacted	131.14
7*****	POTENT WO	Redacted	Redacted	Redacted	149.79
7*****	POTENT WO	Redacted	Redacted	Redacted	24.79
7*****	POTENT WO	Redacted	Redacted	Redacted	113.85
7*****	POTENT WO	Redacted	Redacted	Redacted	138.82
7*****	POTENT WO	Redacted	Redacted	Redacted	156.36
7*****	POTENT WO	Redacted	Redacted	Redacted	160.97
7*****	POTENT WO	Redacted	Redacted	Redacted	72.50
7*****	POTENT WO	Redacted	Redacted	Redacted	325.83
7*****	POTENT WO	Redacted	Redacted	Redacted	136.16
7*****	POTENT WO	Redacted	Redacted	Redacted	840.34
7*****	POTENT WO	Redacted	Redacted	Redacted	917.12
7*****	POTENT WO	Redacted	Redacted	Redacted	233.63
7*****	POTENT WO	Redacted	Redacted	Redacted	140.04
7*****	POTENT WO	Redacted	Redacted	Redacted	85.04
7*****	POTENT WO	Redacted	Redacted	Redacted	143.58
7*****	POTENT WO	Redacted	Redacted	Redacted	149.79
7*****	POTENT WO	Redacted	Redacted	Redacted	118.46
7*****	POTENT WO	Redacted	Redacted	Redacted	141.54
7*****	POTENT WO	Redacted	Redacted	Redacted	400.06
7*****	POTENT WO	Redacted	Redacted	Redacted	4.91
7*****	POTENT WO	Redacted	Redacted	Redacted	919.79
7*****	POTENT WO	Redacted	Redacted	Redacted	126.08
7*****	POTENT WO	Redacted	Redacted	Redacted	887.90
7*****	POTENT WO	Redacted	Redacted	Redacted	87.89
7*****	POTENT WO	Redacted	Redacted	Redacted	137.86
7*****	POTENT WO	Redacted	Redacted	Redacted	75.00
7*****	POTENT WO	Redacted	Redacted	Redacted	103.68
7*****	POTENT WO	Redacted	Redacted	Redacted	147.43
7*****	POTENT WO	Redacted	Redacted	Redacted	87.70
7*****	POTENT WO	Redacted	Redacted	Redacted	91.44
7*****	POTENT WO	Redacted	Redacted	Redacted	84.29
7*****	POTENT WO	Redacted	Redacted	Redacted	72.50
7*****	POTENT WO	Redacted	Redacted	Redacted	48.20
7*****	POTENT WO	Redacted	Redacted	Redacted	85.55
7*****	POTENT WO	Redacted	Redacted	Redacted	104.19
7*****	POTENT WO	Redacted	Redacted	Redacted	88.85
7*****	POTENT WO	Redacted	Redacted	Redacted	102.98

7*****	POTENT WO	Redacted	Redacted	Redacted	69.90
7*****	POTENT WO	Redacted	Redacted	Redacted	65.68
7*****	POTENT WO	Redacted	Redacted	Redacted	258.54
7*****	POTENT WO	Redacted	Redacted	Redacted	149.79
7*****	POTENT WO	Redacted	Redacted	Redacted	150.82
7*****	POTENT WO	Redacted	Redacted	Redacted	117.94
7*****	POTENT WO	Redacted	Redacted	Redacted	88.28
7*****	POTENT WO	Redacted	Redacted	Redacted	72.50
7*****	POTENT WO	Redacted	Redacted	Redacted	82.60
7*****	POTENT WO	Redacted	Redacted	Redacted	111.23
7*****	POTENT WO	Redacted	Redacted	Redacted	124.72
7*****	POTENT WO	Redacted	Redacted	Redacted	63.81
7*****	POTENT WO	Redacted	Redacted	Redacted	8.69
7*****	POTENT WO	Redacted	Redacted	Redacted	307.14
7*****	POTENT WO	Redacted	Redacted	Redacted	72.50
7*****	POTENT WO	Redacted	Redacted	Redacted	150.82
7*****	POTENT WO	Redacted	Redacted	Redacted	104.06
7*****	POTENT WO	Redacted	Redacted	Redacted	370.52
7*****	POTENT WO	Redacted	Redacted	Redacted	84.82
7*****	POTENT WO	Redacted	Redacted	Redacted	153.99
7*****	POTENT WO	Redacted	Redacted	Redacted	128.58
7*****	POTENT WO	Redacted	Redacted	Redacted	121.12
					99,274.22

Irrecoverable debt recommended for write-off £99,274.22
Number of accounts = 333

£99,274.22 authorised for write-off

Council Tax (Appendix 1A)

Irrecoverable amounts

Council's Constitution - Part 7.02 Scheme of Delegation para 3 (a) (13)

Unsummonsed Debt - Uncollectable Debt

Account Ref	Name	Debt Address	Amount
7*****	Redacted	Redacted	536.34
7*****	Redacted	Redacted	1,415.53
7*****	Redacted	Redacted	943.69
7*****	Redacted	Redacted	770.00
7*****	Redacted	Redacted	304.63
7*****	Redacted	Redacted	52.13
7*****	Redacted	Redacted	671.90
7*****	Redacted	Redacted	0.04
7*****	Redacted	Redacted	303.96
7*****	Redacted	Redacted	201.00
7*****	Redacted	Redacted	1,507.66
7*****	Redacted	Redacted	1,467.95
7*****	Redacted	Redacted	6.99
7*****	Redacted	Redacted	45.65
7*****	Redacted	Redacted	527.42
7*****	Redacted	Redacted	477.08
7*****	Redacted	Redacted	27.15
7*****	Redacted	Redacted	207.54
7*****	Redacted	Redacted	483.55
7*****	Redacted	Redacted	12.15
7*****	Redacted	Redacted	28.68
7*****	Redacted	Redacted	19.32
7*****	Redacted	Redacted	73.15
7*****	Redacted	Redacted	490.09
7*****	Redacted	Redacted	245.00
7*****	Redacted	Redacted	450.86
7*****	Redacted	Redacted	608.22
7*****	Redacted	Redacted	37.09
7*****	Redacted	Redacted	63.64
7*****	Redacted	Redacted	11.46
7*****	Redacted	Redacted	184.31
7*****	Redacted	Redacted	109.68
7*****	Redacted	Redacted	187.07
7*****	Redacted	Redacted	469.07
7*****	Redacted	Redacted	99.54
7*****	Redacted	Redacted	80.77
7*****	Redacted	Redacted	52.32
7*****	Redacted	Redacted	325.68
7*****	Redacted	Redacted	80.00
7*****	Redacted	Redacted	239.71
7*****	Redacted	Redacted	1,279.45
7*****	Redacted	Redacted	75.04
7*****	Redacted	Redacted	646.80
7*****	Redacted	Redacted	1,227.12
7*****	Redacted	Redacted	997.98
7*****	Redacted	Redacted	524.65
7*****	Redacted	Redacted	390.10
7*****	Redacted	Redacted	64.84
7*****	Redacted	Redacted	123.79
7*****	Redacted	Redacted	91.43
7*****	Redacted	Redacted	12.19
7*****	Redacted	Redacted	70.10
			19,321.51

Irrecoverable debt recommended for write-off £19,321.51

Number of accounts = 52

£19,321.51 authorised for write-off

Revenues Manager
2nd March 2021

Corporate Director of Resources
2nd March 2021

Council Tax (Appendix 1B)

Irrecoverable amounts

Council's Constitution - Part 7.02 Scheme of Delegation para 3 (a) (13)

Summoned Debt - Insolvent Accounts

Account Ref	Name	Debt Address	Postcode	Amount
7*****	INSOLVENT	Redacted	Redacted	844.99
7*****	INSOLVENT	Redacted	Redacted	184.25
7*****	INSOLVENT	Redacted	Redacted	122.29
7*****	INSOLVENT	Redacted	Redacted	468.35
7*****	INSOLVENT	Redacted	Redacted	169.34
7*****	INSOLVENT	Redacted	Redacted	1,123.08
7*****	INSOLVENT	Redacted	Redacted	235.50
7*****	INSOLVENT	Redacted	Redacted	1,440.50
7*****	INSOLVENT	Redacted	Redacted	1,369.73
7*****	INSOLVENT	Redacted	Redacted	343.78
7*****	INSOLVENT	Redacted	Redacted	482.16
7*****	INSOLVENT	Redacted	Redacted	1,001.25
7*****	INSOLVENT	Redacted	Redacted	764.17
7*****	INSOLVENT	Redacted	Redacted	163.56
7*****	INSOLVENT	Redacted	Redacted	113.36
7*****	INSOLVENT	Redacted	Redacted	290.43
7*****	INSOLVENT	Redacted	Redacted	75.00
7*****	INSOLVENT	Redacted	Redacted	145.20
7*****	INSOLVENT	Redacted	Redacted	75.66
7*****	INSOLVENT	Redacted	Redacted	241.67
7*****	INSOLVENT	Redacted	Redacted	75.00
7*****	INSOLVENT	Redacted	Redacted	100.51
7*****	INSOLVENT	Redacted	Redacted	374.30
7*****	INSOLVENT	Redacted	Redacted	819.01
7*****	INSOLVENT	Redacted	Redacted	273.95
7*****	INSOLVENT	Redacted	Redacted	378.92
7*****	INSOLVENT	Redacted	Redacted	937.78
7*****	INSOLVENT	Redacted	Redacted	38.07
7*****	INSOLVENT	Redacted	Redacted	125.18
7*****	INSOLVENT	Redacted	Redacted	254.85
7*****	INSOLVENT	Redacted	Redacted	1,016.32
7*****	INSOLVENT	Redacted	Redacted	1,101.56
7*****	INSOLVENT	Redacted	Redacted	1,147.52
7*****	INSOLVENT	Redacted	Redacted	884.54

7*****	INSOLVENT	Redacted	Redacted	Redacted	877.78
7*****	INSOLVENT	Redacted	Redacted	Redacted	738.93
7*****	INSOLVENT	Redacted	Redacted	Redacted	587.17
7*****	INSOLVENT	Redacted	Redacted	Redacted	264.61
7*****	INSOLVENT	Redacted	Redacted	Redacted	1,117.44
7*****	INSOLVENT	Redacted	Redacted	Redacted	1,687.85
7*****	INSOLVENT	Redacted	Redacted	Redacted	744.00
7*****	INSOLVENT	Redacted	Redacted	Redacted	261.00
7*****	INSOLVENT	Redacted	Redacted	Redacted	362.12
7*****	INSOLVENT	Redacted	Redacted	Redacted	479.39
7*****	INSOLVENT	Redacted	Redacted	Redacted	447.30
7*****	INSOLVENT	Redacted	Redacted	Redacted	306.05
7*****	INSOLVENT	Redacted	Redacted	Redacted	121.16
7*****	INSOLVENT	Redacted	Redacted	Redacted	465.34
7*****	INSOLVENT	Redacted	Redacted	Redacted	797.01
7*****	INSOLVENT	Redacted	Redacted	Redacted	502.81
7*****	INSOLVENT	Redacted	Redacted	Redacted	461.84
7*****	INSOLVENT	Redacted	Redacted	Redacted	455.64
7*****	INSOLVENT	Redacted	Redacted	Redacted	335.59
7*****	INSOLVENT	Redacted	Redacted	Redacted	274.02
7*****	INSOLVENT	Redacted	Redacted	Redacted	452.16
7*****	INSOLVENT	Redacted	Redacted	Redacted	450.90
7*****	INSOLVENT	Redacted	Redacted	Redacted	385.21
7*****	INSOLVENT	Redacted	Redacted	Redacted	1,104.51
7*****	INSOLVENT	Redacted	Redacted	Redacted	60.14
7*****	INSOLVENT	Redacted	Redacted	Redacted	90.12
7*****	INSOLVENT	Redacted	Redacted	Redacted	82.33
7*****	INSOLVENT	Redacted	Redacted	Redacted	159.97
7*****	INSOLVENT	Redacted	Redacted	Redacted	266.07
7*****	INSOLVENT	Redacted	Redacted	Redacted	129.71
7*****	INSOLVENT	Redacted	Redacted	Redacted	190.89
7*****	INSOLVENT	Redacted	Redacted	Redacted	266.36
7*****	INSOLVENT	Redacted	Redacted	Redacted	606.59
7*****	INSOLVENT	Redacted	Redacted	Redacted	271.81
7*****	INSOLVENT	Redacted	Redacted	Redacted	679.38
7*****	INSOLVENT	Redacted	Redacted	Redacted	564.23
7*****	INSOLVENT	Redacted	Redacted	Redacted	149.27
7*****	INSOLVENT	Redacted	Redacted	Redacted	255.12
7*****	INSOLVENT	Redacted	Redacted	Redacted	432.62
7*****	INSOLVENT	Redacted	Redacted	Redacted	141.22
7*****	INSOLVENT	Redacted	Redacted	Redacted	521.31
7*****	INSOLVENT	Redacted	Redacted	Redacted	985.56
7*****	INSOLVENT	Redacted	Redacted	Redacted	601.33
7*****	INSOLVENT	Redacted	Redacted	Redacted	462.65
7*****	INSOLVENT	Redacted	Redacted	Redacted	1,343.05
7*****	INSOLVENT	Redacted	Redacted	Redacted	625.00

7*****	INSOLVENT	Redacted	Redacted	Redacted	1,032.24
7*****	INSOLVENT	Redacted	Redacted	Redacted	1,086.37
7*****	INSOLVENT	Redacted	Redacted	Redacted	1,485.92
7*****	INSOLVENT	Redacted	Redacted	Redacted	106.67
7*****	INSOLVENT	Redacted	Redacted	Redacted	839.77
7*****	INSOLVENT	Redacted	Redacted	Redacted	920.38
7*****	INSOLVENT	Redacted	Redacted	Redacted	188.30
7*****	INSOLVENT	Redacted	Redacted	Redacted	475.25
7*****	INSOLVENT	Redacted	Redacted	Redacted	148.48
7*****	INSOLVENT	Redacted	Redacted	Redacted	44.94
7*****	INSOLVENT	Redacted	Redacted	Redacted	150.00
7*****	INSOLVENT	Redacted	Redacted	Redacted	1,295.23
7*****	INSOLVENT	Redacted	Redacted	Redacted	451.32
7*****	INSOLVENT	Redacted	Redacted	Redacted	861.66
7*****	INSOLVENT	Redacted	Redacted	Redacted	159.31
7*****	INSOLVENT	Redacted	Redacted	Redacted	155.90
7*****	INSOLVENT	Redacted	Redacted	Redacted	119.70
7*****	INSOLVENT	Redacted	Redacted	Redacted	245.22
7*****	INSOLVENT	Redacted	Redacted	Redacted	133.15
7*****	INSOLVENT	Redacted	Redacted	Redacted	1,101.56
7*****	INSOLVENT	Redacted	Redacted	Redacted	475.88
7*****	INSOLVENT	Redacted	Redacted	Redacted	414.69
7*****	INSOLVENT	Redacted	Redacted	Redacted	819.00
7*****	INSOLVENT	Redacted	Redacted	Redacted	84.21
7*****	INSOLVENT	Redacted	Redacted	Redacted	374.95
7*****	INSOLVENT	Redacted	Redacted	Redacted	302.66
7*****	INSOLVENT	Redacted	Redacted	Redacted	701.56
7*****	INSOLVENT	Redacted	Redacted	Redacted	668.46
7*****	INSOLVENT	Redacted	Redacted	Redacted	916.81
7*****	INSOLVENT	Redacted	Redacted	Redacted	356.43
7*****	INSOLVENT	Redacted	Redacted	Redacted	470.80
7*****	INSOLVENT	Redacted	Redacted	Redacted	781.25
7*****	INSOLVENT	Redacted	Redacted	Redacted	167.95
7*****	INSOLVENT	Redacted	Redacted	Redacted	992.88
7*****	INSOLVENT	Redacted	Redacted	Redacted	454.34
7*****	INSOLVENT	Redacted	Redacted	Redacted	800.94
7*****	INSOLVENT	Redacted	Redacted	Redacted	748.59
7*****	INSOLVENT	Redacted	Redacted	Redacted	617.01
7*****	INSOLVENT	Redacted	Redacted	Redacted	738.66
7*****	INSOLVENT	Redacted	Redacted	Redacted	517.18
7*****	INSOLVENT	Redacted	Redacted	Redacted	1,480.50
7*****	INSOLVENT	Redacted	Redacted	Redacted	1,239.32
7*****	INSOLVENT	Redacted	Redacted	Redacted	1,112.29
7*****	INSOLVENT	Redacted	Redacted	Redacted	984.00
7*****	INSOLVENT	Redacted	Redacted	Redacted	728.00
7*****	INSOLVENT	Redacted	Redacted	Redacted	666.66

7*****	INSOLVENT	Redacted	Redacted	Redacted	146.63
7*****	INSOLVENT	Redacted	Redacted	Redacted	98.94
7*****	INSOLVENT	Redacted	Redacted	Redacted	760.65
7*****	INSOLVENT	Redacted	Redacted	Redacted	700.23
7*****	INSOLVENT	Redacted	Redacted	Redacted	172.29
					70,241.47

Irrecoverable debt recommended for write-off £70,241.47

Number of accounts = 131

£70,241.47 authorised for write-off

Revenues Manager
2nd March 2021

Corporate Director of Resources
2nd March 2021

National Non-Domestic Rates (NNDR)

(Appendix 2)

Irrecoverable amounts

Council's Constitution - Part 7.02 Scheme of Delegation para 3 (a) (13)

Summoned Debt - Uncollectable Debt

Account Ref	Name	Debt Address	Postcode	Amount
6*****	POTENT WO	Redacted	Redacted	6,404.72
6*****	POTENT WO	Redacted	Redacted	181.96
6*****	POTENT WO	Redacted	Redacted	229.83
6*****	POTENT WO	Redacted	Redacted	2,256.69
6*****	POTENT WO	Redacted	Redacted	266.21
6*****	POTENT WO	Redacted	Redacted	233.40
6*****	POTENT WO	Redacted	Redacted	5,432.74
6*****	POTENT WO	Redacted	Redacted	1,706.11
6*****	POTENT WO	Redacted	Redacted	9,939.71
6*****	POTENT WO	Redacted	Redacted	10,769.89
6*****	POTENT WO	Redacted	Redacted	6,663.57
6*****	POTENT WO	Redacted	Redacted	558.50
6*****	POTENT WO	Redacted	Redacted	9,679.20
6*****	INSOLVENT	Redacted	Redacted	462.68
6*****	Bill	Redacted	Redacted	2,818.32
				57,603.53

Irrecoverable debt recommended for write-off £57,603.53

Number of accounts = 15

£57,603.53 authorised for write-off

Revenues Manager
2nd March 2021

Corporate Director of Resources
2nd March 2021

Council Tax Small Balance (Appendix 3)

Irrecoverable amounts
Council's Constitution - Part 7.02 Scheme of Delegation para 3 (a) (13)
Uncollectable Debt

Account Ref		Amount
7*****	SMALL BAL	50.00
7*****	SMALL BAL	50.00
7*****	SMALL BAL	49.82
7*****	SMALL BAL	49.80
7*****	SMALL BAL	49.70
7*****	SMALL BAL	49.08
7*****	SMALL BAL	49.01
7*****	SMALL BAL	48.52
7*****	SMALL BAL	48.47
7*****	SMALL BAL	48.00
7*****	SMALL BAL	47.50
7*****	SMALL BAL	47.38
7*****	SMALL BAL	47.08
7*****	SMALL BAL	46.81
7*****	SMALL BAL	46.61
7*****	SMALL BAL	46.41
7*****	SMALL BAL	46.04
7*****	SMALL BAL	45.95
7*****	SMALL BAL	45.79
7*****	SMALL BAL	45.09
7*****	SMALL BAL	45.00
7*****	SMALL BAL	44.22
7*****	SMALL BAL	44.15
7*****	SMALL BAL	43.78
7*****	SMALL BAL	43.72

7*****	SMALL BAL	43.70
7*****	SMALL BAL	43.16
7*****	SMALL BAL	42.98
7*****	SMALL BAL	42.74
7*****	SMALL BAL	42.45
7*****	SMALL BAL	42.45
7*****	SMALL BAL	41.71
7*****	SMALL BAL	41.10
7*****	SMALL BAL	41.04
7*****	SMALL BAL	41.00
7*****	SMALL BAL	40.57
7*****	SMALL BAL	40.27
7*****	SMALL BAL	39.57
7*****	SMALL BAL	39.55
7*****	SMALL BAL	39.32
7*****	SMALL BAL	39.00
7*****	SMALL BAL	39.00
7*****	SMALL BAL	38.92
7*****	SMALL BAL	38.51
7*****	SMALL BAL	38.48
7*****	SMALL BAL	38.47
7*****	SMALL BAL	38.41
7*****	SMALL BAL	38.40
7*****	SMALL BAL	38.35
7*****	SMALL BAL	37.84
7*****	SMALL BAL	37.81
7*****	SMALL BAL	37.42
7*****	SMALL BAL	37.35
7*****	SMALL BAL	36.84
7*****	SMALL BAL	36.78
7*****	SMALL BAL	36.77
7*****	SMALL BAL	36.40
7*****	SMALL BAL	36.27
7*****	SMALL BAL	36.06

7*****	SMALL BAL	36.00
7*****	SMALL BAL	35.87
7*****	SMALL BAL	35.75
7*****	SMALL BAL	35.56
7*****	SMALL BAL	35.41
7*****	SMALL BAL	35.16
7*****	SMALL BAL	34.38
7*****	SMALL BAL	34.15
7*****	SMALL BAL	33.83
7*****	SMALL BAL	33.82
7*****	SMALL BAL	33.80
7*****	SMALL BAL	33.00
7*****	SMALL BAL	32.88
7*****	SMALL BAL	32.63
7*****	SMALL BAL	32.53
7*****	SMALL BAL	32.30
7*****	SMALL BAL	32.02
7*****	SMALL BAL	31.87
7*****	SMALL BAL	31.78
7*****	SMALL BAL	31.63
7*****	SMALL BAL	31.62
7*****	SMALL BAL	31.48
7*****	SMALL BAL	30.80
7*****	SMALL BAL	30.38
7*****	SMALL BAL	30.12
7*****	SMALL BAL	30.00
7*****	SMALL BAL	30.00
7*****	SMALL BAL	29.70
7*****	SMALL BAL	29.43
7*****	SMALL BAL	29.16
7*****	SMALL BAL	29.14
7*****	SMALL BAL	29.10
7*****	SMALL BAL	29.07
7*****	SMALL BAL	28.99

7*****	SMALL BAL	28.95
7*****	SMALL BAL	28.51
7*****	SMALL BAL	27.97
7*****	SMALL BAL	27.87
7*****	SMALL BAL	27.51
7*****	SMALL BAL	27.50
7*****	SMALL BAL	27.50
7*****	SMALL BAL	27.25
7*****	SMALL BAL	27.07
7*****	SMALL BAL	27.05
7*****	SMALL BAL	26.95
7*****	SMALL BAL	26.68
7*****	SMALL BAL	26.55
7*****	SMALL BAL	26.38
7*****	SMALL BAL	26.33
7*****	SMALL BAL	26.25
7*****	SMALL BAL	25.79
7*****	SMALL BAL	25.78
7*****	SMALL BAL	25.66
7*****	SMALL BAL	25.56
7*****	SMALL BAL	25.06
7*****	SMALL BAL	25.00
7*****	SMALL BAL	25.00
7*****	SMALL BAL	24.83
7*****	SMALL BAL	24.65
7*****	SMALL BAL	24.20
7*****	SMALL BAL	24.08
7*****	SMALL BAL	24.03
7*****	SMALL BAL	24.00
7*****	SMALL BAL	23.99
7*****	SMALL BAL	23.97
7*****	SMALL BAL	23.59
7*****	SMALL BAL	23.56
7*****	SMALL BAL	23.49

7*****	SMALL BAL	23.31
7*****	SMALL BAL	23.31
7*****	SMALL BAL	23.12
7*****	SMALL BAL	23.01
7*****	SMALL BAL	23.00
7*****	SMALL BAL	22.97
7*****	SMALL BAL	22.96
7*****	SMALL BAL	22.83
7*****	SMALL BAL	22.73
7*****	SMALL BAL	22.72
7*****	SMALL BAL	22.51
7*****	SMALL BAL	22.36
7*****	SMALL BAL	22.31
7*****	SMALL BAL	22.16
7*****	SMALL BAL	22.08
7*****	SMALL BAL	22.01
7*****	SMALL BAL	22.01
7*****	SMALL BAL	22.00
7*****	SMALL BAL	21.45
7*****	SMALL BAL	21.37
7*****	SMALL BAL	21.20
7*****	SMALL BAL	21.01
7*****	SMALL BAL	20.70
7*****	SMALL BAL	20.70
7*****	SMALL BAL	20.65
7*****	SMALL BAL	20.58
7*****	SMALL BAL	20.49
7*****	SMALL BAL	20.49
7*****	SMALL BAL	20.49
7*****	SMALL BAL	20.49
7*****	SMALL BAL	20.44
7*****	SMALL BAL	20.26
7*****	SMALL BAL	20.20
7*****	SMALL BAL	20.05

7*****	SMALL BAL	20.04
7*****	SMALL BAL	19.80
7*****	SMALL BAL	19.80
7*****	SMALL BAL	19.79
7*****	SMALL BAL	19.79
7*****	SMALL BAL	19.45
7*****	SMALL BAL	19.23
7*****	SMALL BAL	18.67
7*****	SMALL BAL	18.58
7*****	SMALL BAL	18.25
7*****	SMALL BAL	17.82
7*****	SMALL BAL	17.78
7*****	SMALL BAL	17.44
7*****	SMALL BAL	17.34
7*****	SMALL BAL	17.14
7*****	SMALL BAL	17.14
7*****	SMALL BAL	17.14
7*****	SMALL BAL	17.14
7*****	SMALL BAL	17.00
7*****	SMALL BAL	16.46
7*****	SMALL BAL	16.24
7*****	SMALL BAL	16.08
7*****	SMALL BAL	16.01
7*****	SMALL BAL	15.91
7*****	SMALL BAL	15.88
7*****	SMALL BAL	15.54
7*****	SMALL BAL	15.46
7*****	SMALL BAL	15.42
7*****	SMALL BAL	15.41
7*****	SMALL BAL	15.34
7*****	SMALL BAL	15.15
7*****	SMALL BAL	15.00
7*****	SMALL BAL	15.00
7*****	SMALL BAL	15.00

7*****	SMALL BAL	14.84
7*****	SMALL BAL	14.80
7*****	SMALL BAL	14.80
7*****	SMALL BAL	14.80
7*****	SMALL BAL	14.80
7*****	SMALL BAL	14.80
7*****	SMALL BAL	14.39
7*****	SMALL BAL	14.12
7*****	SMALL BAL	14.02
7*****	SMALL BAL	13.71
7*****	SMALL BAL	13.66
7*****	SMALL BAL	13.53
7*****	SMALL BAL	13.44
7*****	SMALL BAL	13.30
7*****	SMALL BAL	13.30
7*****	SMALL BAL	13.29
7*****	SMALL BAL	13.18
7*****	SMALL BAL	13.18
7*****	SMALL BAL	12.88
7*****	SMALL BAL	12.85
7*****	SMALL BAL	12.83
7*****	SMALL BAL	12.80
7*****	SMALL BAL	12.72
7*****	SMALL BAL	12.63
7*****	SMALL BAL	12.41
7*****	SMALL BAL	12.27
7*****	SMALL BAL	12.00
7*****	SMALL BAL	11.76
7*****	SMALL BAL	11.76
7*****	SMALL BAL	11.75
7*****	SMALL BAL	11.36
7*****	SMALL BAL	11.02
7*****	SMALL BAL	11.00
7*****	SMALL BAL	10.75

7*****	SMALL BAL	7.50
7*****	SMALL BAL	7.50
7*****	SMALL BAL	7.50
7*****	SMALL BAL	7.50
7*****	SMALL BAL	7.50
7*****	SMALL BAL	7.50
7*****	SMALL BAL	7.50
7*****	SMALL BAL	7.50
7*****	SMALL BAL	7.50
7*****	SMALL BAL	7.50
7*****	SMALL BAL	7.50
7*****	SMALL BAL	7.50
7*****	SMALL BAL	7.49
7*****	SMALL BAL	7.40
7*****	SMALL BAL	7.40
7*****	SMALL BAL	7.40
7*****	SMALL BAL	7.40
7*****	SMALL BAL	7.40
7*****	SMALL BAL	7.30
7*****	SMALL BAL	7.20
7*****	SMALL BAL	7.13
7*****	SMALL BAL	7.05
7*****	SMALL BAL	7.01
7*****	SMALL BAL	7.01
7*****	SMALL BAL	6.98
7*****	SMALL BAL	6.85
7*****	SMALL BAL	6.76
7*****	SMALL BAL	6.60
7*****	SMALL BAL	6.57
7*****	SMALL BAL	6.34
7*****	SMALL BAL	6.17
7*****	SMALL BAL	6.06
7*****	SMALL BAL	6.03
7*****	SMALL BAL	6.00

7*****	SMALL BAL	6.00
7*****	SMALL BAL	6.00
7*****	SMALL BAL	6.00
7*****	SMALL BAL	5.80
7*****	SMALL BAL	5.79
7*****	SMALL BAL	5.75
7*****	SMALL BAL	5.68
7*****	SMALL BAL	5.65
7*****	SMALL BAL	5.40
7*****	SMALL BAL	5.36
7*****	SMALL BAL	5.32
7*****	SMALL BAL	5.28
7*****	SMALL BAL	5.25
7*****	SMALL BAL	5.11
7*****	SMALL BAL	5.04
7*****	SMALL BAL	5.00
7*****	SMALL BAL	4.93
7*****	SMALL BAL	4.93
7*****	SMALL BAL	4.90
7*****	SMALL BAL	4.89
7*****	SMALL BAL	4.85
7*****	SMALL BAL	4.85
7*****	SMALL BAL	4.70
7*****	SMALL BAL	4.54
7*****	SMALL BAL	4.46
7*****	SMALL BAL	4.38
7*****	SMALL BAL	4.12
7*****	SMALL BAL	4.02
7*****	SMALL BAL	3.70
7*****	SMALL BAL	3.65
7*****	SMALL BAL	3.62
7*****	SMALL BAL	3.62
7*****	SMALL BAL	3.59
7*****	SMALL BAL	3.50

7*****	SMALL BAL	3.50
7*****	SMALL BAL	3.20
7*****	SMALL BAL	3.00
7*****	SMALL BAL	3.00
7*****	SMALL BAL	2.99
7*****	SMALL BAL	2.85
7*****	SMALL BAL	2.78
7*****	SMALL BAL	2.76
7*****	SMALL BAL	2.73
7*****	SMALL BAL	2.66
7*****	SMALL BAL	2.38
7*****	SMALL BAL	2.28
7*****	SMALL BAL	2.04
7*****	SMALL BAL	2.00
7*****	SMALL BAL	2.00
7*****	SMALL BAL	1.93
7*****	SMALL BAL	1.80
7*****	SMALL BAL	1.77
7*****	SMALL BAL	1.75
7*****	SMALL BAL	1.68
7*****	SMALL BAL	1.62
7*****	SMALL BAL	1.60
7*****	SMALL BAL	1.43
7*****	SMALL BAL	1.37
7*****	SMALL BAL	1.37
7*****	SMALL BAL	1.21
7*****	SMALL BAL	1.18
7*****	SMALL BAL	1.12
7*****	SMALL BAL	1.06
7*****	SMALL BAL	1.03
7*****	SMALL BAL	1.00
7*****	SMALL BAL	1.00
7*****	SMALL BAL	1.00
7*****	SB Adj	0.96

7*****	SB Adj	0.96
7*****	SB Adj	0.95
7*****	SB Adj	0.94
7*****	SB Adj	0.91
7*****	SB Adj	0.91
7*****	SMALL BAL	0.90
7*****	SB Adj	0.86
7*****	SB Adj	0.83
7*****	SMALL BAL	0.83
7*****	SB Adj	0.82
7*****	SMALL BAL	0.82
7*****	SB Adj	0.75
7*****	SB Adj	0.74
7*****	SB Adj	0.67
7*****	SB Adj	0.65
7*****	SB Adj	0.64
7*****	SMALL BAL	0.64
7*****	SMALL BAL	0.64
7*****	SMALL BAL	0.58
7*****	SB Adj	0.51
7*****	SB Adj	0.51
7*****	SB Adj	0.49
7*****	SB Adj	0.49
7*****	SMALL BAL	0.47
7*****	SMALL BAL	0.47
7*****	SB Adj	0.45
7*****	SMALL BAL	0.45
7*****	SB Adj	0.41
7*****	SB Adj	0.4
7*****	SMALL BAL	0.39
7*****	SB Adj	0.35
7*****	SB Adj	0.33
7*****	SB Adj	0.25
7*****	SB Adj	0.23

7*****	SB Adj	0.01
7*****	SB Adj	0.01
7*****	SB Adj	0.01
7*****	SMALL BAL	0.01
7*****	SMALL BAL	0.01
		7,046.74

Irrecoverable debt recommended for write-off £7,046.74

Number of accounts = 474

£7,046.74 authorised for write-off

Revenues Manager
2nd March 2021

Corporate Director of Resources
2nd March 2021

Council Tax Small Balance

(Appendix 3A)

Irrecoverable amounts

Council's Constitution - Part 7.02 Scheme of Delegation para 3 (a) (13)

Uncollectable Debt

Account Ref		Amount
7*****	Reminder	9.39
7*****	Reminder	9.25
7*****	Reminder	9.20
7*****	Reminder	9.20
7*****	Reminder	9.20
7*****	Reminder	9.19
7*****	Reminder	9.02
7*****	Reminder	8.86
7*****	Reminder	8.84
7*****	Reminder	8.77
7*****	Reminder	8.75
7*****	Reminder	8.72
7*****	Reminder	8.66
7*****	Reminder	8.61
7*****	Reminder	8.42
7*****	Reminder	8.39
7*****	Reminder	8.37
7*****	Reminder	8.35
7*****	Reminder	8.35
7*****	Reminder	8.27
7*****	Reminder	8.26
7*****	Reminder	8.18
7*****	Reminder	8.04
7*****	Reminder	8.04
7*****	Reminder	7.99
7*****	Reminder	7.89

7*****	Reminder	7.83
7*****	Reminder	7.82
7*****	Reminder	7.79
7*****	Reminder	7.70
7*****	Reminder	7.49
7*****	Reminder	7.23
7*****	Reminder	7.16
7*****	Reminder	7.12
7*****	Reminder	7.06
7*****	Reminder	7.05
7*****	Reminder	7.01
7*****	Reminder	7.01
7*****	Reminder	7.01
7*****	Reminder	6.94
7*****	Reminder	6.56
7*****	Reminder	6.56
7*****	Reminder	6.19
7*****	Reminder	5.99
7*****	Reminder	5.82
7*****	Reminder	5.66
7*****	Reminder	5.58
7*****	Reminder	5.56
7*****	Reminder	5.35
7*****	Reminder	5.26
7*****	Reminder	5.26
7*****	Reminder	5.13
7*****	Reminder	4.75
7*****	Reminder	4.71
7*****	Reminder	4.71
7*****	Reminder	4.70
7*****	Reminder	4.65
7*****	Reminder	4.61
7*****	Reminder	4.61
7*****	Reminder	4.57
7*****	Reminder	4.42

7*****	Reminder	4.41
7*****	Reminder	4.41
7*****	Reminder	4.30
7*****	Reminder	4.28
7*****	Reminder	4.19
7*****	Reminder	4.18
7*****	Reminder	4.13
7*****	Reminder	4.02
7*****	Reminder	4.02
7*****	Reminder	4.00
7*****	Reminder	3.97
7*****	Reminder	3.96
7*****	Reminder	3.94
7*****	Reminder	3.86
7*****	Reminder	3.85
7*****	Reminder	3.82
7*****	Reminder	3.63
7*****	Reminder	3.58
7*****	Reminder	3.54
7*****	Reminder	3.45
7*****	Reminder	3.42
7*****	Reminder	3.42
7*****	Reminder	3.36
7*****	Reminder	3.36
7*****	Reminder	3.36
7*****	Reminder	3.36
7*****	Reminder	3.31
7*****	Reminder	3.31
7*****	Reminder	3.21
7*****	Reminder	3.11
7*****	Reminder	3.00
7*****	Reminder	2.95
7*****	Reminder	2.90
7*****	Reminder	2.87
7*****	Reminder	2.83

7*****	Reminder	2.78
7*****	Reminder	2.68
7*****	Reminder	2.57
7*****	Reminder	2.57
7*****	Reminder	2.52
7*****	Reminder	2.38
7*****	Reminder	2.38
7*****	Reminder	2.36
7*****	Reminder	2.30
7*****	Reminder	2.18
7*****	Reminder	2.14
7*****	Reminder	2.14
7*****	Reminder	2.03
7*****	Reminder	1.93
7*****	Reminder	1.93
7*****	Reminder	1.91
7*****	Reminder	1.88
7*****	Reminder	1.85
7*****	Reminder	1.72
7*****	Reminder	1.72
7*****	Reminder	1.57
7*****	Reminder	1.56
7*****	Reminder	1.56
7*****	Reminder	1.50
7*****	Reminder	1.47
7*****	Reminder	1.37
7*****	Reminder	1.28
7*****	Reminder	1.17
7*****	Reminder	1.17
7*****	Reminder	1.12
7*****	Reminder	1.07
7*****	Reminder	1.06
7*****	Reminder	1.05
7*****	Reminder	0.97
7*****	Reminder	0.85

7*****	Reminder	0.58
7*****	Reminder	0.43
7*****	Reminder	0.34
7*****	Reminder	0.10
7*****	Reminder	0.02
7*****	Reminder	0.02
7*****	Reminder	0.01
7*****	Reminder	0.01
7*****	Reminder	0.01
7*****	Reminder	0.01
7*****	Reminder	0.01
7*****	Reminder	0.01
7*****	Reminder	0.01
7*****	Reminder	0.01
7*****	Reminder	0.01
7*****	Reminder	0.01
7*****	Reminder	0.01
7*****	Reminder	0.01
		628.75

Irrecoverable debt recommended for write-off £628.75
Number of accounts = 150

£628.75 authorised for write-off

Revenues Manager
 2nd March 2021

Corporate Director of Resources
 2nd March 2021

Non-Domestic Rates Small Balance (Appendix 3B)

**Irrecoverable amounts
Council's Constitution - Part 7.02 Scheme of Delegation para 3 (a) (13)**

Uncollectable Debt

Account Ref		Amount
6*****	Reminder	9.00
6*****	Reminder	3.92
6*****	Reminder	3.27
6*****	Reminder	3.00
6*****	Reminder	2.81
6*****	Reminder	2.18
6*****	Reminder	2.16
6*****	Reminder	1.54
6*****	Reminder	1.53
6*****	Reminder	0.94
6*****	Reminder	0.89
6*****	Reminder	0.63
6*****	Reminder	0.46
6*****	Reminder	0.45
6*****	Reminder	0.03
6*****	Reminder	0.01
6*****	Reminder	0.01
6*****	Reminder	0.01
6*****	Reminder	0.01
6*****	Reminder	0.01
6*****	Reminder	0.01
6*****	Reminder	0.01
6*****	Reminder	0.01
6*****	Reminder	0.01
6*****	Reminder	0.01
6*****	Reminder	0.01
		32.92

Irrecoverable debt recommended for write-off £32.92
Number of accounts = 26

£32.92 authorised for write-off

Revenues Manager
2nd March 2021

Corporate Director of Resources
2nd March 2021

Housing Benefit Overpayments

(Appendix 4)

Irrecoverable amounts

Council's Constitution - Part 7.02 Scheme of Delegation para 3 (a) (13)

Uncollectable Debt

Account Ref	Name	Debt Address	Postcode	Amount
1*****	Potential Write-Offs	Redacted	Redacted	6,599.74
1*****	Potential Write-Offs	Redacted	Redacted	5,615.35
1*****	Potential Write-Offs	Redacted	Redacted	3,861.41
1*****	Potential Write-Offs	Redacted	Redacted	3,175.70
0*****	Potential Write-Offs	Redacted	Redacted	2,951.32
1*****	Potential Write-Offs	Redacted	Redacted	2,684.08
1*****	Potential Write-Offs	Redacted	Redacted	2,596.27
1*****	Potential Write-Offs	Redacted	Redacted	1,703.39
1*****	Potential Write-Offs	Redacted	Redacted	1,298.13
0*****	Potential Write-Offs	Redacted	Redacted	985.13
1*****	Potential Write-Offs	Redacted	Redacted	835.00
1*****	Potential Write-Offs	Redacted	Redacted	615.00
1*****	Potential Write-Offs	Redacted	Redacted	578.20
1*****	Potential Write-Offs	Redacted	Redacted	549.64
1*****	Potential Write-Offs	Redacted	Redacted	526.08
1*****	Potential Write-Offs	Redacted	Redacted	511.58
1*****	Potential Write-Offs	Redacted	Redacted	509.04
1*****	Potential Write-Offs	Redacted	Redacted	507.18
1*****	Potential Write-Offs	Redacted	Redacted	403.85
1*****	Potential Write-Offs	Redacted	Redacted	365.30
1*****	Potential Write-Offs	Redacted	Redacted	260.16
1*****	Potential Write-Offs	Redacted	Redacted	235.70
1*****	Potential Write-Offs	Redacted	Redacted	230.44
0*****	Potential Write-Offs	Redacted	Redacted	187.62
1*****	Potential Write-Offs	Redacted	Redacted	170.00
1*****	Potential Write-Offs	Redacted	Redacted	159.36
1*****	Potential Write-Offs	Redacted	Redacted	132.52
1*****	Potential Write-Offs	Redacted	Redacted	120.12
1*****	Potential Write-Offs	Redacted	Redacted	89.12
1*****	Potential Write-Offs	Redacted	Redacted	87.54
1*****	Potential Write-Offs	Redacted	Redacted	85.00
1*****	Potential Write-Offs	Redacted	Redacted	85.00
1*****	Potential Write-Offs	Redacted	Redacted	85.00
0*****	Potential Write-Offs	Redacted	Redacted	85.00
1*****	Potential Write-Offs	Redacted	Redacted	82.20
1*****	Potential Write-Offs	Redacted	Redacted	65.00
1*****	Potential Write-Offs	Redacted	Redacted	62.00
1*****	Potential Write-Offs	Redacted	Redacted	61.50
1*****	Potential Write-Offs	Redacted	Redacted	60.39
1*****	Potential Write-Offs	Redacted	Redacted	60.00
1*****	Potential Write-Offs	Redacted	Redacted	56.31
1*****	Potential Write-Offs	Redacted	Redacted	50.00
1*****	Potential Write-Offs	Redacted	Redacted	45.60

1*****	Potential Write-Offs	Redacted	Redacted	Redacted	5.28
1*****	Potential Write-Offs	Redacted	Redacted	Redacted	5.04
1*****	Potential Write-Offs	Redacted	Redacted	Redacted	4.99
1*****	Potential Write-Offs	Redacted	Redacted	Redacted	4.84
1*****	Potential Write-Offs	Redacted	Redacted	Redacted	4.68
1*****	Potential Write-Offs	Redacted	Redacted	Redacted	4.67
1*****	Potential Write-Offs	Redacted	Redacted	Redacted	4.08
1*****	Potential Write-Offs	Redacted	Redacted	Redacted	3.50
1*****	Potential Write-Offs	Redacted	Redacted	Redacted	2.95
0*****	Potential Write-Offs	Redacted	Redacted	Redacted	2.77
1*****	Potential Write-Offs	Redacted	Redacted	Redacted	2.73
1*****	Potential Write-Offs	Redacted	Redacted	Redacted	2.38
1*****	Potential Write-Offs	Redacted	Redacted	Redacted	1.56
1*****	Potential Write-Offs	Redacted	Redacted	Redacted	1.42
1*****	Potential Write-Offs	Redacted	Redacted	Redacted	0.99
1*****	Potential Write-Offs	Redacted	Redacted	Redacted	0.70
0*****	Potential Write-Offs	Redacted	Redacted	Redacted	0.70
0*****	Potential Write-Offs	Redacted	Redacted	Redacted	0.57
1*****	Potential Write-Offs	Redacted	Redacted	Redacted	0.50
1*****	Potential Write-Offs	Redacted	Redacted	Redacted	0.48
1*****	Potential Write-Offs	Redacted	Redacted	Redacted	0.20
0*****	Potential Write-Offs	Redacted	Redacted	Redacted	0.10
0*****	Potential Write-Offs	Redacted	Redacted	Redacted	0.08
1*****	Potential Write-Offs	Redacted	Redacted	Redacted	0.05
1*****	Potential Write-Offs	Redacted	Redacted	Redacted	0.04
0*****	Potential Write-Offs	Redacted	Redacted	Redacted	0.04
1*****	Potential Write-Offs	Redacted	Redacted	Redacted	0.03
1*****	Potential Write-Offs	Redacted	Redacted	Redacted	0.03
1*****	Potential Write-Offs	Redacted	Redacted	Redacted	0.02
0*****	Potential Write-Offs	Redacted	Redacted	Redacted	0.02
1*****	Potential Write-Offs	Redacted	Redacted	Redacted	0.01
1*****	Potential Write-Offs	Redacted	Redacted	Redacted	570.92
1*****	Potential Write-Offs	Redacted	Redacted	Redacted	234.48
1*****	Potential Write-Offs	Redacted	Redacted	Redacted	40.26
1*****	Potential Write-Offs	Redacted	Redacted	Redacted	8.55
1*****	Potential Write-Offs	Redacted	Redacted	Redacted	48.78
1*****	Potential Write-Offs	Redacted	Redacted	Redacted	15.15
1*****	Potential Write-Offs	Redacted	Redacted	Redacted	9.86
1*****	Potential Write-Offs	Redacted	Redacted	Redacted	8.46
1*****	Potential Write-Offs	Redacted	Redacted	Redacted	3.63
1*****	Potential Write-Offs	Redacted	Redacted	Redacted	0.21
1*****	Potential Write-Offs	Redacted	Redacted	Redacted	641.34
1*****	Potential Write-Offs	Redacted	Redacted	Redacted	577.15
					42,678.24

Irrecoverable debt recommended for write-off £42,678.24

Number of accounts = 140

£42,678.24 authorised for write-off

Sundry Debtors (Appendix 5)

Irrecoverable amounts

Council's Constitution - Part 7.02 Scheme of Delegation para 3 (a) (13)

Uncollectable Debt

Account Ref	Inv No Name	Amount
2****	1111***** Redacted	42.31
2****	1111***** Redacted	349.00
2****	1111***** Redacted	218.00
0****	1111***** Redacted	115.10
0****	1111***** Redacted	95.50
0****	1111***** Redacted	219.60
0****	1111***** Redacted	219.60
0****	1111***** Redacted	213.00
2****	1111***** Redacted	111.93
2****	1111***** Redacted	111.93
2****	1111***** Redacted	111.93
2****	1111***** Redacted	111.93
2****	1111***** Redacted	111.93
2****	1111***** Redacted	111.93
2****	1111***** Redacted	111.93
2****	1111***** Redacted	111.93
2****	1111***** Redacted	70.00
2****	1111***** Redacted	70.00
2****	1111***** Redacted	70.00
2****	1111***** Redacted	162.23
2****	1111***** Redacted	504.76
2****	1111***** Redacted	170.00
2****	1111***** Redacted	29.28

2****	1111***** Redacted	111.29
2****	1111***** Redacted	180.00
2****	1111***** Redacted	84.00
0****	1111***** Redacted	38.27
0****	1111***** Redacted	38.48
0****	1111***** Redacted	1.71
		3,785.64

Irrecoverable debt recommended for write-off £3,785.64

Number of accounts = 28

£3,785.64 authorised for write-off

Revenues Manager
2nd March 2021

Corporate Director of Resources
2nd March 2021

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Portfolio Holder Report

The portfolio holder will make a decision on this item after seven days have elapsed (including the date of publication).

Report of:	Portfolio Holder	Date of publication
Mark Billington, Corporate Director Environment	Councillor Simon Bridge, Street Scene, Parks and Open Spaces Portfolio Holder	25 March 2021

Capital Project – Improvements to King George’s Playing Field and open space including Royles Brook in Thornton, Phase Three

1. Purpose of report

- 1.1 To seek approval to develop and deliver improvements to King George’s Playing Field and the open space to the north including Royles Brook in Thornton in collaboration with Wyre Rivers Trust.

2. Outcomes

- 2.1 Facilitate and support the improvement of parks and open spaces.
- 2.2 Improve opportunities available to promote healthy choices and healthier lifestyles to keep people well.
- 2.3 Collaboration with our partners to respond to climate change issues, including reducing flood risk across Wyre and increased biodiversity.

3. Recommendations

- 3.1 That the council accepts the offer of support to work in collaboration with external partners, Wyre Rivers Trust (WRT) and Lancashire Wildlife Fund (LWF) to include improvements to King George’s Playing Field and the restoration of Royles Brook; through Section 106 funding and via external funding for the project to be secured by WRT.
- 3.2 That the council’s 2021/22 Capital Programme be amended to include improvements to King George’s Playing Fields using the remaining S106 funds (£10,678) received by the council linked to the planning permission 14/00772/FULMAJ. This will be used as match funding to attract third party funding by WRT. These S106 funds were previously to be fully utilised as part of Phase 2 of this project but an underspend means that they can be carried forward and allocated to Phase 3.

3.3 That agreements are entered into with WRT and Natural England and LWT to enable biodiversity monitoring access to the ponds for 25 years.

3.4 That approval is given to authorise the Corporate Director Environment to appoint consultant(s), contractor(s), supplier(s) and legal agreements in accordance with Financial Regulations and Financial Procedure Rules.

4. Background

4.1 A masterplan for the site is in place which was informed by community engagement undertaken in 2017.

4.2 The proposed project will follow the first and second phases of improvements, involving drainage improvements to the playing fields and construction of some pathways which were completed in 2018 and 2020 respectively.

5. Key issues and proposals

5.1 The site has undergone some improvements but it is still limited in its ability to enable year round use owing to water retention. The wildlife and biodiversity on the site and climate change adaptability could also be improved along with easier access routes which would attract a broader range of user groups without causing detriment to the habitat.

5.2 The playing fields are actively used by local sports groups and the YMCA users and any development of the Brook and footpaths would need to be undertaken in a manner that ensures the existing value of the playing fields is not diminished.

5.3 The aim of the project is to create a series of wetlands, ponds, backwaters, swales and to re-meander a section of Royles Brook which flows through the middle of the site. Both physical and intellectual access to the site will be improved via the installation of 300m of surfaced path and 25m of boardwalk. Both the path and boardwalk will be accessible for wheelchair users ensuring that a wide range of people will be able to access the site. We will also plant around 400 trees, creating areas of wet woodland and reintroducing black poplar to the site, a tree species which has become increasingly rare in the last 100 years.

5.4 The project will have a wide range of benefits for the Royles Brook sub-catchment, the wider environment and local communities. It is expected that the works will allow for the storage of around 2,000m³ of water during flood events. The project will also have benefits for water quality, water quantity, habitat quality, carbon sequestration and physical recreation.

5.5 The project is supported by the Wyre Making Space for Water group which includes each of the flood risk management authorities. It is also supported by local councillors and community action groups such as Thornton Flood Action Group. This project will complement a programme

of wetland creation and river restoration that is taking place in Thornton as part of the Thornton Flood Risk Resilience project. It will act as part of a network of wetlands which store water during flood events and create diverse natural habitats. In this instance the main point of difference at this site is the public access, especially that which is accessible to wheelchair users. This will provide a wide range of opportunities for engagement on freshwater habitats, catchment management and a greater appreciation of natural flood risk management.

5.6 The project will be co-ordinated by the WRT using a best practice approach, the works will be subject to permitting and approval by various statutory bodies and they will be delivered according to rigorous management systems, with the support and oversight of the council's Coast and Countryside Service.

5.7 The 2021/22 Capital Programme will be updated to reflect the use of unused S106 funding of £10,678 on Phase 3, as the expenditure on Phase 2 is now lower than predicted (originally £15,385, now £4,707).

The site will be maintained by Wyre Council, its coast and countryside volunteer group and by the WRT and its volunteer group.

5.8 Interpretation panels will also be situated at the site to provide educational information to support the improvements which are to be delivered and encourage site safety, with more water being visible than previously. The project will also be publicised via project partners and

5.9 relevant stakeholders.

5.10 It is a condition of the S106 obligation that the funding be spent on the improvement of open space in the vicinity of Ashdell Nurseries and the former council depot in Thornton. The S106 funding must be spent before August 2026. The proposal will adhere to these criteria and provide an improved facility and contribute to wider community benefits.

6. Delegated functions

6.1 The matters referred to in this report are considered under the following executive function delegated to the Street Scene, Parks and Open Spaces Portfolio Holder (as set out in Part 3 of the council's constitution): "To consider matters relating to parks, open spaces, playing fields, playgrounds and allotments."

Financial and legal implications	
Finance	That the council's 2020/21 Capital Programme will be updated to reflect the unused S106 funding of £10,678, as the expenditure on Phase 2 is now lower than predicted previously and that the council's 2021/22 Capital Programme be amended to include improvements to King George's Playing Field Phase 3 using the unused S106 funds (£10,678) received by the council linked to the

	planning permission 14/00772/FULMAJ. This will be used to attract match funding from partners to undertake and manage the project as detailed in the report above.
Legal	A formal agreement with WRT will be entered into for the completion of the works, including engagement and subsequent ongoing maintenance.

Other risks/implications: checklist

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

risks/implications	✓ / x
community safety	x
equality and diversity	x
sustainability	✓
health and safety	✓

risks/implications	✓ / x
asset management	✓
climate change	✓
ICT	x
data protection	x

Processing Personal Data

In addition to considering data protection along with the other risks/ implications, the report author will need to decide if a 'privacy impact assessment (PIA)' is also required. If the decision(s) recommended in this report will result in the collection and processing of personal data for the first time (i.e. purchase of a new system, a new working arrangement with a third party) a PIA will need to have been completed and signed off by Data Protection Officer before the decision is taken in compliance with the Data Protection Act 2018.

report author	telephone no.	email	date
Ruth Hunter	01253 887478	ruth.hunter@wyre.gov.uk	11/03/2021

List of background papers:		
name of document	date	where available for inspection
None		

List of appendices

None

dem/ph/st/21/0003rh2



Portfolio Holder Report

The portfolio holder will make a decision on this item after seven days have elapsed (including the date of publication).

Report of:	Portfolio Holder	Date of publication
Marianne Hesketh, Corporate Director Communities	Councillor Michael Vincent, Planning and Economic Development Portfolio Holder	25 March 2021

Land South of Prospect Farm, Garstang, Masterplan

1. Purpose of report

- 1.1 To seek approval of the masterplan for local plan allocation SA1/15 Land South of Prospect Farm, Garstang.

2. Outcomes

- 2.1 An approved masterplan will be a material planning consideration in the consideration of planning applications on the site.

3. Recommendations

- 3.1 That the masterplan for Land South of Prospect Farm, Garstang is approved.
- 3.2 That powers be delegated to the Head of Planning Services to make minor editorial amendments and corrections if necessary to the masterplan prior to publication.

4. Background

- 4.1 The adopted Wyre Local Plan (2011-2031) requires site allocations which include more than 50 dwellings to be brought forward in line with an approved masterplan. To inform the masterplan process the council has produced a helpful 'Guidance on the Preparation of Masterplans'. This was approved by Cabinet on 5 September 2018, updated on 9 May 2019 and has been used by officers with landowners, developers and other interested parties to inform the development of masterplans to date.

- 4.2** The aforementioned Cabinet report provides delegated authority to the Planning and Economic Development Portfolio Holder to approve masterplans relating to residential allocations of over 50 dwellings and up to 100 dwellings where the allocation policy does not include any specific on-site infrastructure requirements.
- 4.3** This report seeks approval for the masterplan relating to Local Plan site allocation SA1/15 Land South of Prospect Farm, Garstang. The allocation is for 70 dwellings and there are no additional on-site infrastructure requirements (such as a school). The masterplan therefore complies with the delegated authority detailed above.

5. Key issues and proposals

- 5.1** The Local Plan allocates land South of Prospect Farm, Garstang for residential development with a capacity of 70 dwellings (ref. SA1/15).
- 5.2** On 2 March 2020, the council registered a full application initially for 75 dwellings covering the entirety of the allocation (20/00212). This application was later amended to 70 dwellings.
- 5.3** The allocation policy for SA1/15 lists a series of Key Development Considerations, of which the first is that: “The site should be brought forward in line with a masterplan to be produced covering the whole of the site. The masterplan must be agreed by the local planning authority prior to the granting of planning permission for any part of the site”.
- 5.4** In accordance with this requirement, subsequent to the submission of planning application 20/00212, the applicant, Rowland Homes, has led the development of a masterplan for site SA1/15.
- 5.5** The masterplan process has broadly followed that set out in the guidance referred to above. The guidance allows for a proportionate approach to be taken to the production of a masterplan depending on the scale and complexity of development. Site SA1/15 is allocated for a single use with no additional infrastructure requirements. As such the masterplan can take a simpler form in terms of process and content.
- 5.6** The masterplan for the subject site follows a logical approach to describing the policy and physical context, including an assessment of townscape character and the identification of constraints and opportunities. It describes a vision, objectives and a series of general and site specific design principals and features. The masterplan framework focuses in particular on green/blue infrastructure and highways matters. It is notable that the planning application and masterplan identify an area of land outside of the allocation boundary for a sustainable drainage feature and a substantial proportion of the required green infrastructure. The council’s guidance referred to above, permits masterplans to cover an area larger than the allocation itself and as such the additional area is in conformity with this approach. The area of land lies in the countryside and the uses proposed are in conformity with that local plan designation.

The masterplan drawing itself identifies site access, the main housing areas, the location of green and blue infrastructure and areas of higher density and lower density housing.

- 5.7** The scale of development proposed in the planning application would generate a requirement for some 0.69ha of green infrastructure. The masterplan proposes a total of 1.046ha of green and blue infrastructure in the form of amenity open space (including a green buffer to the A6), planted areas, trees and a swale.
- 5.8** Consultation with stakeholders has been through the formal submission of the planning application referred to above, including Garstang Town Council. A draft masterplan has been circulated to the Planning Policy Working Group (members and officers) and the ward members for Garstang for comment.
- 5.9** There have been no comments made through the consultation on the planning application on the various iterations of the masterplan itself. It is noted however that comments made on the application raise a concern about increased flood risk downstream of Ains Pool at Churchtown and a concern about highway safety.
- 5.10** The residential component of the masterplan is located on land allocated for residential development in the Wyre Local Plan. The principle of residential development in the order of 70 dwellings is therefore accepted. The planning application outlines a drainage strategy for the site which includes using a Sustainable Drainage (SuDS) feature as part of an approach to limit surface water run-off to greenfield rates. This approach is reflected in the masterplan which establishes a series of objectives and design principles and features that establish a framework for addressing drainage and highway issues, amongst other things. This includes the use of SuDS features, physically linking green and blue infrastructure as part of landscape proposals, and creating a movement network that promotes safe connectivity.
- 5.11** It is considered that the masterplan provides an appropriate framework to guide development.
- 5.12** It is noted that the Local Plan has been subject to a sustainability appraisal and equality impact assessment. Whilst the development of the allocated site subject to the masterplan will not in itself have significant implications on matters of sustainability, climate change and equalities, these have been considered as part of the local plan process.

6. Delegated functions

- 6.1** The matters referred to in this report are considered under the following executive function delegated to the Planning and Economic Development Portfolio Holder (as set out in Part 3 of the council's constitution):
"To consider matters relating to the Local Development Scheme, Supplementary Planning Documents and other planning guidance."

Financial and legal implications	
Finance	There are no financial implications arising directly from this report.
Legal	If approved, the masterplan will be a material planning consideration in the consideration of planning applications on the site.

Other risks/implications: checklist

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

risks/implications	✓ / x
community safety	x
equality and diversity	✓
sustainability	✓
health and safety	x

risks/implications	✓ / x
asset management	x
climate change	x
ICT	x
data protection	x

Processing Personal Data

In addition to considering data protection along with the other risks/ implications, the report author will need to decide if a 'privacy impact assessment (PIA)' is also required. If the decision(s) recommended in this report will result in the collection and processing of personal data for the first time (i.e. purchase of a new system, a new working arrangement with a third party) a PIA will need to have been completed and signed off by Data Protection Officer before the decision is taken in compliance with the Data Protection Act 2018.

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Len Harris	01253 887231	len.harris@wyre.gov.uk	4 March 2021

List of background papers:	
None	where available for inspection

List of appendices

Land South of Prospect Farm, Garstang, Masterplan

Land South of Prospect Farm, West of the A6, Garstang.

Masterplan

Rowland Homes



Contents

- 1.0 Introduction
- 2.0 Site Context
- 3.0 Planning Policies
- 4.0 Constraints & Opportunities
- 5.0 Masterplan
- 6.0 Design Principles
- 7.0 Conclusions

Revision d: 29-01-21

1.0 Introduction

- 1.1 This Masterplan has been prepared on behalf of Rowland Homes to provide a development framework for Wyre Local Plan residential allocation SA1/15 Land South of Prospect Farm, West of the A6, Garstang. The allocation is for 70 dwellings and identifies a number of Key Development Considerations (KDCs) that must be taken into consideration in developing the site (see section 3 below). KDC1 requires the site to be brought forward for development in line with a masterplan covering the whole site. The council's Guidance on the Preparation of Masterplans (v1.2) allows for a proportionate approach to the level of detail required in a masterplan. It states that in simple cases such as where there is a single land ownership, a single use proposed and no supporting infrastructure (such as a new school) is required, the masterplan can be in the form of an enhanced Design and Access statement. Given that the allocation meets these requirements, this masterplan has been drafted with this guidance in mind and has been written to support a planning application for the residential development of the allocated site.
- 1.2 The purpose of producing a masterplan is to put in place a development framework that will be used as a material consideration in determining any future planning applications on the site. It will ensure that the land is comprehensively developed and where the site is on the edge of a settlement, how it relates and integrates with the existing settlement and provides an organic extension to the Garstang township.
- 1.3 In developing the masterplan, regard will be given to the KDCs including a consideration of green infrastructure, landscaping, surface water drainage and the utilisation of key vistas and the need to create a rural transition zone between the development and wider countryside.
- 1.4 Whilst the allocation extends to 2.66 hectares, the masterplan covers a wider area of 3.55 hectares by including additional land on the western boundary of the site. This additional area is designated as Countryside in the Wyre Local Plan. Residential development will remain located within the allocated area; however, the additional land will allow for a more appropriate green and blue infrastructure solution for the site (see Section 6.4 for further details).

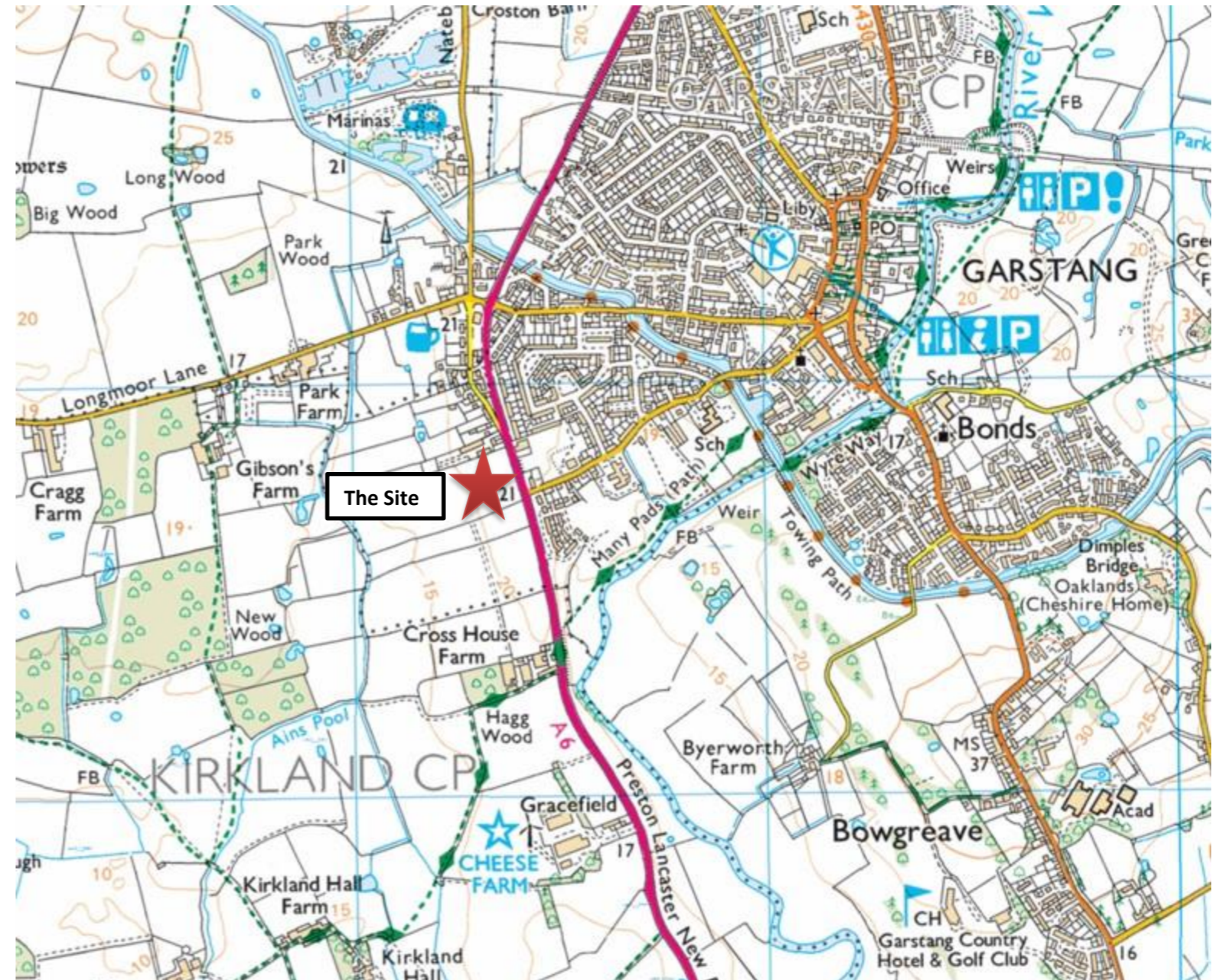


Figure 1 – Site Location



2.0 Site Context

2.1 Local Context

2.1.1 The site is located on existing greenfield land, located adjacent to the A6 Preston Lancaster New Road, Garstang (OS grid reference SD 48383 44796).

2.1.2 The site comprises of a rectangular shaped parcel of undeveloped, open pastureland located to the west & adjacent to the A6 Preston Lancaster New Road, Garstang. The north, south & east boundaries are physically defined with the western edge being undefined. The site is located approximately opposite Kepple Lane, Garstang. The site within the allocation area is approximately 2.66 Hectares (6.57 acres), though there is no actual, physically defined boundary to the site. The site has currently no direct access off the A6 other than several field gates. The additional land subject to this Masterplan, beyond the allocation boundary, is 0.93 hectares (2.3 acres).

2.1.3 The site itself is located approximately 900m to the west of Garstang Town Centre a vibrant market town with all its associated amenities including shops, banks, local businesses and supermarkets. Access to the centre is via Kepple Lane located opposite the site. Situated along Kepple Lane is a local park, medical practice and primary school.

2.1.4 A comprehensive highway network serves Garstang and provides good access to and from the site from the surrounding wider area. The site is accessed off the A6 and located in a sustainable location with good public transport links close to the site to the nearby areas and local town centre. The proposed access off the site will be via the A6 Preston Lancaster New Road, a primary route between Preston and Lancaster and beyond that bypasses Garstang to the east.

2.1.5 There are no public rights of way across the site.

2.1.6 The northern boundary of the site is bounded by Bradshaw's Farm Shop & Garden Centre. Further north is existing residential development and local businesses including pubs and restaurants.

2.1.7 To the East lies the A6, and beyond a primarily residential area, Kepple Lane Park and Garstang Medical Practice. To the south east is a recently constructed residential development.

2.1.8 To the West lies open farmland dissected by Ains Pool which flows south into the River Wyre at Churchtown, with woodland further beyond. This western boundary of the site allocation is not physically defined. Neither does it align with the extent of development contained within the commercial site to the north of the site. The western allocation boundary is simply a notional boundary which corresponds with a farm track which cuts through the agricultural field to the south of the allocation.

2.1.9 To the south lies further open farmland and Cross House Farm and further south Dewlay Cheesemakers.

2.1.10 The topography of the site is relatively flat across the site, with a slight gradient towards the west.



Figure 2 – Site Boundary & Context

2.2 Photographs



Figure 3 – Location of Photographs



1. View looking South down the site



2. View looking North across the site



3. View Looking West across the site



4. Bradshaw's Farm Shop to the North of the site



5. Retail Unit to the North of the site



6. Bellflower Pub to the North of the site



7. Terraced housing to Green Lane



8. Suburban housing to East of the A6



9. Car Showroom to East of site on the A6



10. Existing garage to east of site on Kepple Lane



11. New residential development to east of site



12. View within new residential development



13. Two storey suburban housing to East of site



14. Feature housing to East of site



15. New 2.5 & 3 storey housing to the east of the site



16. Existing 2 storey housing on Kepple Lane



17. Existing red roof properties on Hazelhurst Drive



18. Scout Hut to Kepple Lane



19. Kepple Lane Medical Centre



20. Detached dwelling on Kepple Lane

2.3 Existing Townscape

2.3.1 There is a mix of traditional and modern dwellings and properties located within the vicinity of the site. As shown in the photographs, there is a mixture of styles, from rural brick fronted terraced housing on Green Lane, brick and render two storey suburban housing with hipped roofscapes to the A6 and Kepple Lane, gabled two storey properties to the new residential development to the south east of the site that comprises a mix of house styles and includes, 2, 2.5 & 3 storey properties to provide an interesting streetscape.

2.3.2 There is also a mixture of commercial properties to the east and north of the site including a car showroom, retail units, Farm Shop and public house. Each building is in a differing style and material.

2.4 Views In / Out of the Site

- 2.4.1 The site is bound by the A6, Preston Lancaster New Road to the east, the northern boundary of the site is bounded by Bradshaw's Farm Shop & Garden Centre. To the West lies open farmland and further beyond woodland and to the south lies further open farmland and Cross House Farm.
- 2.4.2 It is acknowledged that the development proposed is of a scale that would undoubtedly change the character of the immediate area, but viewed against the backdrop of the surrounding land uses, road network, and its location on the settlement boundary, the development can be considered to represent less of a clear intrusion into the wider views of the open countryside. The use of appropriate design can assist and mitigate this impact.
- 2.4.3 There is an existing hedgerow along the site's boundary with the A6 and this should be retained where possible. There are few key views into the site, the main view being from Kepple Lane when accessing the A6. There will also be views and glimpses into the site through any openings formed through the hedgerows. There is also a potential for views from the PRow (2-16-FP 5), located to the west of the site that runs in a north-south direction.
- 2.4.4 Within the site there are attractive views looking outwards towards the countryside to the west and south.

2.5 Local Character / Vernacular

- 2.5.1 Garstang has grown organically over time with existing housing displaying a broad mix of architectural styles, materials and ages. The local architectural style varies from single storey bungalows to dormer bungalows and detached and semi-detached two storey properties. Local properties are generally constructed from a mixture of red or buff brick with white or pebble-dashed render and red or grey roof tiles. There are also areas of traditional red brick terraced housing. The existing photographs within 2.2 show the various materials used within the vicinity of the site.
- 2.5.2 More recent developments have provided two, two and a half and three storey detached units also constructed from red brick and grey and red roof tiles.
- 2.5.3 Existing residential housing within the site vicinity are typically formed with front gardens with off road car parking on a driveway with rear gardens as per a typical suburban layout. There is a mixture of boundary treatments found within the surrounding area including walls, fencing, hedgerows and soft landscaping.

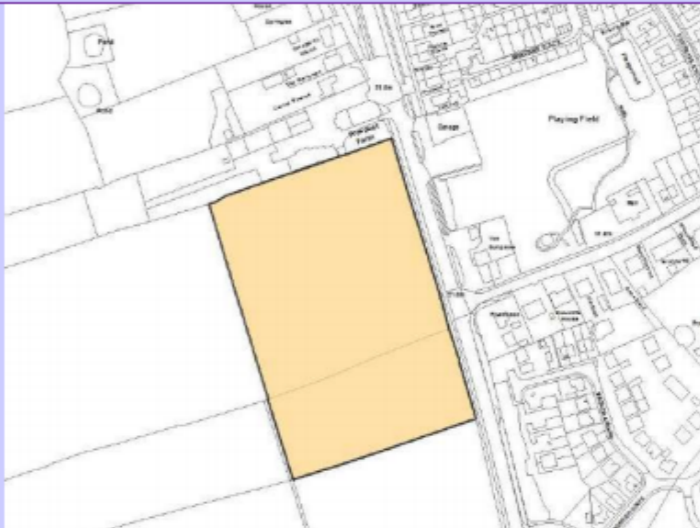
3.0 Planning Policies

3.1 Local Planning Policy

- 3.1.1 The Wyre Local Plan sets out the strategic framework for development in the Borough, the policies which will form the basis for determining planning applications and sets out how the borough will meet future housing and employment needs to 2031
- 3.1.2 The Wyre Local Plan Site Allocation policy SA1/15 – (Land South of Prospect Farm, West of the A6, Garstang) allocates the site for housing with a capacity of 70 dwellings.
- 3.1.3 The Key Development Considerations (figure 4) will frame the design and masterplan framework to allow the development to meet the policy requirements set in the Local Plan.
- 3.1.4 Future planning applications must also consider other relevant local plan policies, including:

- SP4 ‘Countryside Areas’
- SP2 ‘ Sustainable Development’
- SP7 ‘ Infrastructure Provision and Developer Contributions’
- SP8 ‘Health and Well Being’.
- CDMP1 ‘Environmental Protection’
- CDMP2 ‘Flood Risk and Surface Water Management’
- CDMP3 ‘Design’
- CDMP4 ‘Environmental Assets’
- CDMP5 ‘Historic Environment’
- CDMP6 ‘Accessibility and Transport’
- HP2 ‘Housing Mix’
- HP3 ‘Affordable Housing’
- HP9 ‘Green Infrastructure in New Residential Developments’

Figure 4 - Local Plan Proposal Map for the Site.

Site SA1/15 - Land South of Prospect Farm, West of the A6, Garstang	
	
Site Area:	2.66 Hectares
Use:	Housing
Site Capacity:	70 dwellings.
Site Delivery:	The site is expected to be fully delivered within the Plan period.
Site Description	
The site comprises open fields in a flat topography to the south west of Garstang off the A6.	
Key Development Considerations	
<ol style="list-style-type: none"> 1. The site should be brought forward in line with a masterplan to be produced covering the whole of the site. The masterplan must be agreed by the local planning authority prior to the granting of planning permission for any part of the site. 2. The development should be supported by a landscape and green infrastructure framework incorporating structured tree planting, on-site open space, formal and informal play and pedestrian and cycle connectivity within and where possible outside the site. 3. The design of the development should provide an ‘organic’ extension to the town. It should utilise important key vistas into the adjoining open countryside and provide a rural transition zone between the development and the wider countryside. Particular attention should be given to the nature and quality of boundary treatments. 4. Residual surface water should drain into the River Wyre via Ains Pool. 5. The site does not have any nature conservation designations. Potential ecological impacts should be considered due to the greenfield nature of the site and the presence of trees and hedgerows. 6. Improving pedestrian/cycle access to Garstang town centre across the A6 will be required. 7. A financial contribution towards Primary Sustainable Transport which includes the improvement of specified junctions in the area and contributions to the A6 Barton to Garstang Sustainable Transport Strategy, and any future updates of the Strategy, will be required. 8. The inclusion of the site is within Source Protection Zone 3 of abstraction boreholes must be taken into account in preparing the masterplan or planning application. 	

4.0 Constraints & Opportunities

4.1 General

4.1.1 Figure 5 illustrates the main physical characteristics of the site and identifies the key development constraints and opportunities and the site's relationship with the immediate surrounding and adjacent land uses. The plan has drawn on the findings of supporting surveys and evidence that have been produced and submitted in support of the planning application. Given the relatively simple nature of the site which is formed by a relatively flat rectangular area of land with limited impact on adjacent uses, there is a particular focus on views into and out of the site and the relationship with site boundaries. The proximity to the A6 which forms the eastern boundary is also a key consideration. Further details on these and other considerations is provided below. This analysis has informed the masterplan framework.

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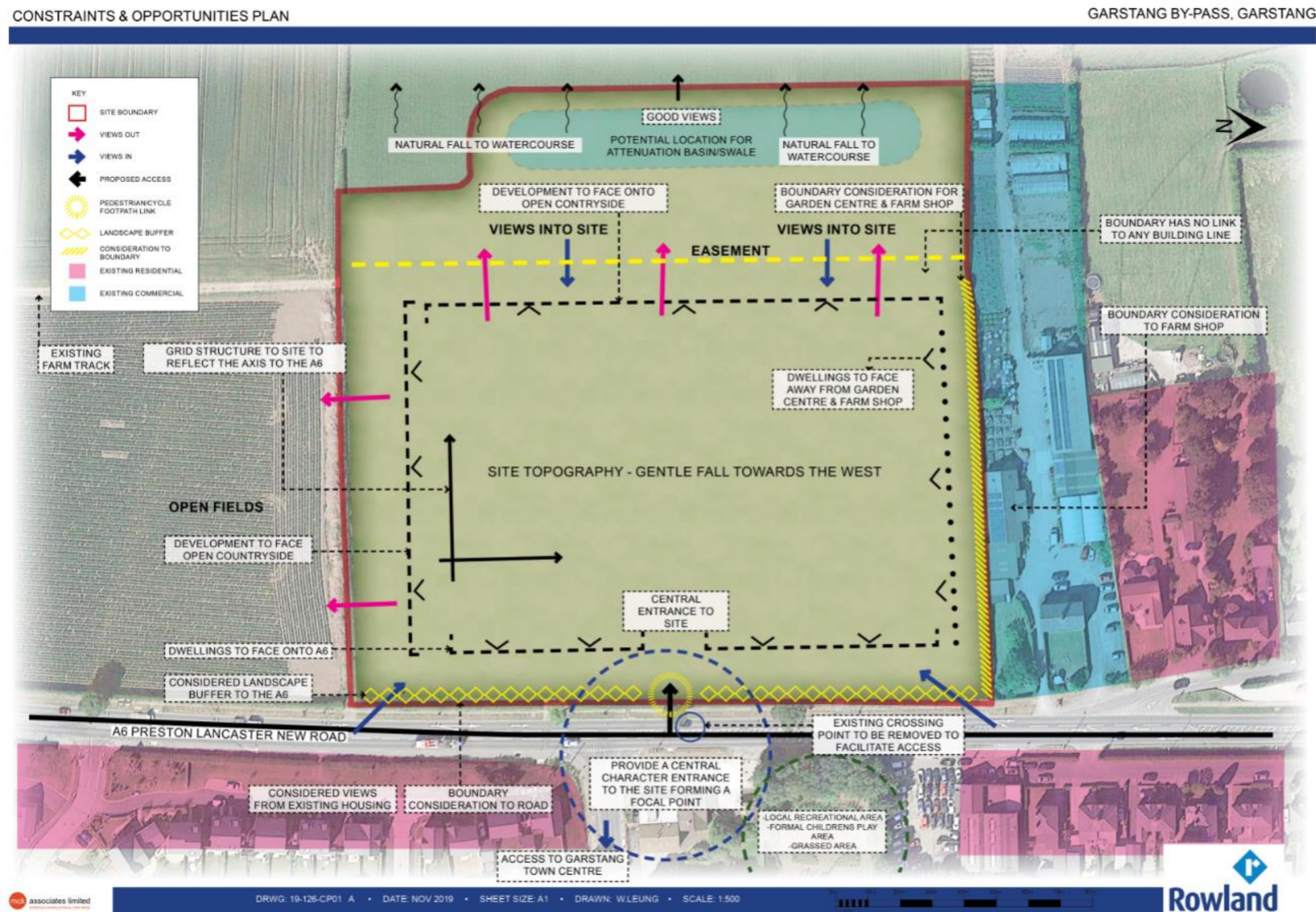


Figure 5 – Constraints & Opportunities Plan

4.2 Transport & Highways Report

- 4.2.1 A Transport Statement has been prepared to assess the development proposals and follows an assessment methodology specified by the latest Government guidance. The Transport Statement considers relevant local and national transport policy documents, existing traffic characteristics and infrastructure in the surrounding area, accessibility by sustainable modes of travel, expected traffic impact on the local highway network, servicing arrangements and on-site parking provision. The technical design and analysis of the access have been reviewed and supported by Lancashire County Council, as the Local Highway Authority.
- 4.2.2 The analysis in the report demonstrates that the site location enables access to a range of sustainable modes of travel, including public transport, cycling and walking, offering a usable and realistic alternative to single occupancy car journeys. The site benefits from regular bus services to Blackpool, Preston and Lancaster from existing bus stops on Park Hill Road, around a 13-minute walk from the site. A range of school bus services are also available from Moss Lane, around an 8-minute walk from the site. The site scores 20 using LCC's Residential Development Accessibility Score Calculator, which places it in the 'medium accessibility' category.
- 4.2.3 In terms of accessibility by sustainable modes of travel, the development proposals comply with national and local transport policy, including the National Planning Policy Framework (paragraph 108) which states that *'In assessing sites that may be allocated for development in plans, or specific application for development, it should be ensured that appropriate opportunities to promote sustainable transport modes can be – or have been – taken up, given the type of development and its location'*.
- 4.2.4 Access to the site is proposed from Preston Lancaster New Road (A6) via a new priority junction with a ghost island right-turn lane, which creates a right/left staggered junction arrangement with Kepple Lane. The geometric design and achievable visibility splays comply with current highway design standards set out in the Design Manual for Roads and Bridges (DMRB). The staggered junction arrangement has been designed in accordance with DMRB 'CD 123 – Geometric design of at-grade priority and signal-controlled junctions' which states that *'right/left staggers are preferred to left/right staggers because traffic turning between the minor roads is less likely to have to wait in the centre of the major road'*. Swept path analysis has been undertaken which demonstrates that a large refuse vehicle can safely enter and exit the development in a forward gear via the proposed junction and manoeuvre within the site.
- 4.2.4 Junction capacity assessments have been undertaken which confirm that the proposed staggered access junction on Preston Lancaster New Road (A6) will operate comfortably within theoretical capacity during the AM & PM peaks in the '2024 with development' future year scenario, and the traffic generated by the development will have a low residual cumulative impact on the operation of the Local Highway Network.

4.3 Pedestrian & Cycle Links

- 4.3.1 The development proposals include footway provision throughout the site, connecting with the existing footway along the eastern side of Preston Lancaster New Road, which will be widened to 2m.
- 4.3.2 To facilitate the new access junction, the existing pedestrian refuge island on Preston Lancaster New Road (A6) has been relocated to the north. The new crossing location will improve pedestrian safety as it will be positioned away from Kepple Lane and the site access, meaning pedestrians would only be required to look north and south when crossing, rather than also having to consider traffic emerging from the minor arms. Whilst it is acknowledged that for some residents the route straight across to Kepple Lane from the site access may be preferred, there are desire lines for residents which will be enhanced by relocating the crossing to the north, particularly for trips to the nearest bus stops to the north of the site, along with a number of local amenities. In addition to this, there is currently less development on the west side of the A6 to the south of the site; however, to the north of the site there are existing residential areas and businesses which would benefit from the relocated pedestrian crossing.
- 4.3.3 To aid residents of the proposed development in using the relocated pedestrian crossing to the north, the proposals include an additional footway connection to the north of the site through to Preston Lancaster New Road (A6), enabling residents to walk along a quieter route within the development.
- 4.3.4 The site benefits from convenient access to a wide range of national, regional and local cycle routes including the National Cycle Route 6 which provides a direct link between Garstang and Lockerbie. This Route is located circa 4km to the east of the site and can be accessed either via Preston Lancaster New Road or alongside the canal. Advisory cycle lanes are present on either side of Preston Lancaster New Road, circa 200 metres to the north of the site, encouraging cycle journeys to a range of service centres including Scorton, Forton and Lancaster. A number of local cycle routes also exist in the vicinity of the site for varying abilities and provide connections to Nateby, Stakepool, Great Eccleston and the Trough of Bowland.

4.4 Topography / Ground Conditions

4.4.1 Topography

- 4.4.1.1 The existing ground levels across the site are relatively flat. The levels are as follows; north-east corner 21.92m AOD, north west corner 19.32m AOD, south east corner 21.1m AOD and south west corner 18.45m AOD. This identifies that the site falls at a slight gradient from the north east corner to the south west corner of the site.
- 4.4.1.2 The proposed residential units will consider the existing topography and build coherently with the ground gradient where possible.
- 4.4.1.3 The site levels provide the opportunity to drain surface water towards the attenuation basin / swale to the west.

4.4.2 Ground Conditions

4.4.2.1 A Phase 1 Geo-environmental Assessment has been carried out on the site.

4.4.2.2 This assessment has been undertaken to provide an initial risk assessment on the level of contamination present in accordance with the conceptual ground model.

4.4.2.3 Soakaway Testing has been carried out to BRE Digest 365 and found not to be feasible. The e3p ground investigation report (ref. 13-274-R2 Phase I and Phase II Geo-environmental Site Assessment) quotes: "Full BRE 365 testing has taken place and has shown both the underlying sands and clays to be unsuitable for soakaway drainage" (Soil infiltration was taken over the wetted area from between 75% and 25% of the effective depth. All tests showed granular drift deposits to have unsuitable soakage potential).

4.4.2.4 The assessment indicates underground services are likely to be present and possibly require an easement, which may reduce the developable area; British Geological Survey (BGS) records and historical mapping indicate that the glacial till is likely undisturbed through the site and therefore it is expected to provide a suitable founding strata.

4.5 Ecology

4.5.1 Tree Survey

4.5.1.1 The findings of this survey identify the site as agricultural grass pasture with hedge lined boundaries to all sides. There are a low number of individual trees to the eastern boundary onto the A6.

4.5.1.2 The trees are broadleaved, mature trees and include birch, horse chestnut and sycamore. The hedgerows are dominated by hawthorn with some blackthorn, hazel and elder. Two trees are assessed as category C and one as category U.

4.5.1.3 The trees are in a poor condition and due to the location and quality of the trees it is considered that they will have no significant constraints to any development. Therefore, it is proposed for the three trees to be removed and 10 No. new trees are planted along the site frontage.

4.5.1.4 The hedgerows are mature and well managed forming dense boundary barriers; the hedgerows should remain intact except where removal is required for access into the site and for any works to the northern boundary.

4.5.1.5 Additional tree and hedgerow planting will form part of any development proposals.

4.5.2 Ecology Report

4.5.2.1 In terms of Ecology, none of the hedgerows to the site perimeter were considered important under the Hedgerow Regulations (1997). Plant species found on the site are all common in the local area and considered of low ecological value with domestic gardens and landscaped open space considered to offer habitat equal or greater ecological value. If any hedgerows are removed, they should be replaced with new hedgerow to ensure there is no nett loss.

4.5.2.2 Birds are likely to utilise the hedgerow for nesting between March and September and any clearance should be undertaken outside of this period.

4.5.2.3 No other notable or protected species were recorded on the site.

4.6 Flood Risk & Drainage

4.6.1 Flood risk from all sources and its management is a main issue in Wyre. Accordingly, major development is expected to include proposals for, and implement SuDS, utilising lower lying land within the site, existing natural water features and other above ground measures for the management of surface water at source, unless demonstrated to be inappropriate.

4.6.2 Where possible all development will be expected to achieve greenfield run off rates and will need to follow the surface water drainage hierarchy.

4.6.3 The detailed drainage strategy ought to explore whether there is an opportunity to utilise Natural Flood Management techniques such as tree planting.

- 4.6.4 It is beneficial to implement wider green space/ public open space areas within development sites, where SUDS features can be implemented. By including such measures, surface-water run-off is being dealt with at source which will assist locally in surface water management. Even where infiltration is not feasible, the presence of permeable surfaces will still allow the first 5mm of rainfall to be dealt with at source as identified in the SuDS Manual.
- 4.6.5 For the subject site specifically, Policy SA1/15 imposes a requirement for residual surface water to drain into the River Wyre via Ains Pool.
- 4.6.6 Ains Pool drains to the River Wyre at Churchtown and this has been a cause of local concern due to relatively recent flood events at Churchtown and St Michaels. The eventual drainage proposals must therefore be designed in a manner which would not worsen the impact on the local sewage system or flood risk as a result of surface water discharge.
- 4.6.7 The site is located within Flood Zone 1, not within an area at risk of flooding, is not within 125 metres of a major watercourse and is not anticipated to increase the flood risk elsewhere. To observe a conservative approach however, flood mitigation measures will be proposed to safeguard the development with regards to other potential residual sources of flood risk. Such measures could include an attenuation swale, as identified on the Drainage Framework Plan at Appendix 1.
- 4.6.8 The nearest watercourse to the site is Ains Pool, located approximately 360m to the west with the risk of flooding considered to be “low” due to the difference in ground levels. The site naturally drains to Ains Pool via overland run-off.
- 4.6.9 As infiltration is not a viable option the next method is to discharge to a watercourse. As stated, Policy SA1/15 identifies Ains Pool as the appropriate watercourse to discharge surface water which would reflect the pre-development scenario. Detailed design will be required to confirm the feasibility of this strategy and whether a site wide gravity system is achievable.
- 4.6.10 Surface water run-off will be restricted to mimic a pre-development greenfield situation by providing water storage on site restricting the flow during extreme storm events. Given that the site has a gradual fall towards the west, in order to utilise lower lying land, it is envisaged that surface water attenuation ought to be located on the western edge of the development. The preferred approach is to implement SuDS features where at all feasible to aid in attenuation requirements and provide added benefits in terms of water quality improvements.
- 4.6.11 The surface water management and drainage strategy will accord with the drainage hierarchy set out in the Local Plan Policy CDMP2.

4.7 Noise Assessment

- 4.7.1 Attended source noise measurements have been undertaken for the commercial premises to the north of the site associated with Bradshaw’s Farm Shop. Furthermore, a road traffic sound measurement for Preston-Lancaster New Road has been undertaken.
- 4.7.2 A 3D noise model has been constructed to assess all sources of sound across the site, day and night.
- 4.7.3 Road traffic sound was assessed in accordance with BS 8233:2014. Commercial / industrial sound has been carried out as prescribed in BS 8233:2014.
- 4.7.4 These levels are not unusual for roadside developments and within the normal range for mitigation of internal noise levels by suitable glazing. The window glazing specification may need to vary a little from standard 4/20/4mm thermal units for a few locations, but it is not a serious issue.
- 4.7.5 The assessment has recommended various acoustic barriers in order to control road traffic and fixed plant sound. Higher specification glazing may also be required.
- 4.7.6 With mitigation measures in place, the assessment shows that no adverse impact is predicted day or night either by road traffic or commercial sound. As such, noise need not be a material consideration if the recommendations of the assessment are followed at the design stage.

4.8 Any updates to the masterplan or future planning application within the masterplan area may need to be supported by up to date technical assessments where relevant.

4.9 Below lists a series of opportunities following from the findings and constraints identified in the reports/assessments. *(Refer to Constraints & Opportunities Plan – Figure 5)*

- Access point served off the A6 Preston Lancaster New Road, allowing direct access to the wider road network.
- “Organic” residential development to correlate with the rural fringe and agricultural fields. Potential for key views to look out onto the countryside.
- Existing hedgerows supplemented with good quality landscaping and green infrastructure framework to retain and enhance and create green corridors to improve biodiversity and wildlife benefits.

- Residual surface water to naturally drain to Ains Pool watercourse forming part of the drainage strategy for the development. There is an opportunity to extend the site boundary to provide wider green space/ public open space areas within development sites and where SUDS features can be implemented
- Above-ground drainage features to be provided on land immediately abutting the western boundary of the site in order to deliver a sustainable drainage solution for the development.
- Existing hedgerows will be retained where possible and used for landscaping within the development where possible to ensure there is no nett loss.
- Development designed to be predominantly outward facing, utilising any key views and the opportunity to provide frontages onto the A6 and the open countryside where appropriate.
- Provide a landscape buffer between the A6 and the proposed development reflecting similar streetscenes elsewhere in the vicinity.
- Landscape buffer to be provided on the western edge to assist with the transition between the housing development and the countryside beyond.
- Dwellings on the northern boundary to be predominantly inward facing given farm shop use / built development beyond this boundary.

5.0 The Masterplan

5.1 Masterplan Vision

- 5.1.1 To create an “organic” extension to Garstang that is integrated into the existing fabric of the town and wider landscape in terms of its design and layout, including pedestrian connectivity to key local facilities. The development will have a strong identity that responds positively to the local context.
- 5.1.2 It will be a “green” place, that acknowledges the importance of using boundary and landscaping features to create a transition between the development and countryside beyond. It will be designed to provide recreational, ecological and sustainable drainage benefits through the integration of both green and blue infrastructure.

5.2 Masterplan Objectives

1. The aim of the masterplan is to provide a framework for the delivery of a high quality and sustainable development that responds positively to the local context. In so doing, the development should positively respond to the following objectives:
2. Create a new sustainable neighbourhood which is integrated socially and physically with the existing town and promotes safe, healthy and active communities, maximising opportunities to enhance the quality of life for future and existing occupants.
3. Create a development that respects and responds to its location with attention paid to the relationship to the existing built form and views through and out of the site and the nature and quality of boundary treatments.
4. Positively utilise the existing site characteristics, retaining important landscape features with the aim of establishing and preserving functional ecological habitats and networks which facilitate the movement of species and populations and protect the borough’s biodiversity.
5. Build a range of homes of different types, sizes and tenures to meet the needs of different sections of the borough’s communities in a varied, well designed and attractive environment.
6. Produce a high quality and safe public realm that includes landscaping and green/blue infrastructure. Delivering green infrastructure in a manner that it contributes to a well-designed and healthy living environment, including physical and functional connections with neighbouring green infrastructure and incorporating structured tree planting.
7. Create a movement network for pedestrians that promotes safe connectivity with the existing built and natural environment and creates appropriate linkages within the masterplan area and surrounding neighbourhoods.
8. Develop a highway infrastructure that is designed to ensure the safe movement of traffic and other road users, supports the A6 Corridor Highway Mitigation Strategy, and is fully integrated with the movement network for pedestrians.
9. Ensure that flood risk, drainage and the provision of water infrastructure is appropriately managed throughout the lifetime of the development, including having regard to surface water drainage hierarchy, Key Development Consideration 4 of policy SA1/15 and appropriate mitigation through the use of sustainable drainage techniques.
10. Avoid unacceptable adverse impacts on the amenity of occupants and users of surrounding or nearby properties, whilst securing a good standard of amenity for the occupants and users of the proposed development.
11. Take opportunities to address any relevant issues arising from climate change and to minimise the use of resources, including energy consumption.

5.3 Masterplan Framework

- 5.3.1 A masterplan framework has been established for the site, having been informed by considering the site constraints & opportunities and the vision. The masterplan framework is informed by the Vision and Objectives for the site and establishes a number of key design and layout principles that will inform any future proposal schemes.



Figure 6 – Proposed Masterplan.

6.0 Design Principles

6.1 General Guiding Design Principles

6.1.1 Development will be expected to be consistent with the relevant local planning policies as well as reflecting the Vision and Objectives of this Masterplan and must follow these general design principles:

1. The site should be delivered in a manner that creates an organic structure of discreet, human scale development in an attractively landscaped and naturalistic setting.
2. The development should achieve a high-quality environment taking advantage of, and integrating with, the existing topography, views and landscape.
3. The design and layout should promote healthy living, including the provision of high-quality green infrastructure together with pedestrian routes and links between the site and Garstang.
4. Sustainable drainage systems which follow the surface water hierarchy should be incorporated into the development as part of a high-quality green and blue infrastructure with multi-functional benefits. Sustainable drainage and flood risk management should be seen as an inherent part of the landscape design process and intrinsically linked to the landscape proposals
5. The development should retain existing landscape features of value such as the hedgerows where possible. The landscape should help to shape and character the built form, the streetscape and the open space within the site.
6. The structure of the development should preserve key views into the site and views out of the site towards the surrounding countryside utilising the opportunities provided by the orientation and design of the streets, green spaces and houses.
7. Within the development trees and structural landscaping should be used to break up the street scene and soften the impact of development in this rural setting, utilising any existing hedgerows where possible. Place making will be further reinforced through hard and soft landscaping for individual plots.
8. The residential development should be of a density suitable to the semi-rural and edge of settlement setting having regard to the most appropriate location of different dwelling types and densities across the site.
9. Dwellings to consist of a range of house types, sizes and tenures to meet the needs of different sections of the borough's communities in a varied, well designed and attractive environment.
10. Dwellings to be bungalows and two-storey houses predominantly within a mix of detached, semi-detached and mews style arrangements.
11. There should be a highly legible structure of streets and where residents and visitors can intuitively find their way around the development with good connectivity. A range of road widths varying from primary to tertiary access roads to private drives with appropriate pedestrian footways should be used where applicable.
12. The site layout should provide a balanced approach to parking which employs a range of on-plot parking solutions including some to frontage, some to the rear, some to the side of properties and some integral garaging. Parking should be sufficiently well-integrated so as not to dominate the street and building frontages.
13. There should be a clear demarcation between the public and private land.
14. Building orientation and layout, including corner turning and dual aspect dwellings at key intersections should be used to create active frontages and natural surveillance / security over the public spaces, streets and footways.
15. Properties at key focal points, including where there are important viewpoints, should be designed to give interest and a sense of place within the site.
16. Where tree and hedgerow loss are necessary, the equivalent amount of new mitigation planting should be proposed.
17. The development should have a definable sense of place, yet be complementary, with a mix of house types to create an interesting streetscene, similar to that of the local vernacular that picks up on key local details to tie the new development back to the existing community while still providing a distinctive development that makes best use of the site.

18. Through the provision of interface distances, orientation and landscape screening, adequate separation distances should be provided between dwellings.

6.2 Site Specific Design Features

6.2.1 Based on the consideration of constraints and opportunities and technical work summarised above, the following design features have been identified to develop the masterplan as shown on Figure 5:

1. Site access to be located off the A6 Garstang Road By-Pass in a relatively central location along the eastern boundary.
2. Site entrance to be used as a focal point for the site with feature landscaping to create a “gateway” feature.
3. Provide a “green zone” landscaped buffer between the A6 and residential properties.
4. Higher density, inward facing development, i.e. mews and semi-detached properties, to be located to the north / north-east of the site closest to the existing settlement.
5. Lower density, outward facing development to be sited on the western and southern boundaries to assist with the transition between the development and countryside beyond.
6. The retention and enhancement of the existing hedgerow on the southern boundary to create a softer landscaped edge to the development.
7. The retention of the existing grass along the western boundary and sensitive boundary treatments to allow for a natural transition between the development and the countryside beyond, whilst preserving open views.
8. Dwellings on the eastern and southern boundaries to be served by shared private driveways to reduce the amount of hardstanding and have a less engineered feel.
9. Dwellings on the eastern and southern boundaries which propose detached garages, should seek to site car parking to the side of properties where possible, to avoid a dominance of parking/hardstanding and allow for street scenes characterised by front gardens.
10. Use a grid style street pattern for the development, aligned to the A6 to give a simple, easy to navigate site layout.
11. The development at its northern boundary should be sensitively designed accounting for the proximity of the existing Farm Shop and Garden Centre. Housing to be set both side on and backing onto the northern boundary.
12. The structure of the development should preserve key views into the site and out of the site towards the adjacent countryside.
13. Green infrastructure in the form of usable amenity open space to be provided within the landscaped transition area on the western site edge between the development and the countryside beyond and integrated with above-ground sustainable drainage features and a wildflower meadow.

6.3 Infrastructure and Delivery

6.3.1 Infrastructure is a term used to describe those services and systems required to enable a place to function effectively and efficiently. This Masterplan identifies a number of infrastructure requirements that are integral to the creation of sustainable development. These are focused on the following:

- Highways and movement.
- Water including water supply and surface and foul drainage.
- Green Infrastructure and landscaping.

In addition, connection to the gas and electricity network will also be required.

6.3.2 Infrastructure and its delivery should accord with the following infrastructure principles:

- Be appropriate and proportionate.
- Be delivered in a timely fashion that supports the new development at an appropriate stage.
- Be delivered in a co-ordinated fashion across separate development parcels to an agreed overarching strategy.
- Be capable of being appropriately funded such that risks to delivery are minimised.

6.4 Green and Blue Infrastructure

6.4.1 In order to follow best practice, an integrated approach has been taken to the provision of green and blue infrastructure. Green infrastructure has been designed to be multifunctional to enable the management of surface water at source, whilst also providing added amenity and biodiversity benefits. Green Infrastructure can also be used to assist in providing a rural transition between the proposed built development and the countryside beyond.

6.4.2 As previously identified, the site has a gentle fall towards the west and naturally drains to Ains Pool via overland run-off. The proposed drainage strategy seeks to mimic the site's current natural drainage process, with existing greenfield runoff rates maintained.

6.4.3 In accordance with the drainage hierarchy, residual surface water cannot be handled by infiltration. The proposed drainage strategy is therefore to handle the management of surface water through green engineering solutions, in the form of a swale, which will reduce flow rates to Ains Pool. In order to utilise lower lying areas of the site and mimic the natural drainage process of the existing site, the swale must be located on the western edge of the development. The SuDS feature has also been designed to provide added ecological benefit in the form of a wildflower meadow.

6.4.4 In order to comply with other policies within the Development Plan it is necessary to provide an extensive area of green space to cater for the future resident population of the development. This area of amenity grassland will therefore function alongside the swale, providing an extensive permeable surface that can handle rainfall at source.

6.4.5 The development itself will drain to the swale through underground pipes, with a direct connection to Ains Pool achieved in the same manner. As previously highlighted, the eventual drainage system will mimic existing greenfield run off rates and the proposed rate of discharge will be agreed with the LLFA. This will ensure that the development does not exacerbate any existing flood risk issues further downstream.

6.4.6 The indicative drainage strategy is considered to represent a realistic and deliverable strategy and will be subject to detailed design as part of obtaining relevant approvals with regulatory authorities.

6.4.7 A Green Infrastructure (GI) Framework Plan is appended to this document at Appendix 1. The eventual quantum of GI to be delivered will be determined by the proposed number of houses and the proposed bedroom mix. The GI Framework Plan provides an indicative proposal for the eventual scheme to deliver the following range of GI typologies:

- Amenity greenspace along the eastern boundary with the A6 in the form of grass retention and additional tree planting to create a sense of openness and reinforce the rural character of the area (0.373ha);
- The provision of a large area of open space on the western side of the development to provide a functional area of open space and to provide a rural transition between the proposed built-development and the open countryside beyond (0.439ha);
- The provision of natural/semi-natural greenspace in the form of an attenuation swale and wild flower planting (0.234ha).

In addition to the above quantum of GI, the proposals intend to incorporate soft landscaping along the main spine road into the site in the form of 'green' front gardens and trees, which seeks to provide a 'green corridor' between the amenity landscaping on the eastern boundary and the main area of public open space to the west. Further GI will be provided in the form of new native trees and shrubs across the site, the enhancement and filling in of existing hedgerows and the planting of new species rich, native hedgerows, as well as the turfing of private gardens.

6.4.8 The strategy of this Masterplan is also to ensure that full regard is had to the integration and improvement of existing ecological features found within the site, principally trees and hedgerows. The local landscape can also play a key role in setting the context for the development and in particular, the identification and protection of key views. The Masterplan shows how these elements – GI, blue infrastructure, ecology and landscape - can work together to inform and be a part of the overall development.

6.5 Highways and Movement

- 6.5.1 In accordance with NPPF, the guiding design principles for Highways and Movement are based on providing safe and suitable access to the site for all users, but also giving priority first to pedestrian and cycle movements and second – so far as possible – facilitating access to public transport services.
- 6.5.2 This design approach is reflected to the proposed access arrangement at the site, which provides safe access for motorised and non-motorised road users. The proposed access junction and internal site layout provides a network of high-quality footways, connecting to existing footway provision on the local highway network. To further promote and encourage safe pedestrian movements at the site and local area, the development proposals also include footway widening along Preston Lancaster New Road (A6), relocated pedestrian refuge island and additional footway connection to the north of the site.
- 6.5.3 The design of the access junction on Preston Lancaster New Road (A6) is under-pinned by the standards set out in DMRB, particularly the staggered arrangement with Keppel Lane where the proposed right/left stagger is less likely to result in traffic turning between the minor roads having to wait in the centre of the major road. The major road will typically experience more traffic and higher speeds, and therefore this arrangement is intended to improve highway safety by reducing potential vehicle conflict.

6.6 Delivery

- 6.6.1 The Local Plan allocation is for a single use in the form of residential development of a relatively modest size. Delivery of the site is expected to be through a single developer. The development does not involve the delivery of supporting social infrastructure. The site does not involve the co-ordination of infrastructure delivery across land parcels in different ownerships. Nevertheless, to meet the objectives of this Masterplan, applicants should demonstrate how proposals relate to the overall infrastructure strategy, informed where possible by ongoing dialogue with appropriate infrastructure providers. Applicants should demonstrate a co-ordinated approach to the delivery of infrastructure between different phases of development within the allocation where this is appropriate. This necessary infrastructure must be delivered in a timely and effective manner in order to mitigate the impacts of the development and to create a sustainable extension to Garstang.

7.0 Conclusions

- 7.1 The masterplan sets a vision for the site along with an appropriate design framework which respects and takes into consideration all existing features from the report findings and the local context surrounding the site.
- 7.2 As described in the Masterplan chapter, the proposed Masterplan is designed to meet all the key development considerations and policy requirements to satisfy Local Plan Policy SA1/15 - Land South of Prospect Farm, West of the A6, Garstang.
- 7.3 This document fully demonstrates the evolution of the Masterplan, meeting all policy requirements and the potential to deliver a highly satisfactory and attractive environment for new residents providing an “organic” extension to Garstang that will integrate into the existing fabric of the town. This masterplan provides key design principles to influence subsequent detailed design and site layouts of any future proposals at the site to ensure the masterplan vision is delivered.

Appendix 1

Green Infrastructure Framework Plan



Figure 7 – Green Infrastructure Framework Plan.

Appendix 2

Drainage Framework Plan



Figure 8 – Drainage Framework Plan.

Land South of Prospect Farm,
West of the A6,
Garstang





Portfolio Holder Report

The portfolio holder will make a decision on this item after seven days have elapsed (including the date of publication).

Report of:	Portfolio Holder	Date of publication
Marianne Hesketh, Corporate Director Communities	Councillor Michael Vincent, Planning and Economic Development Portfolio Holder	25 March 2021

Wyre Council Flood Risk Sequential Test: Advice for Applicants v1.2
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1. Purpose of report

- 1.1 To seek approval for updated guidance for applicants on the matter of the application of the flood risk sequential test.

2. Outcomes

- 2.1 An approved guidance will be a material planning consideration in the consideration of planning applications where development in an area of flood risk is proposed.

3. Recommendations

- 3.1 That the updated guidance for applicants on the matter of the application of the flood risk sequential test is approved.
- 3.2 That powers be delegated to the Head of Planning Services to make minor editorial amendments and corrections if necessary to the Guidance prior to publication.

4. Background

- 4.1 The National Planning Policy Framework (NPPF) published in February 2019 states that the purpose of the planning system is to deliver sustainable development. Towards that aim the NPPF seeks to direct development away from areas at the highest risk of flooding (existing or future). The NPPF requires a 'sequential test' to development proposals to steer development to areas with the lowest risk of flooding. Applications for any development within Flood Zones 2 and 3, as defined by the Environment Agency, need to be accompanied by a statement

showing how the proposed development meets the requirements of the 'sequential test'.

4.2 The National Planning Practice Guidance (NPPG) provides guidance on the application of the sequential test. However a number of matters require interpretation. In 2015 the council prepared Guidance on the application of the Sequential Test to assist potential applicants with their application. The guidance is published on the council's website. The Guidance is a material consideration in the determination of planning applications and has been found to accord with government policy in various planning appeals where the sequential test has been a material factor in the decision by the council to refuse planning application.

4.3 However, the Guidance is now some six years old. Since its publication the Wyre Local Plan has been adopted and various data sources referred to in the document have been superseded. The Guidance has been reviewed to bring it up-to-date and to identify any aspects that require clarification or modification to ensure that it continues to meet the aim of directing development away from areas of flood risk.

5. Key issues and proposals

5.1 Key changes to this guidance document (v1.2) are as follows:

1. Update of data sources.
2. Update to reflect new Wyre Local Plan policies – new section added (section 3).
3. Clarification of the rule whereby "hard" development within the flood zone is required to meet the sequential test – clarification that "hard" includes access routes (section 4).
4. Clarification that where "hard" development crosses flood zones 1 and 2 or 3 a sequential approach should be taken to the location of development within the site such that priority is given to locating hard uses in flood zone 1 first (section 4).
5. Clarification of the rule whereby applicants can identify alternative suitable residential sites based on site area or number of dwellings. Previously this was a choice based on site specific circumstances. Now it is to be both site area AND capacity to ensure that the fullest regard is had to the availability of sites at a lower risk of flooding (section 7).
6. Clarification that for employment development the whole borough approach to the identification of alternative suitable sites is deferred to an approach based on sub-areas as identified in the Commercial Market Review 2015 (section 7).
7. Clarification that the area of search for developments comprising rural exception affordable housing is to be agreed with the council but is likely to be the locality agreed for the purposes of meeting the requirements of Policy HP4 Rural Exceptions (section 7).

5.2 These changes plus an updating of data sources will provide Guidance that is up-to-date and remains consistent with the government’s aim of directing development to areas of lowest flood risk.

5.3 It is noted that the Local Plan has been subject to a sustainability appraisal and equality impact assessment. Whilst the Guidance will not in itself have significant implications on matters of sustainability, climate change and equalities, these have been considered as part of the local plan process.

6. Delegated functions

6.1 The matters referred to in this report are considered under the following executive function delegated to the Planning and Economic Development Portfolio Holder (as set out in Part 3 of the council’s constitution):
 “To consider matters relating to the Local Development Scheme, Supplementary Planning Documents and other planning guidance.”

Financial and legal implications	
Finance	There are no financial implications arising directly from this report.
Legal	If approved, the Guidance will be a material planning consideration in the consideration of planning applications in relation to flood risk.

Other risks/implications: checklist

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

risks/implications	✓ / x
community safety	x
equality and diversity	✓
sustainability	✓
health and safety	x

risks/implications	✓ / x
asset management	x
climate change	x
ICT	x
data protection	x

Processing Personal Data

In addition to considering data protection along with the other risks/ implications, the report author will need to decide if a ‘privacy impact assessment (PIA)’ is also required. If the decision(s) recommended in this report will result in the collection and processing of personal data for the first time (i.e. purchase of a new system, a new working arrangement with a third party) a PIA will need to have been completed

and signed off by Data Protection Officer before the decision is taken in compliance with the Data Protection Act 2018.

report author	telephone no.	email	date
Len Harris	01253 887231	len.harris@wyre.gov.uk	4 March 2021

List of background papers:		
name of document	date	where available for inspection
Non	n/a	n/a

List of appendices

Wyre Council Flood Risk Sequential Test: Advice for Applicants v1.2 March 2021

dems/ph/pl/0003lh2



Wyre Council Flood Risk Sequential Test: Advice for Applicants

V1.2

March 2021

1.0 Introduction

1.1 The first guidance for applicants on the application of the flood risk sequential test was published in May 2015. Although government policy on the sequential test remains essentially the same, the council has adopted a new Local Plan with policies relevant to the context within which the sequential test is undertaken. In addition, some of the data sources referred to in the original document have also been superseded or updated. This 2021 update provides an opportunity to bring the document up-to-date. It also provides an opportunity to reflect upon the application of the sequential test and adjust the methodology where necessary. Although there are some amendments to the application of the sequential test, the basic approach remains largely unchanged. The guidance and its application has been tested through the decision making process including at appeal and has been found to represent a sound approach entirely in line with government guidance.

1.2 Key changes to this guidance document (v1.2) are as follows:

1. Update of data sources.
2. Update to reflect new Wyre Local Plan policies – new section added (section 3).
3. Clarification of the rule whereby “hard” development within the flood zone is required to meet the sequential test – clarification that “hard” includes access routes (section 4).
4. Clarification that where “hard” development crosses flood zones 1 and 2 or 3 a sequential approach should be taken to the location of development within the site such that priority is given to locating hard uses in flood zone 1 first (section 4).
5. Clarification of the rule whereby applicants can identify alternative suitable residential sites based on site area or number of dwellings. Previously this was a choice based on site specific circumstances. Now it is to be both site area AND capacity to ensure that the fullest regard is had to the availability of sites at a lower risk of flooding (section 7).
6. Clarification that for employment development the whole borough approach to the identification of alternative suitable sites is deferred to an approach based on sub-areas as identified in the Commercial Market Review 2015 (section 7).
7. Clarification that for rural exception affordable housing as defined by Policy HP4 the area of search is to be agreed with the council but is likely to be the locality agreed for the purposes of meeting the requirements of HP4 (section 7).

2.0 Background

2.1 As a coastal authority containing major water courses and a large low lying rural area, flood risk is a significant concern for Wyre’s local communities and can act as a constraint to development.

- 2.2 National planning policy on managing flood risk is set in the first instance by the National Planning Policy [Framework](#) (NPPF).
- 2.3 This is supported by more detailed guidance in the form of National Planning Practice Guidance (NPPG) on Flood Risk and Coastal [Change](#).
- 2.4 Both documents state that inappropriate development in areas of flooding should be avoided by directing development away from areas of highest risk through the application of the “sequential test”. This requires local planning authorities to refuse new developments if there are reasonably available sites appropriate for the proposed development in areas with a lower risk of flooding.
- 2.5 In terms of the decision-making process, the sequential test is the first stage in addressing flood risk where this is an issue in the determination of a planning application. Both the NPPF and NPPG establish a two part exception test the aim of which is to ensure that wider sustainability benefits and the safety of users of a development are taken into account in the decision-making process.
- 2.6 Potential applicants are urged to satisfy themselves that their proposals are capable of passing **both the sequential and exception** tests before submitting an application. The council will refuse applications that fail the sequential test even where the exception test has been passed.
- 2.7 This Advice for Applicants explains how the council will apply the sequential test. It will be treated by the council as a material consideration in the determination of planning applications. Applicants may also wish to consult the on-line advice provided by the Environment [Agency](#) which this Guidance reflects.

3.0 Wyre Local Plan

- 3.1 The Wyre Local Plan to 2031 (WLP31) was adopted in February 2019 with an overall strategy to support development within environmental limits. Flood risk is recognised as a constraint upon development particularly in certain parts of the borough. Policy SP2 Sustainable Development seeks to deliver sustainable communities in part by having regard to the need to reduce and manage flood risk. Policy CDMP2 Flood Risk and Surface Water Management establishes the Local Plan position on the application of this principal to individual development proposals. In summary, it states that:
 - Development will be required to have regard to a suite of plans and strategies relating to water management and flood risk matters;
 - Development will be required to demonstrate it will not be at risk of flooding, will not lead to an increased risk of flooding elsewhere and would not affect the integrity of flood defences.
- 3.2 Part 3 of the policy specifically requires development proposed in areas at risk of flooding to demonstrate that the sequential test has been applied and that

there are no reasonable available alternative sites at lower risk. Part 4 of the policy states that development in areas of flood risk will only be permitted where the sequential and exception tests have been passed and appropriate mitigation/adaption measures are proposed.

- 3.3 The WLP31 makes a number of allocations for residential and mixed use development with a residential component. In some cases, as part of the plan preparation process the council has undertaken a sequential test on specific sites. The outcome of these tests can be found in the Strategic Flood Risk Assessment Sequential Test paper available [here](#). Allocated sites that have passed the local plan sequential test do not have to do so again at the planning application stage. Please note that allocations that were not required to undertake the Sequential Test as part of the plan making process may need to do so at the planning application stage if circumstances have changed.

4.0 What is “flood risk”?

- 4.1 For the purposes of applying the sequential test, the definition of “flood risk” is taken from the NPPG and refers to:

- A combination of the probability and the potential consequences of flooding from all sources – including from rivers and the sea, directly from rainfall on the ground surface and rising groundwater, overwhelmed sewers and drainage systems, and from reservoirs, canals and lakes and other artificial sources.

- 4.2 The Environment Agency (EA) provides [mapping](#) of flood risk arising from sea and river sources which is available at the [.gov](#) website.

- 4.3 This mapping of flood zones by the Environment Agency does **not** take into account the presence of flood defences nor does it account for the potential impact of climate change, including sea-level rise and extreme weather events.

- 4.4 Flood risk is mapped according to the probability of flooding which is expressed in three “flood zones”:

Flood zone 1 (Low Probability) is defined as land having a less than 1 in 1,000 annual probability of river or sea flooding (shown as ‘clear’ on the Environment Agency flood map – all land outside Zones 2 and 3).

Flood zone 2 (medium probability) is defined as land having between a 1 in 100 and 1 in 1,000 annual probability of river flooding; or land having between a 1 in 200 and 1 in 1,000 annual probability of sea flooding (land shown in light blue on the Environment Agency flood map).

Flood zone 3, which itself includes two flood zones:

3a (high probability) is defined as land having a 1 in 100 or greater annual probability of river flooding; or land having a 1 in 200 or greater annual

probability of sea flooding (land shown in dark blue on the Environment Agency flood map).

3b (the functional floodplain) comprises land where water has to flow or be stored in times of flood (not separately distinguished from flood zone 3a on the flood map).

- 4.5 Planning applications within flood zones 2 and 3 (a and b) **MUST** always address the sequential test in line with the approach set out by local plan and government policy as elaborated upon in this guidance note.
- 4.6 It is important to note that where a development proposal falls within flood zone 1, in some circumstances the sequential test (plus the exception test) may still need to be addressed, for example where there are other sources of flooding (as defined above) within the site. The Strategic Flood Risk Assessment (Level 1 and Level 2) provides information about flood risk in the borough from various sources and is available [here](#). Applicants should, however, satisfy themselves that the most up-to-date information is used to inform any site specific flood risk assessment and the sequential test.
- 4.7 In some cases the “red-edge” boundary of a proposed development may fall across flood zone 1 and flood zones 2 and/or 3 (or across a site including areas at risk of flooding from the sources outlined at paragraph 4.1 above). Where this is the case, applicants should follow a sequential approach to the location of uses within that site with the aim of prioritising the location of development within those parts of the site at the lowest risk of flooding i.e. to focus development in flood zone 1. The abiding principal driving such an exercise should be to avoid development in the area of flood risk. Where this can be successfully achieved and the hard development lies in flood zone 1 only, and assuming that there are no other flood risk issues, the sequential test does not have to be undertaken.
- 4.8 “Hard” development refers to any built or constructed form requiring planning permission including buildings and critical infrastructure such as access roads and electricity sub-stations (unless permissible development defined by government guidance and this document). In order to create well planned development it may be acceptable to locate “soft” elements of development, typically landscaping and green infrastructure, including play equipment, and pedestrian/cycle routes, in an area of flood risk. However, where this is proposed, the council will wish to ensure that the development meets other relevant WLP31 policies including CDMP3 Design. It should also be noted that in all cases site access/egress should be located to avoid the possibility of development being “cut off” if flooding were to occur.
- 4.9 For the avoidance of doubt, where “hard” development is proposed to be located in flood zone 2 or 3 (or on a site at risk of flooding from the sources mentioned above) then the normal approach is that the sequential test will be required and that this will apply to the **whole** site.
- 4.10 Where an outline application is submitted for a site that includes flood zone 1 and zones 2 or 3, the council will expect an applicant to submit sufficient

detail, for example through a site layout, to allow a judgement to be made on the matters raised above and the need for a sequential test.

Are there exceptions to this rule?

- 4.11 The NPPF allows for “minor development” to be excepted from the need for a sequential test. The NPPG defines minor development as:
- **Minor non-residential extensions:** industrial/commercial/leisure etc. extensions with a footprint less than 250 square metres.
 - **Alterations:** development that does not increase the size of buildings e.g. alterations to external appearance.
 - **Householder development:** For example; sheds, garages, games rooms etc. within the curtilage of the existing dwelling, in addition to physical extensions to the existing dwelling itself. This definition excludes any proposed development that would create a separate dwelling within the curtilage of the existing dwelling e.g. subdivision of houses into flats.
- 4.12 The sequential test does not apply to changes of use **except** for changes of use to a caravan, camping or chalet site, or to a mobile home or park home site.
- 4.13 If you have any doubt as to whether or not your proposal falls within this definition, you are strongly advised to contact the Development Management team at Wyre council for clarification. This will save you the possibility of incurring additional or unforeseen cost and delay should you submit a planning application for a development which is subsequently judged to fall outside of the definition of “minor”, without addressing the sequential test.

Vulnerability

- 4.14 The NPPG identifies some uses as so vulnerable that they should not be permitted within flood zone 3. Applicants should ensure that their proposals do not involve these uses before undertaking the sequential test.

5.0 Mixed –Use Schemes

- 5.1 The sequential test for schemes for more than one use will be dealt with on a case-by-case basis. In doing so, the council will consider:
1. Whether or not the proposal includes “minor development” as defined above or a change of use; and
 2. Whether or not the proposed uses must sit together on the same site or whether or not they should be disaggregated for the purposes of identifying alternative sites.

6.0 Who is responsible for the Sequential Test?

- 6.1 The onus is on the applicant to demonstrate that the sequential test can be passed. The applicant's responsibility is not limited by lack of information held by the council.
- 6.2 It is for the council to consider the extent to which sequential test considerations have been satisfied.

7.0 What does the Sequential Test involve?

- 7.1 In applying the sequential test, the NPPG establishes the following principles:
 1. The geographical area across which the sequential test should be applied will be defined by local circumstances relating to the catchment area for the type of development proposed.
 2. Where there are large areas in flood zones 2 and 3 **and** development is needed in those areas to **sustain** the existing community, sites outside them are unlikely to provide reasonable alternatives.
 3. When applying the sequential test, a pragmatic approach to the **availability** of alternative sites should be taken.
- 7.2 There are three basic elements to applying the sequential test in Wyre:
 1. The geographical area across which the test is applied.
 2. The range of alternative sites to be considered.
 3. The definition of "reasonably available".

The geographical area

- 7.3 For developments that have a sub-regional, regional or national significance, the sequential test area of search will include the whole borough and areas outside of the borough boundary in line with the catchment area for the development.
- 7.4 For **all other** applications the normal area of search is the **whole borough**.
- 7.5 Any departure from a "whole-borough" approach which seeks to apply a reduced geographical area in the search for alternative sites must be clearly and rigorously justified by reference to one or more of the following:
 1. Evidence that there is a specific need for the proposed development in that locality;
 2. Evidence that the proposed development is needed to sustain an existing community which is wholly or largely identified as lying within flood zone 2 or 3, or is otherwise subject to flood risk. This may include reference to

Census figures and population decline or to surveys of the take-up of local services/ facilities; or

3. The functional requirements of the proposed development as a whole or in part.
- 7.6 The council views residential development **of all sizes** – whether for market or affordable housing - as a strategic matter which will normally be considered on a whole-borough basis except in the circumstance of an affordable housing scheme justified under WLP31 Policy HP4 Rural Exceptions. In this case the area of search will be agreed with the council but is likely to be the locality agreed for the purposes of meeting the requirements of HP4.
 - 7.7 The council will accept an exception to the “whole borough” rule for employment development and will instead consider alternative sites within the relevant employment market sub-area, as defined by the Commercial Market [Review](#) (2015), in which the proposed development is located. There are three such sub-areas:
 - a. A6 Corridor (Garstang and Catterall)
 - b. Wyre Peninsular (Poulton-le-Fylde, Thornton Cleveleys and Fleetwood)
 - c. Rural Areas (Rural West, Central Rural Plain and Rural East and Uplands)
 - 7.8 For leisure, retail or other commercial development the applicant should agree an area of search based on a drive time agreed with the council.
 - 7.9 It is strongly recommended that applicants agree the geographical area to which the sequential test applies with the council before submitting a planning application.
 - 7.10 In all cases where a reduced area of search is accepted by the council, the remaining elements of the sequential test need to be addressed and, if possible, agreed with the council.

The range of alternative sites to be considered (comparator sites)

- 7.11 In order for applicants and the council to be able to consider whether or not there are reasonably available alternative sites appropriate for a proposed development, comparator sites need to be identified and their availability assessed.
- 7.12 It is strongly recommended that prior to the sequential test being undertaken applicants agree with the council a reasonable comparator site threshold.
- 7.13 For residential schemes, the approach is that the identification of comparator sites should be based on site **area AND capacity**. The council will normally apply a +/-10% buffer to create a range within which comparator sites can be

identified. For example, a site capacity of 20 dwellings and 0.6 hectares would generate a comparator site threshold of 18-22 dwellings and 0.54ha to 0.66ha. For the avoidance of doubt, all comparator sites within these two ranges should be identified and assessed. This approach is considered to be consistent with the stated aim of government policy which is to direct development to areas of lower flood risk. In cases where flats are proposed to be developed the size threshold only should normally be used.

- 7.14 For non-residential schemes, the council will make a case-by-case judgement, having regard to the site area and type and scale of development proposed.
- 7.15 In all cases, the council will consider whether or not the site size agreed should represent the net or gross developable area of the proposed scheme.
- 7.16 Comparator sites should be capable of accommodating the general objective of the proposed development (for example, the provision of housing) within the agreed thresholds **but not necessarily the form or layout.**
- 7.17 Where the council considers that a comparator site is sequentially preferable, this does not necessarily imply that a planning permission for the development in question would be forthcoming on that site.
- 7.18 Applicants can use the following sources to identify comparator sites:
- The adopted [Local Plan](#) 2011-2031.
 - Employment Land Monitoring Reports, available [here](#).
 - The 2017 Strategic Housing Land Availability [Assessment](#) (SHLAA). Please note that some sites identified as suitable and available in the 2017 SHLAA lie in areas designated for protection from development. Please see Appendix A of this Guidance for further information.

Please note that the previous 2010 SHLAA remains a source of potential smaller sites i.e. those less than 0.4ha or 10 dwellings.

- The latest housing monitoring report. To assist applicants with the identification of potential reasonably available alternative sites, the council has published a list of sites with planning permission as of 31 March 2020. To make it more accessible the list has been separately sorted by size and by capacity and is available [here](#). This monitoring information will be updated annually, as such the latest published information should always be used. Should an update be published whilst an application is being considered then as this is a material consideration, you will likely be asked to take account of this new information by submitting an addendum to your original sequential test. **Please note that in all cases, up-to-date Environment Agency mapping of flood risk should be used to identify the potential flood risk associated with comparator sites.**

- 7.19 The council will also take into consideration the availability of comparator sites approved after the base date (usually March) of the latest housing monitoring report and before an application is made. Applicants should conduct a [search](#) on the council's website of planning permissions granted to identify such sites.
- 7.20 Applicants will not normally need to consider undecided planning applications for the purposes of identifying comparator sites.
- 7.21 To ensure a comprehensive approach is taken to the identification of comparable sites, applicants will normally be required to consult professional property agents with demonstrable knowledge and understanding of the local land and property market in Wyre. It is recommended that a minimum of three agents who individually or collectively cover the agreed area of search are used. Where this is not possible, the applicant should evidence that the number of agents used provides appropriate coverage of the agreed area of search and provides a comprehensive view of the market in question. In any event, applicants should provide written evidence (for example e-mails or letters that include company and contact details) detailing the nature and outcome of the contact with agents. The council will not accept the use of web-based search engines or web-only site searches as the sole means of meeting this requirement.
- 7.22 In some cases, it may be necessary for the applicant to undertake a bespoke survey of potentially available land within the agreed parameters of the Sequential Test.

The definition of “reasonably available”

- 7.23 In accordance with national planning policy, in order for development to pass the sequential test it has to be demonstrated that there are no **reasonably available** alternative sites appropriate for the proposed development located in areas with a lower risk of flooding.
- 7.24 The council views reasonably available sites as those that are deliverable and developable (as defined by the NPPF Annex 2 Glossary) for the uses proposed and:
1. Lie within the agreed area of search; *and*
 2. Are within the agreed comparator site threshold; and
 3. Can accommodate the general requirements of the development; *and*
 4. Are, in principle, in conformity with the objectives and policies of the adopted Local Plan **and** the objectives and policies of the National Planning Policy Framework and its associated National Planning Practice Guidance (or similar), including those relating to flood risk and relevant aspects of climate change, where they offer more up-to-date guidance.
- 7.25 The council would normally accept that a site is not reasonably available if:

1. It contains an existing operational or business use unless a planning approval for development proposes to extinguish that use; or
2. It has a valid planning permission for development of a similar type and scale which is likely to be implemented.

7.26 Evidence that a planning permission is likely to be implemented can include:

1. The discharge of conditions (or the submission of an application to discharge conditions); or
2. Indication from the landowner(s), applicant or developer that a development is being brought forward: or
3. The approval of reserved matters (or an application for reserved matters).

7.27 Where contact has been made with a landowner under (2) above, applicants should detail the nature and timing of this contact and where possible provide the name of the owner in question. If a landowner is unwilling to make the site available for the use in question, then written evidence of this should be provided where possible. The council reserve the right to adopt due diligence in such cases and may contact landowners to verify site availability.

7.28 Applicants are advised to submit as much detail as possible on the search for alternative sites to avoid delays in the planning process. The following information should be submitted as a matter of course:

- A map and statement identifying and justifying the area of search;
- A map of all sites considered; and
- A statement detailing known relevant information on each site. This may include matters such as size, ownership and constraints. This may be presented in tabular format with a statement outlining the conclusions.

7.29 Statements on the non-availability or unsuitability of a comparator site for whatever reason, including the presence of constraints or viability issues, will need to be justified and evidenced in writing.

7.30 Applicants are reminded that this is **not** a test of relative sustainability between different sites. The fact that a comparator site is considered to be less sustainable by reference to factors such as location and proximity to local services, is **not in itself** a justification for supporting the development of a site in an area at risk of flooding. It is clear from the National Planning Policy Framework that avoiding development in areas at risk of flooding where possible and appropriate is itself an important aspect of sustainability. Evidence should be as comprehensive as possible where the presence of a constraint is being used to discount a site from the search process. Where possible a photographic record of any constraints present should be provided. The Environment Agency provides guidance on the nature of constraints that may render a site unsuitable as a comparator site. These include:

- Physical problems or limitations;

- Potential impacts of development; and
- Environmental conditions that would be experienced by potential residents.

7.31 Local plan designations may also be a constraint to development.

7.32 The council will take a proportionate and reasonable approach to the need for supporting evidence. However, it must be borne in mind that it is for the applicant to provide sufficient information to allow the council to make a reasoned judgement as to whether or not the sequential test has been passed. The council may refuse applications where this information is considered to be deficient.

8.0 The Test of Impracticality

8.1 As noted above, the NPPG states that when applying the sequential test a pragmatic approach to the availability of alternative sites should be taken. It gives an example of a planning application for an extension to an existing business premises and suggests that it **might** be **impractical** to suggest that there are more suitable alternative locations for that development elsewhere.

8.2 Not all development is stand alone or involves a cleared site. As the NPPG suggests, in some cases developments may involve an extension to an existing use. A development proposal may also involve the intensification or partial re-development (in whole or part) of an existing use.

8.3 In such circumstances, and particularly where the proposal involves an existing business premises or operation, it may well be impractical to identify comparator sites. Where possible, and by reference to appropriate evidence, this should be agreed with the council prior to the submission of a planning application. Where the council does agree that it is impractical to identify comparator sites, applicants should still address this issue under the heading of “sequential test”, with appropriate evidence, such as a statement of operational circumstances, as part of the planning application. Even where it is accepted that the identification of alternative sites is impractical, applicants are reminded that consideration of the exception test may still apply.

9.0 Conversions, Changes of Use and Alterations

9.1 The NPPG states that the sequential test does not need to be applied to minor development or changes of use (except for a change of use to a caravan, camping or chalet site, or to a mobile home or park home site). Conversions are not specifically considered although the NPPG states that the creation of a separate dwelling within the curtilage of an existing dwelling – for instance the sub-division of a house into flats – **cannot** be considered “minor development”.

9.2 Given that the NPPG excludes changes of use from the need to undertake a sequential test, and given the need to allow flexibility within existing stock of dwellings and other buildings to allow their efficient and effective use, for the purposes of this guidance note conversions and changes of use **are exempt**

from the need to undertake a sequential test. This exemption includes the sub-division of dwellings.

- 9.3 It should be noted that in applying this guidance the council will have regard to the scale of any proposed alterations. The NPPG makes it clear that only alterations that do not increase the size of a building can be classed as “minor development”. However, householder development that consists of a physical extension is an exception to this general rule and falls within the definition of minor development.

10.0 Applications for residential development – the 5 year land supply position and the sequential test

- 10.1 NPPF para 11 states that plans and decisions should presumption in favour of sustainable development. The NPPF at para. 11(bi) footnote 6 specifically recognises that flood risk can be considered to be a constraint to development and therefore the approach to steer development away from flood risk areas in the NPPF still has considerable weight **even in the absence of a 5 year land supply**. Thus the council will not accept a lack of five year supply as an argument for disregarding the need to address the sequential approach to development in an area of flood risk.

11.0 Further Advice

- 11.1 Advice on the applicability and conduct of the sequential test in relation to specific development proposals is available from Wyre council Planning Department if part of a request for pre-application advice. Please note that the council charge for the pre-application service. Further details of the pre-application process and charges is available [here](#).

Appendix A

Wyre Council Strategic Housing Land Availability Assessment 2017

The flood risk sequential test requires an assessment of the availability of sites in areas of lesser flood risk compared to the site proposed for development. The 2017 Strategic Housing Land Availability Assessment forms a key part of the evidence base for undertaking the sequential test. However with the adoption of the Local Plan in 2019 some sites identified as suitable and available for residential development in the 2017 Strategic Housing Land Availability Assessment (tables 8, 9 and 10) may no longer be regarded as such due to a conflict with one or more of the following Local Plan policies:

- Strategic Areas of Separation (Policy SP1);
- Countryside (Policy SP4);
- Green infrastructure (Policy CDMP4).

Such sites are listed in Tables A and B below.

Please note that where a site is in the designated countryside residential development is not permitted by Policy SP4 unless the scheme is for affordable housing and compliant with Local Plan policy HP4 Rural Exceptions. If a scheme under HP4 is being proposed and a flood risk sequential test is being undertaken please seek advice from the council on the most appropriate approach to the identification of alternative sites as some of those listed in tables A and B below may come into play.

Please note that the original Strategic Housing Land Availability Assessment 2017 document including tables showing the housing supply is not amended as a result of this exercise.

Data provided in tables A and B are for information only.

Please address any queries to

planning.policy@wyre.gov.uk

Table A – Sites falling wholly outside of settlement boundaries

The sites listed in this table lie wholly outside the boundary of any settlements and are in one or more of the following designations:

- Area of Separation designated through Wyre Local Plan Policy SP1 Development Strategy.
- Countryside designated through Wyre Local Plan Policy SP4 Countryside Areas
- Green Infrastructure designated under policy CDMP4 Environmental Assets.

Ref.	Site name	Location	Designation
BIL13	Land at Forge Farm	Bilsborrow	SP4
BIL14	Land South of Holland Villas	Bilsborrow	SP4
BIL15	Land at Threlfalls Farm	Bilsborrow	CDMP4. A small part lies in the settlement boundary but falls below the study threshold of 0.4ha.
BIL17	Myerscough Hall Drive	Bilsborrow	SP4
CAB03	Whitemount, Lancaster New Road	Cabus	SP1, SP4
CAB04	Nicky Nook View, Lancaster New Road	Cabus	SP1, SP4
CAB06	North of Snapefoot Lane	Cabus	SP4
CAB07	Holmgarth	Cabus	SP4
CAB08	Rear of Clay Lane Head Farm & Gubberford Lane	Cabus	SP4
CAB11	Land South Gubberford Lane	Cabus	SP1, SP4
CLD07	North of Calder Vale Road	Calder Vale	SP4
CTL03	North of Stones Lane	Catterall	SP4
CTL26	Westfield Farm	Catterall	SP4
CTL27	Land South of Stones Lane	Catterall	SP4
CTL29	Land at Ripon Hall Farm	Catterall	SP4
CTL30	Stubbins Farm	Catterall	SP4
CTL34	North West Catterall	Catterall	SP4
FOR04	Land East of Winder Lane	Forton	SP4
GST50	Woodville, Lancaster Road	Garstang	SP1, SP4
GST51	Fern Bank, west of the A6	Garstang	SP1, SP4
GST55	Land off Castle Lane Garstang (LOT A)	Garstang	SP4

Ref.	Site name	Location	Designation
GST56	Land off Castle Lane, Garstang (adjoining Spalding Ave)	Garstang	SP4
GST60	East of Cockerham Road	Garstang	SP4
GST67	Redline Garage and land to the rear	Garstang	SP4
GST68	Woodlands and land to the rear	Garstang	SP4
GST74 01	South of Longmoor Lane	Garstang	SP4
GRE24	North of Hall Lane	Great Eccleston	SP4
HAM15	Land off Church Lane	Hambleton	SP4
HAM17	Kiln Lane	Hambleton	SP4
HAM19	South East Hambleton	Hambleton	SP4
INS06	Higham Side Road/Preston Road	Inskip	SP4
INS07	Dead Dam Bridge, Preston Road	Inskip	SP4
KNO10	Field South of Rosslyn Avenue	Knott-End/ Preesall	SP4
NAT02	Land off Longmoor Lane , Nateby	Nateby	SP4
PFY05 01	Land West and East of Fouldrey Avenue	Poulton-le-Fylde	SP4
PFY46	Land West of Fouldrey Avenue	Poulton-le-Fylde	SP4
PFY62	Land off Hardhorn Road	Poulton-le-Fylde	SP4 (note – housing development under construction. Permission granted prior to the adoption of the Local Plan)
PRE07	Opposite 251 Park Lane	Preesall Hill	SP4
PRE10	Land West of Park Lane	Preesall Hill	SP4
PRE13	Park Lane, South Preesall Hill	Preesall Hill	SP4
PRE15	Land adj. Old Fernhill	Preesall Hill	SP4
SCO02	Land adjoining Factory Brow and Wyresdale Crescent	Scorton	SP4
SCO03	Land adjoining Scorton Mill site, Factory Brow	Scorton	SP4
STA12	The Stables, Carr End Lane	Stalmine	SP4
STA13	Land West of Carr End Lane	Stalmine	SP4
STA14	Land North of Douglas Avenue	Stalmine	SP4

Ref.	Site name	Location	Designation
STA16	South West Stalime, Carr End Lane	Stalmine	SP4
STA21	North West Stalmine	Stalmine	SP4
STM05	Garstang Rd/Jenkinson's Farm	St Michaels	SP4. Part lies in the settlement boundary but falls below the study threshold of 0.4ha
THN31	Land between Raikes Rd/Stanah Rd/Underbank Rd, Thornton	Thornton	SP4, CDMP4
THN41	River Road	Thornton	SP4, CDMP4
THN45	Land west of Thornton Hall Farm	Thornton	SP4, CDMP4
WIN02	North of Balls Barn, School Lane, Winmarleigh	Winmarleigh	SP4
WIN03	South of Balls Barn, School Lane, Winmarleigh	Winmarleigh	SP4
WIN04	Site 4, School Lane, Winmarleigh, Garstang	Winmarleigh	SP4
WIN05	Site 2, School Lane, Winmarleigh, Garstang	Winmarleigh	SP4
WIN06	Land at School Lane, Winmarleigh	Winmarleigh	SP4
WIN07	Site 6, School Lane, Winmarleigh	Winmarleigh	SP4
WIN08	Site 5, School Lane, Winmarleigh	Winmarleigh	SP4

Table B – Sites falling across a settlement boundary

In some cases sites lies across a settlement boundary and partly within one or more of the designations listed above. These sites are listed below together with the area of land remaining in the settlement. To see the settlement boundary please visit the Wyre Local Plan [page](#) which includes an interactive Policies Map.

Ref.	Site name	Location	Designation	Original site area (ha)	Remaining in the settlement boundary (ha)
BAR04	Land West of Garstang Road (South Barton)	Barton	Southern field in the countryside (SP4)	8.82	6.09
BIL16	Land South of Harrison Cottage	Bilsborrow	Western part in the countryside (SP4)	1.68	1.13
BOW10	South of Calder House Lane	Bowgreave	Eastern part in the countryside (SP4)	5.96	3.69
CTL18	Moons Farm	Catterall	Small area on the western part in the countryside (SP4)	2.23	1.63
FOR06	South West School Lane	Forton	Western part in the countryside (SP4)	7.98	5.63
GST74	West of the A6, South of Prospect Farm	Garstang	Majority of the site in the countryside (SP4)	14.87	2.66
HAM29	North East Hambleton	Hambleton	Significant area of the site in the countryside(SP4)	26.04	7.85
INS02	North of Preston Road	Inskip	The majority of the site is in the countryside (SP4)	17.88	1.97
INS05	Land South of Preston Road/Inskip Primary School	Inskip	The majority of the site is in the countryside (SP4)	21.01	3.89
PFY02 02	Land North East of Little Poulton Lane	Poulton le Flyde	The majority of the site is in the countryside (SP4)	7.73	0.82