



Portfolio Holder Decisions

Wyre Dune and Beach Management Scheme, Innovative Resilience Fund, Bulky Household Waste Contract, Statement Community Involvement, UK Resettlement Scheme (all Portfolio Holders)

1. **Wyre Dune and Beach Management Scheme** (Pages 3 - 10)
Report of the Corporate Director Environment.
2. **Innovative Resilience Fund ECO-CoBS** (Pages 11 - 18)
Report of the Corporate Director Environment.
3. **Award of Bulky Household Waste Collection Contract** (Pages 19 - 22)
Report of the Corporate Director Environment.
4. **Wyre Borough Council Statement of Community Involvement - Adoption** (Pages 23 - 64)
Report of the Corporate Director Communities.
5. **The UK Resettlement Scheme and the appointment of a subcontractor to provide resettlement support in accordance with Home Office requirements** (Pages 65 - 68)
Report of the Corporate Director Communities.

This page is intentionally left blank



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 Michael Vincent, Resources Portfolio Holder and Councillor Roger Berry, Neighbourhood and Community Services	12 August, 2021

Wyre Dune and Beach Management Scheme

1. Purpose of report

- 1.1 To seek approval to develop the Wyre Dune and Beach Management scheme to construction using the SCAPE Framework.

2. Outcomes

- 2.1 The Wyre Dune and Beach Management Scheme will be constructed improving the protection against flooding to 11,056 properties.

3. Recommendations

- 3.1 That approval is given to construct the Wyre Dune and Beach Management Scheme.
- 3.2 That approval is given by the Resources Portfolio Holder to enter into an agreement with Balfour Beatty Civil Engineering through the SCAPE Strategic Procurement Arrangement 2019-23 Civil Engineering and Infrastructure Framework (SCAPE Framework) under the exemptions to Contract Procedures contained within the Financial Regulations and Financial Procedure Rules. The Financial Regulations and Financial Procedure Rules; on the grounds that exemptions may apply where “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”.

- 3.3** That members note the requirements of the Marine Management Organisation and planning to develop the scheme through the Environmental Impacts Assessment phase and the intention for Wyre planning to lead the process for both organisations through the Coastal Concordat for phase 2 of the scheme.
- 3.4** That approval is given for a dedicated independent resource to be procured by Planning Services to manage the planning process, funded through the beach management scheme.
- 3.5** That the Capital Programme for 2021/22 and beyond is updated to reflect the spend profile in Appendix 1 with all money from external sources.

4. Background

- 4.1** The Dune and Beach Management scheme aims to maintain beach levels along the frontage through a combination of beach control structures and beach management. The scheme will protect over 11,000 properties between the boundary at Cleveleys and Fleetwood ferry dock. Phase 1 works provide better protection to 1,910 properties along the Rossall Beach frontage through the construction of a sub-beach level rock revetment together with improvement works to the existing seawall. Planning permission was granted for this scheme and pre construction works including setting up a site compound on Jubilee Gardens on 3 June 2021. Phase 2 works involve improvements to beach control structures and defences at Cleveleys, Rossall South and Fleetwood North (including dune management) and beach management of the whole frontage such that the strategically optimised standard of protection of 1 in 200yrs is maintained. The scheme will provide reduced flood risk to 11,056 properties, critical infrastructure and businesses in the Wyre urban core area and estimated whole life benefits of £434 million.
- 4.2** Approval to prepare an application to undertake studies leading to a business case to the Environment Agency (EA) was given by the Resources and Neighbourhood Services and Community Safety Portfolio Holders on 9 March 2017. The application was submitted and was subsequently formally approved on 15 August 2018.
- 4.3** The Outline Business Case produced was submitted to the EA Large Projects Review Group (LPRG) in December 2019 and approved on 10 March 2020. This gives the council a reserved allocation of £42,566,934. On 2 March 2021 formal approval for the scheme was provided for this sum with an approved funding allocation of £29,416,898 with the residual (£13,150,036) being contingency which would be drawn down as phase 2 of the scheme is developed.
- 4.4** Approval to prepare the scheme to construction through the SCAPE framework with Balfour Beatty Civil Engineering Limited BBCEL, utilising consultants was given by the Resources and Neighbourhood Services and Community Safety Portfolio Holders on 21 May 2020.

- 4.5** The scheme has been split into two distinct phases to allow the optimum development of the project. In accordance with the SCAPE formal gateways both phases have been developed through Feasibility Stage.
- 4.6** Phase 1 has reached the end of the Pre-Construction stage. The next steps following planning approval and discharge of conditions will be for the setting up of the site compound and facilitating works necessary to facilitate construction for both phases of the scheme. These Pre-Construction works will meet a programmed completion date of February 2022.
- 4.7** This will involve; the provision of office and welfare facilities, protection of services and the highway, widening of the access ramp, provision of site fencing and hoarding, highway plant crossing safety fences and traffic lights and construction of a turning loop. This will form part of a Project Manager's Instruction (PMI). The Phase 1 construction works will commence in February 2022, the council and Contractor have jointly produced a document, which includes the Delivery Agreement including Scope, Site Information, Programme, Project Risk Register and other documents required to administer the contract. This document will be submitted to the project board, which includes Senior Suppliers, EA and a Contractor Director, Wyre's Corporate Director Environment and the Neighbourhood Services and Community Safety Portfolio Holder for approval.
- 4.8** The Pre Construction works are programmed to commence in September 2021. The Phase 1 construction works will commence in February 2022 with a completion date of July 2022. Commencement of Phase 2 will continue at this time.
- 4.9** For Phase 2 the critical programme activities include obtaining planning permission for the scheme, which will require a Habitat Regulations Assessment (HRA). In order to substantially reduce the risk of programme slippage it is proposed that Wyre Planning lead the planning process for both the terrestrial and marine elements (on behalf of the Marine Management Organisation) of the project having entered into a Coastal Concordat agreement, which is being promoted by DEFRA.
- 4.10** It should be noted that any delay between Phase 1 and Phase 2 will result in a standing charge of approximately £40,000 per week for the site compound, plant, machinery and staff. The provision of a dedicated planning resource therefore represents an essential part of the project to ensure avoidable costs are not incurred.
- 4.11** The Environment Agency have funded the securing of the rock supply at this stage of the works. This has allowed security of the rock supply and delivery to site at good rates reducing the risk to the project.
- 4.12** Jubilee Gardens is proposed as the site compound and rock storage area for Phase 1 of the works and for the initial works to Phase 2 subject to future planning approval.

4.13 The financial income and expenditure for the works is set out at Appendix 1.

5. Key issues and proposals

5.1 Pre-Construction works will commence in September 2021 and Phase 1 of the works will commence in February 2022 with a completion date of July 2022.

5.2 The key risk to the project is obtaining planning and MMO licences to allow continuity between the two phases. It is proposed that Wyre Planning supported by an additional resource leads the process. Wyre planning have signed up to the Coastal Concordat to allow this.

5.3 All works and studies required to develop the scheme to Construction will be supported through external funding through Flood Defence Grant in Aid (FDGiA). The scheme has a reserved allocation of £42,566,934 and the EA have approved the scheme up to £29,416,898 with the residual scheme costs consisting of contingencies, which will be drawn upon through the FCERM process as they occur.

5.4 The updated capital costs identified for the full scheme in Appendix 1 should be included in the council's capital programme from 2021/22 onwards as per the profile shown.

6. Delegated functions

6.1 The matters referred to in this report are considered under the following executive function delegated to the Neighbourhood and Community Services Portfolio Holder (as set out in Part 3 of the council's constitution):

"To consider any matter relating to the Council's responsibilities for coast protection or the provision and maintenance of sea defences."

6.2 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 consider departures from Rules relating to financial and contractual matters if appropriate.

Financial and legal implications	
Finance	<p>The Environment Agency have a reserved allocation of £42,566,934 for the Wyre Beach Management Scheme and have approved works to a value of £29,416,898, the residual being contingencies which will be drawn down at a future date.</p> <p>The estimated cost of the scheme as outlined in Appendix 1 is to be included in the Capital Programme for 2021/22 onwards.</p>
Legal	<p>The SCAPE Procure Strategic Procurement Arrangement 2019-23 Civil Engineering and Infrastructure Framework (SCAPE Framework) has been procured by the SCAPE Group a public-sector partnership in accordance with the public procurement regulations and therefore the procurement will comply with the Council's Financial and Contract Procedure rules and the public procurement regime. The framework is available to any public body in the United Kingdom. A contract will be entered into with Balfour Beatty Civil Engineering Ltd for the construction of the works in accordance with the Delivery Agreement approved by the Project Board.</p>

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	✓
equality and diversity	x
sustainability	x
health and safety	x

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
Carl Green	01523 887215	carl.green@wyre.gov.uk	03/06/2021

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

List of appendices

Appendix 1 – Financial Summary.

dem/ph/re/cr/21/0008cg3

Wyre Beach Management Capital Scheme

Appendix 1

Forecast Expenditure for Whole Scheme

	Overall Project Spend £	19/20 Advanced Spend £	2020/21 Actuals £	2021/22 Estimate £	2022/23 Estimate £	2023/24 Estimate £	2024/25 Estimate £	2025/26 Estimate £
Actual Expenditure	697,922	25,367	672,555					
Forecast Spend Profile for Phase 1	4,083,900			1,369,248	2,714,653			
Forecast Spend Profile for Phase 2	37,785,111			1,406,345	7,674,005	11,736,713	11,736,713	5,231,335
	42,566,934	25,367	672,555	2,775,593	10,388,657	11,736,713	11,736,713	5,231,335

Capital Scheme Budget

	Overall Project Budget £	19/20 Advanced Spend £	2020/21 Budget £	2021/22 Budget £	2022/23 Budget £	2023/24 Budget £	2024/25 Budget £	2025/26 Budget £
Reprofiled Budget Allocation (PH report Aug 2021)	4,000,000	25,367	672,555	2,775,593	526,485			
Additional Budget to be Approved (PH report Aug 2021)	38,566,934				9,862,172	11,736,713	11,736,713	5,231,335
	42,566,934	25,367	672,555	2,775,593	10,388,657	11,736,713	11,736,713	5,231,335

For reference: [historical budget approvals and allocations](#)

	Overall Project Budget £	19/20 Advanced Spend £	2020/21 Budget £	2021/22 Budget £
Original Capital Allocations (PH report May 2020)	4,000,000	25,367	3,974,633	
Current Capital Allocations (allowing for 20/21 Slippage - Audit Committee July 2021)	4,000,000	25,367	672,555	3,302,078

This page is intentionally left blank



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 Michael Vincent, Resources Portfolio Holder and Councillor Roger Berry, Neighbourhood and Community Services	12 August, 2021

Innovative Resilience Fund ECO-CoBS

1. Purpose of report

- 1.1 To seek approval to develop the Innovative Resilience Fund to develop Environmental Community Owned Coastal Buffer Strips (ECO-CoBS) along the NW Coast to Outline Business Case (OBC).

2. Outcomes

- 2.1 Collaborate with our partners to respond to a range of climate change issues, including our commitment to carbon footprint reduction and tackling flood risk across Wyre.

3. Recommendations

- 3.1 That approval is given to submit a FCERM7 form application to the Environment Agency for funding to undertake studies, monitoring and consultation in order to develop the Innovation project.
- 3.2 That approval is given by the Resources Portfolio Holder to allow for the appointment of consultants using the Environment Agency's (EA) framework and Cell 11 monitoring framework under the exemptions to Contract Procedures contained within the Financial Regulations and Financial Procedure Rules. The Financial Regulations and Financial Procedure Rules; on the grounds that exemptions may apply where "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".

- 3.3 That approval is given to contribute to consultation expertise through existing partnership arrangements with the Wyre Rivers Trust, Morecambe Bay Partnership and Lancashire Wildlife Trust.
- 3.4 That approval is given to advertise for a programme manager through secondment of existing partner staff or external appointment for a five year period.
- 3.5 That the Capital Programme is updated to reflect spend of £453,000 in 2021/22 with funding provided by the EA.
- 3.6 That the Department for Environment, Food and Rural Affairs (DEFRA) have made available a Project Development Grant 2021 No 31/5471 of £40,000 and this too should be reflected in the Capital Programme for 2021/22.

4. Background

- 4.1 In the 2020 Budget, the government announced a £200 million fund for the Flood and Coastal Resilience Innovation programme. The programme will help meet the aims set out in the:

- [Government's policy statement on flooding and coastal erosion](#)
- [Environment Agency's National Flood and Coastal Erosion Risk Management Strategy for England](#)

The programme has allocated £150 million of the £200 million to 25 local areas. Wyre was successful in submitting an expression of interest (EOI) on behalf of the North West Coast for the development of ECO-CoBS for which it has been awarded £6.791m between 1 April 2021 and 31 March 2027.

- 4.2 In order to develop the Innovation projects an OBC will be developed by 31 March 2022. The studies required to develop this OBC are submitted to the EA for approval through a Flood and Coastal Erosion Risk Management Form 7 (FCERM 7). Following approval funding will be provided for the studies.
- 4.3 The ECO-CoBS project will develop a suite of natural buffer strips to increase the coastal resilience of vulnerable hot-spots in the North West. Creating a natural buffer strip around the coast has numerous benefits including reducing flood risk, reducing coastal erosion, increasing biodiversity and water quality, providing carbon capture and other wider beneficial ecosystem aspects such as opportunities for recreation and wellbeing activities. These buffer strips with their rich vegetation, act as natural breakwaters, capturing sediment and dissipating wave energy.

The buffer strips include:

- a. Developing salt marsh,
- b. Managed realignment,
- c. Reclaiming redundant brownfield sites,
- d. Dune systems and
- e. Intertidal lagoons to provide storage of surface water during high tide.

Five key areas will be addressed:

1. Understanding the eco-geomorphological system.
2. Develop innovative solutions to create and maintain buffers.
3. Applications of novel and integrated monitoring techniques including: Autonomous radar, WireWall, Satellite and Drone photogrammetry and Citizen Science to provide a single learning model of the coastal nearshore.
4. Establish adaptation triggers and pathway.
5. Empowering communities; throughout the project, communities will be engaged in a process of co-creation to improve knowledge and co-design of buffers.

4.4 The FCERM7 application for studies will enable the production of the OBC through the following areas:

4.4.1 To undertake a review of best practice guidance in the creation of buffer strips.

- Literature review of relevant national and international completed schemes, studies and guidance.
- Review of current research projects that mutual co-operation and benefit could be gained.
- Review of monitoring practice on a variety of scales and methodologies for providing state indicators for natural system based on bio diversity, carbon capture and social benefits, to provide evidence of successful interventions.

The review will focus on obtaining information regarding

- (i) scientific understanding of the eco-hydro-geomorphological interactions that govern coastal buffer strip evolution;
- (ii) engineering practice regarding coastal buffer strip installation, management and monitoring; and
- (iii) ways of successfully engaging and involving local communities in maintaining and managing these coastal buffer strips so as to maximise their resilience, sustainability and values to society, the local economy and nature.

It is proposed to appoint Lancaster University to undertake this study.

4.4.2 To produce governance structures and consultation plans that deliver eco-buffer solutions that facilitate Co-Design and Co-Ownership with the community.

- Provide funding to extend existing partnerships through Wyre Rivers Trust, Lancashire Wildlife Trust and Morecambe Bay Partnership to build upon existing community consultation through partnership officers.
- Provide community, coastal leadership-influencers and practitioner workshops including consultation material at a scheme and regional level.
- Identify local volunteering groups with interest in coastal and marine biodiversity protection.
- Build a network of community groups across NW.

It is proposed to contribute to two existing community partnership officers (non-Wyre staff) to lead on this work concentrating on the areas South and North of Fleetwood to the National boundaries with Wales and Scotland.

4.4.3 To provide an understanding of the existing physical conditions, environmental constraints and opportunities for consideration to allow outline design of the innovative solutions.

- Undertake analysis of existing data and reports on coastal change and habitats at the project sites through Regional Monitoring Team and framework consultants.
- Undertake monitoring to provide a baseline of spatial, geomorphological and environment conditions, through Framework consultants Marlan and NOC.

It is proposed to appoint specialist framework consultants Jacobs, Marlan and NOC to assist with these studies.

4.4.4 To analyse the legislative constraints and requirements to satisfy planning, licencing and environmental requirements to deliver the solutions.

- Undertake environmental scoping with NE and agree processes and requirements to optimise environmental benefits, whilst developing no regret ECO-CoBS testing labs.
- Agree with MMO scope of licence requirements.
- Identify with LA planning authorities any planning requirements working through Coastal Concordat where appropriate.

It is proposed to engage and scope requirements with NE, MMO and LA planners to produce guidance for development of the schemes as part of the FCERM7 studies.

4.4.5 To identify beneficiaries and payment mechanisms for landowners.

- Quantify likely benefits to bio-diversity and net gain using DEFRA metrics, water quality and social benefits.
- Identify future revenue streams for maintenance of innovations.
- Quantify investment opportunities and structured agreements with landowners including ELMs and payment for public benefits.

It is proposed to engage with National Farmers Union (NFU) through the promoting LA (estates officers) and an allowance for this has been made within the consultation and professional advice packages.

4.4.6 To evaluate and quantify the resilience measures to be achieved.

- Fully quantify benefits to resilience of infrastructure and communities.

It is proposed this activity is led by the promoting LA with support from framework consultants and North West and North Wales Coastal Group (NW&NWCG) working groups.

- 4.5** A full time project management resource will be required to deliver the programme of works and an appointment will be made for the five year duration of the scheme. An allowance for an interim project manager on a consultancy basis together with an allowance for the promoting LA's project administration has been made within the FCERM7 (this will be a contribution to existing administration staff of approximately £6,000 per annum for Wyre). A job description and specification will be prepared for the programme manager and an appointment made during the development of the OBC period.

5. Key issues and proposals

- 5.1** A FCERM7 has been prepared for submission to the EA. This will allow the development of the OBC to deliver Innovation ECO-CoBS schemes along the North West coast.
- 5.2** It is proposed to appoint Lancaster University to undertake a review of best practice guidance in the creation of buffer strips.
- 5.3** It is proposed to contribute to two existing community partnership officers to lead on governance structures and consultation plans. These will deliver eco-buffer solutions that facilitate Co-Design and Co-Ownership with the community. A partnership officer will take the lead on the area North of Fleetwood to the Scottish border and one will lead on the area South of Fleetwood to the Welsh border.

- 5.4** It is proposed to appoint specialist framework consultants Jacobs, Marlan and NOC to assist with providing a baseline understanding of the existing physical conditions, environmental constraints and opportunities for consideration to allow outline design of the innovative solutions.
- 5.5** It is proposed to engage and scope requirements with NE, MMO and LA planners to produce guidance for development of the schemes as part of the FCERM7 studies.
- 5.6** It is proposed to engage with National Farmers Union (NFU) through the promoting LA (estates officers) and an allowance has been made for this within the consultation and professional advice packages.
- 5.7** It is proposed to evaluate and quantify the resilience measures to be achieved and that this is led by the promoting LA with support from framework consultants and North West and North Wales Coastal Group (NW&NWCG) working groups.
- 5.8** It is proposed to appoint a project management resource to assist with the delivery of the studies and programme of schemes.
- 5.9** The Capital Programme for 2021/22 is to be updated to include the £40,000 grant from DEFRA and £453,000 from the EA to undertake initial project development and OBC work.

6. Delegated functions

- 6.1** The matters referred to in this report are considered under the following executive function delegated to the Neighbourhood and Community Services Portfolio Holder (as set out in Part 3 of the Council's Constitution):

“To consider any matter relating to the Council's responsibilities for coast protection or the provision and maintenance of sea defences.”

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 consider departures from Rules relating to financial and contractual matters if appropriate.

- 6.2** 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 consider departures from Rules relating to financial and contractual matters if appropriate.

Financial and legal implications	
Finance	<p>The Environment Agency have a reserved allocation of £6,791,000 for the ECO-CoBS Innovation project.</p> <p>The FRCERM 7 form requests funding of £453,000 for the financial year 2021-22.</p> <p>The full grant provision will be made during 2022-2027 as detailed in the EOI.</p> <p>DEFRA have made available a Project Development Grant 2021 No 31/5471 of £40,000 to assist in the period between now and September 2021 when the anticipated approval of the FCERM7 will be received.</p>
Legal	Contracts will be entered into with the consultants identified above through the relevant frameworks.

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	✓
equality and diversity	x
sustainability	x
health and safety	x

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
Carl Green	01523 887215	carl.green@wyre.gov.uk	02/07/2021

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

List of appendices

None

dems/ph/re/cr/21/0008cg2



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	12 August, 2021

The Award of the Bulky Household Waste Collection Contract

1. Purpose of report

- 1.1 To agree the outcome of the evaluation exercise for the bulky household waste collection contract, in order to award the contract.

2. Outcomes

- 2.1 Delivery of the Business Plan key priorities:
 - Collaborate with our partners to respond to climate change issues and;
 - Implement initiatives and promote activity to help achieve a cleaner, greener Wyre.

3. Recommendations

- 3.1 That following the detailed evaluation process, Wyre and Blackpool Councils award the Contract for Bulky Waste collections to Calico Enterprise Ltd, Burnley Lancashire. The contract is for a period of two years with the option to extend for a further two years subject to budget, demand and a satisfactory review. The total tender price for both council's in year one is £169,975. This is inclusive of premises rent and Wyre's element is £50,993 which equates to 30%. Certain elements e.g. staff costs, will be subject to inflation in future years.
- 3.2 Wyre will also be required to contribute to vehicle costs under a Service Level Agreement (SLA) with Blackpool Council and this is estimated to cost £9,000 per annum.
- 3.3 That approval is given to continue the arrangement based on a SLA with Blackpool Council to jointly manage the Bulky Waste Contract.

4. Background

- 4.1** In March 2011, the council agreed to enter into an Agreement with Furniture Matters, Lancaster City Council and Blackpool Council for the provision of a pilot scheme for the bulky waste collection service for a period of 16 months, after which it was agreed to undertake a formal procurement process in conjunction with Blackpool Council.
- 4.2** A contract was subsequently awarded in August 2012 to Furniture Matters (now part of the Calico Group) and a Service Level Agreement with Blackpool for an initial term of five years with the option to extend for a further two years which was accepted by all parties.
- 4.3** A further procurement process in 2019 saw the contract awarded again to Furniture Matters in partnership with Blackpool Council for two years.
- 4.4** The introduction of the service has seen a marked improvement in service delivery to customers and the high customer satisfaction levels reflect this. Customers can get refrigerated units collected cheaper than other contractors and are offered a choice of appointment slots, including evenings and weekends.
- 4.4** The diversion from landfill through reuse and recycling has been adversely impacted over the last 18 months as a result of service changes owing to the Covid-19 pandemic; meaning items had to be left outside for collection. However, it is envisaged that this will recover as we transition out of the pandemic restrictions.
- 4.5** Working in partnership with Blackpool Council offers Wyre Council economies of scale as they have a greater demand for the service with a higher number of households and can offer warehousing / depot facilities at a reduced rate. Whilst a longer contract period would have been preferable to provide greater continuity, Blackpool Council could only commit to a shorter contract term owing to the ongoing development of their arm's length company Enveco which will undertake waste and environmental services.

5. Key Issues and Proposals

- 5.1** The procurement process was undertaken in partnership during June and July 2021 to select a single supplier to provide the bulky waste collection service. Blackpool was the Lead Authority.
- 5.2** The council invited tenders through the e-tendering portal The Chest, in a one stage Open process, and the opportunity was also advertised on the UK Government 'Find a Tender' service (which replaced OJEU), and Contracts Finder in compliance with the Public Contract Regulations 2015.

- 5.3** Seven suppliers registered an interest in the opportunity and one supplier submitted a tender.
- 5.4** Calico Enterprise Ltd was selected as the preferred and only bidder, having submitted proposals which still offered an advantageous combination of price, quality and social value.
- 5.5** It is recommended that the Supplier be awarded the Bulky Household Waste Collection Contract for the councils detailed in this report for the tendered price of £171,175 in year one (Wyre's element being £50,993) commencing 1 October 2021. Certain elements of the contract will be subject to inflation in future years.
- 5.6** Members should note that Wyre will also pay an estimated £9,000 each year for the vehicles shared between Wyre and Blackpool Councils as per the SLA with Blackpool Council.

6. Delegated Functions

- 6.1** The matters referred to in this report are considered under the following Executive Function delegated to the Street Scene Portfolio Holder (as set out in Part 3 of the Council's Constitution): "To consider arrangements for the design and provision of services for refuse collection, street cleansing, and litter control (including beach and foreshore cleaning)".

Financial and legal implications	
Finance	The projected cost to Wyre Council in year one compared to the current budget of £59,070 is £59,993 (3430/27009/2706). The slight increase in contract service costs can be met from increased income from the service and the budget will be raised from £50,000 to £51,000 accordingly (3430/93419). The tender prices with the supplier will be fixed for the first 12 months of the contract, with only wages rising in line with inflation each year thereafter. The SLA with Blackpool Council will be extended on an open book accounting basis and this will be used to monitor the level of vehicle and property costs to ensure value for money is maintained; with CPI applied to the premises rental.
Legal	Compliance with the Public Contracts Regulations 2015 (as amended following Brexit) has been and will be adhered to and legal agreements will be entered into with Blackpool Council and the Supplier for the provision of this service.

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	✓
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	19.07.2021

List of background papers:

name of document	date	where available for inspection
None		

List of appendices

None

dem/ph/st/cr/21/0008rh1



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 Alice Collinson, Planning Policy and Economic Development Portfolio Holder	12 August 2021

Wyre Borough Council Statement of Community Involvement - Adoption

1. Purpose of report

1.1 To adopt the Statement of Community Involvement.

2. Outcomes

2.1 An adopted Statement of Community Involvement will set out how the council will consult all sections of the community in the planning process.

3. Recommendation

3.1 That the Portfolio Holder for Planning Policy and Economic Development considers the amendments and corrections to the Statement of Community Involvement as a result of the public consultation and approves the Statement of Community Involvement for adoption.

4. Background

4.1 The Statement of Community Involvement sets out how Wyre Council intends to involve all sections of the community in the planning process through the preparation of planning policy documents such as the Local Plan and during the consideration of planning applications.

4.2 The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) require the council to prepare and update a Statement of Community Involvement (SCI) every five years. The current SCI is out of date and a revised and updated SCI has been prepared and undergone a four week public consultation.

5. Key issues and proposals

- 5.1** The SCI is a document which is concerned with the process rather than the policy. The key issue to be considered is whether the SCI document sets out an adequate framework for consulting and engaging with the community in the planning process.
- 5.2** The actions set out within the document represent the minimum consultation requirements that are specified within relevant regulations and guidance for the planning process. Additional consultation activity may be considered to be necessary depending on the scale and impact of what is being consulted upon, to ensure that a comprehensive public consultation has been undertaken. This may include targeted consultation where the proposal is specific to an area or theme.
- 5.3** There is no requirement for the SCI to be subject to public consultation before it is adopted by the council. However, it is considered best practice to seek the communities' views on how they will be consulted on the planning process.
- 5.4** A four week public consultation on the draft SCI was undertaken between 29 April and 28 May 2021. Eight consultation responses were received during the consultation period, of which three made no comment. A summary of all consultation responses, the council's response and proposed revisions to the SCI are available in Appendix 1.
- 5.5** As an outcome of the consultation, two revisions to the SCI are proposed to improve its clarity. The SCI is also proposed to be updated to reflect revised hyperlinks, minor typos and to update the commentary on the SCI public consultation. The minor amendments and clarity improvements are now proposed in the final SCI included in Appendix 2 that is now proposed for adoption.

6. Delegated functions

- 6.1** The matters referred to in this report are considered under the following executive function delegated to the Planning Policy and Economic Development Portfolio Holder. This is following a decision of Cabinet on 21 April 2021 "That adoption decision is determined by the Portfolio Holder for Planning Policy and Economic Development and powers be delegated to the Head of Planning Services to make minor editorial amendments and corrections if necessary to any adopted Statement of Community Involvement to reflect amendments to planning legislation and changing circumstances within the planning system". This delegates the decision from Cabinet (as set out in Part 3 of the Council's Constitution): "To consider matters relating to national or regional planning policy guidance including urban capacity and similar studies".

Financial and legal implications	
Finance	The cost of preparing the document will be met from the existing Local Plan revenue budget.
Legal	Section 18 of the Planning and Compulsory Purchase Act 2004 provides that a local planning authority must prepare a Statement of Community Involvement and regulations require a five yearly review. On adoption, a Statement of Community Involvement is a local development document.

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
Fiona Riley	01253 887235	fiona.riley@wyre.gov.uk	29/07/2021

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

List of appendices

Appendix 1 Statement of Consultation

Appendix 2 Wyre Borough Council Statement of Community Involvement



Wyre Council
Statement of Community Involvement
Statement of Consultation
July 2021

Contents

1	Introduction	2
2	Consultation	2
3	Consultation Response Summary	2
4	Revisions to SCI following consultation	3
5	Next steps.....	3
	Appendix A Planning Policy Newsletter	4
	Appendix B: Consultation Responses.....	6

1 Introduction

A Statement of Community Involvement (SCI) sets out how Wyre Council (“the council”) intends to involve all sections of the community in the planning process through the preparation of planning policy documents such as the Local Plan and during the consideration of planning applications. The SCI is a public statement and sets the minimum consultation and engagement standards the council aims to achieve.

The Town and County Planning (Local Planning) (England) Regulations 2012 (as amended) require the council to prepare and update the SCI every five years. To aid the time taken and reflect the reduced formality of the SCI, there is no longer a requirement for the draft SCI to be subject to public consultation and independent examination. However, the council considers that it is important to seek the communities’ views on how they will be consulted on the planning process.

2 Consultation

The existing SCI was refreshed in April 2021 and was subject to a four week public consultation between 29 April and 28 May 2021.

All individuals and organisations registered on the Local Plan consultation database were directly notified of the public consultation via email notification or letter. This included all specific and general consultation bodies that are consulted on the Local Plan process, in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012.

A copy of the email notification, which also formed the basis of letter notifications, is included in [Appendix A](#).

All representation received during the consultation have been considered and where appropriate, have been used to update and finalise the SCI before adoption by the council.

3 Consultation Response Summary

During the consultation period, the council received a total of eight consultation responses, of which three made no comment on the document.

The remaining five consultation responses focused on:

Planning applications and enforcement:

- Damage to a property should constitute a planning matter when determining planning applications;
- Planning enforcement action should be undertaken where the development undermines the Local Plan or the NPPF or adversely affects the community and the environment; and

- Resident associations should receive hard copy notifications of major planning applications and should be provided with sufficient notice when they have commented on a planning application that is going to Planning committee.

Planning Policy:

- Specific consultation bodies should identify the Defence Infrastructure Organisation due to the MOD statutory safeguarding zones around Warton Aerodrome and Inskip site;
- Canal and River Trust would welcome being included in the general consultation bodies list; and
- The Local Plan must be modified to take account of the 2019 Framework.

A summary of all consultation responses, alongside the council's response and proposed revisions to the SCI are available in [appendix B](#).

4 Revisions to the SCI following consultation

- A proposed revision to the enforcement section of the SCI at paragraph 3.31 is proposed to provide further clarity on when enforcement action will be taken. Paragraph 3.31 will now read:

"In accordance with Government guidance it will take action only when it is expedient to do so in the public interest having regard to the development plan and any other material considerations".

- A proposed revision to Appendix A of the SCI that list anticipated Specific and General consultation bodies for the Local Plan process is proposed to provide further clarity. Footnote added to appendix A will read:

"There may also be statutory consultees for Development Management matters that may also be appropriate to be consulted on the Local Plan. This will be at the discretion of the council."

The SCI has also been updated to reflect revised hyperlinks, minor typos and update the commentary on the SCI public consultation.

5 Next steps

Following the adoption of the SCI, it may be appropriate for the council to make necessary revisions to the document to reflect changes in legislation and regulations that have occurred. Where the revisions may alter the principles and engagement techniques, the council may consider it appropriate to undertake further proportionate public consultation on the proposed revisions.

Appendix A Planning Policy Newsletter

Planning Policy Newsletter

April 2021 Edition.

Dear Consultee,

Statement of Community Involvement (SCI) Public Consultation

The council is required to prepare and update a Statement of Community Involvement (SCI). The SCI sets out how the council will engage with local people and organisations in the planning process through the preparation of planning policy documents such as the Local Plan and during the consideration of planning applications. The SCI is a public statement and sets the minimum standards we aim to achieve in this process.

The current SCI was adopted by the council in 2010. To reflect changes to planning legislation and best practice, a revised draft SCI has been prepared and will be subject to a **4 week public consultation between 29th April and 5pm on Friday 28th May 2021.**

The [revised draft SCI is available to view online.](#)

Consultation comments on the revised draft SCI can be submitted to the council via:

Email: planning.policy@wyre.gov.uk

In writing: Planning Policy, Wyre Council, Civic Centre, Breck Road, Poulton-le-Fylde, FY6 7PU

Consultation comments received during the consultation will be considered by the council, and where relevant, will be used to update and finalise the SCI before it is adopted by the council. Consultation comments received after 5pm on 28th May 2021 will not be considered.

Please note that due to current working arrangements, officer availability to take calls is limited, email contact is therefore preferred at planning.policy@wyre.gov.uk

Kind Regards,
Planning Policy and Economic Development
Wyre Council
29 April 2021

Appendix B: Consultation Responses

Organisation	Summary of Response	Council Response	Proposed Revision
Highway England	No comment	Noted	Not applicable
Natural England	No comment	Noted	Not applicable
Homes England	No comment	Noted	Not applicable
Defence Infrastructure Organisations (DIO)	Please be aware that within your authority, there are Ministry Of Defence Statutory safeguarding zones surrounding Warton Aerodrome and the Inskip technical site. For context, Wyre Council is required to refer to the statutory safeguarding plans and consult the MOD on development where applicable. We would appreciate if this was acknowledged and referenced within the table of Specific Consultation Bodies. Presently we are represented within the document.	The Town and County Planning (Local Planning) (England) Regulations 2012 do not identify the MOD as a specific consultee for the Local Plan process. For Development Management matter, the MOD is a statutory consultee. The SCI (planning application publicity section) refers to engagement with statutory consultees for development management purposes. The MOD are registered on the Local Plan consultation database and will be notified of all upcoming Local Plan consultations.	Include reference in Appendix A that statutory consultees for Development Management matters may also be appropriate to be consulted on the Local Plan. This will be at the discretion of the council.
Canal and Rivers Trust	The Canal and River Trust is a statutory consultee on development management matters. We are not a specific consultation body on planning policy matters, however we are keen to be consulted and input into plan preparation at all stages to ensure that our waterways and the role they can play in promoting health and wellbeing of the communities that they serve is acknowledged as well as ensuring the plans cater for the protection of our 200 year old waterway	Comments noted. Appendix A list of general consultation bodies directly refers to The Town and Country Planning (Local Planning) (England) Regulations 2012. It is considered inappropriate to specify individual organisations that could fall within the general consultation body definition. The Canal and River Trust are registered on the Local Plan consultation database and will be	Include reference in Appendix A that statutory consultees for Development Management matters may also be appropriate to be consulted on the Local Plan. This will be at the discretion of the council.

	<p>infrastructure. Although the list of general consultation bodies at table A.1 is not meant to be exhaustive, we would welcome the Canal and River Trust being included.</p>	<p>notified of upcoming Local Plan consultations.</p>	
<p>Russell Thersby</p>	<p>In the section on “How to comment on Planning Applications”, para. 3.19 advises that “When determining a planning application, the council can only take into account comments that are relevant to planning issues... However matters such as damage arising to property from the development do not constitute planning matters and cannot be considered.”</p> <p>I suggest that for any development that needs to damage an adjacent property for it to be completed, that damage is very much a planning matter, examples of which include</p> <ul style="list-style-type: none"> • removal of adjacent property hedges, • vehicular access across that adjacent property, and • damage to that adjacent property’s buildings whether by vehicular collision, construction vibration or subsidence caused by ground or water table changes. 	<p>Comments noted. Only issues that constitute planning matters can be taken into account when determining planning applications.</p>	<p>Not applicable</p>
<p>Thornton Action Group (TAG)</p>	<p>re para 3.31- the statement "only take action against unauthorised developments when it is expedient to do so" would appear to the general public to</p>	<p>The Planning Practice Guidance states "Local planning authorities have discretion to take enforcement action, when they regard it as expedient to do</p>	<p>Para 3.31 to be revised "In accordance with Government</p>

	<p>be a convenient way for the Council to opt out of its responsibilities. The wording should be amended so that action is taken against developments where those developments undermine the Local Plan or the NPPF or adversely affect the community and the environment.</p> <p>re para 4.22 "the Council's intention is to continue to prepare a HIS in accordance with NPPF 2012 and for it to be a material consideration in the determination of planning applications" indicates that Wyre Council is not prepared to accept the most recent government planning policies. Surely the Local Plan must be modified to take account of NPPF 2019? It is nonsense to fall back on policies which are nearly 10 years old and have been superseded. We would urgent action on this matter.</p>	<p>so having regard to the development plan and any other material considerations" and "Local planning authorities have responsibility for taking whatever enforcement action may be necessary, in the public interest".</p> <p>The adopted Wyre Local Plan was prepared under the 2012 Framework. The requirement to prepare a HIS was also required under the 2012 Framework. The revised NPPF in 2018 removed the requirement to prepare a HIS. A partial review of the Wyre Local Plan is currently being prepared and in accordance with Local Plan Policy LPR1, the partial review will be submitted for examination by early 2022. The scope of the partial review (regulation 18 letter) indicates the Local Plan Partial Review may need to be revised to reflect policy changes which the replacement NPPF has made.</p>	<p>guidance it will take action only when it is expedient to do so <u>in the public interest having regard to the development plan and any other material considerations</u>".</p>
<p>Stalmine-with-Staynall Residents' Association</p>	<p>The Association has considered the above report and makes two requests:</p> <ol style="list-style-type: none"> 1. The WBC ensures all residents' groups receive a hard copy of any notice about major developments in their respective areas. 	<p>The SCI sets out the minimum consultation requirements in accordance with the relevant planning legislation/regulations. There is no statutory requirement for hard copy letters to be provided to resident associations.</p>	<p>Not applicable</p>

	<p>Reason: We did not receive a hard copy of the notice about the Stricklands Lane development for two 80 bed rest homes and 50 houses. We should not have to find out about applications the hard way.</p> <p>2. That we are notified either by hard copy or electronically when an application on which we have commented is due to go before WBC's Planning Committee.</p> <p>Reason: Your current "system" does not give our members enough notice of when a matter is due for consideration and thus frustrates the democratic process. This should be easy enough to do by either mail merge or electronically.</p>	<p>The online public access software allows individuals and organisations to set up and save reoccurring planning application searches, so that they are notified via email alerts when new applications are published, the system also allows planning application tracking to monitoring the progress of published applications.</p> <p>The Planning Committee agenda is published five working days ahead of the scheduled meeting.</p>	
--	---	--	--



Wyre Council

Statement of Community Involvement For Adoption August 2021

Wyre Council
Statement of Community Involvement

Version Control	Date	Version / Amendment
0.1	March 2021	Consultation Draft Prepared
0.2	July 2021	Revised and finalised following public consultation

For further information, please contact:

Planning Policy
Wyre Council
Civic Centre
Breck Road
Poulton-le-Fylde
FY6 7PU

Telephone: 01253 891000

Email: planning.policy@wyre.gov.uk

Contents

1. Introduction.....	3
What is a Statement of Community Involvement	3
Coronavirus Pandemic Temporary Amendments	4
Consultation on the Statement of Community Involvement	4
2. Local Plan – Community Engagement and Consultation Requirements	5
Local Plan Consultation Stages	5
Duty to Co-operate.....	5
Consultees and Stakeholders	6
Consultation Methods	7
Submission to the Secretary of State for Examination	10
Reporting Back	10
3. Community Engagement and Consultation – Planning Applications.....	11
Permitted Development Enquires	11
Pre-application advice.....	11
Planning Application Consultation.....	13
How to comment on Planning Applications	14
Consultation on Amendments	15
Decision Making.....	15
Post-application Consultation	15
Enforcement Issues	16
4. Community Involvement on Other Planning Documents.....	17
Supplementary Planning Documents.....	17
Neighbourhood Plans	19
Masterplans	20
Housing Implementation Strategy	21
5. Review of the Statement of Community Involvement	23
Appendix A: Key Consultation Bodies (Local Plan Process).....	24
Appendix B: Local Libraries and Deposit Location	27

1. Introduction

What is a Statement of Community Involvement

- 1.1 This Statement of Community Involvement (SCI) sets out how Wyre Council (“the council”) intends to involve all sections of the community in the planning process. This currently consist of:
- The partial review of the Wyre Local Plan;
 - The preparation of Supplementary Planning Documents (SPDs);
 - Consultations with regard to Neighbourhood Planning, where the council have a role to consult, such as when a Neighbourhood Plan has been submitted to the council for examination, including a referendum;
 - The preparation of masterplans;
 - The Housing Implementation Strategy (HIS); and
 - The procedure by which the council publicises and consults on planning applications.
- 1.2 This SCI outlines how the council will meet the minimum requirements that are specified within relevant regulations and guidance for the planning process. Our aims are to provide the community:
- With access to information and a clear understand of how the council will involve communities in a timely and accessible manner and use suitable consultation methods that are appropriate to the stage of the process;
 - The opportunity to contribute ideas and take an active part in developing proposals and options;
 - The opportunity to be consulted and make representations on formal proposals;
 - The opportunity to be informed about progress and outcomes to understand how the results of the community involvement will be fed into Local Plan making; and
 - The council’s approach for community involvement on planning applications.
- 1.3 The actions set out within this document represent the minimum requirement in relation to community involvement in the planning process. We may however undertake additional consultation activities if it is considered to be necessary depending on the scale and impact of what is being consulted upon to ensure

that a comprehensive public consultation has been undertaken. This may include targeted consultation where the proposal is specific to an area or theme.

Coronavirus Pandemic Temporary Amendments

- 1.4 Due to the unprecedented times during the Covid-19 pandemic, The Town and Country Planning (Local Planning, Development Management Procedure, Listed Buildings etc.) (England) (Coronavirus) (Amendment) Regulations 2020 have brought in temporary amendments that affect how engagement and consultation will be undertaken for plan making and in determining planning applications. The SCI will be subsequently updated to remove reference to the temporary measures when they are no longer in force.
- 1.5 The current Covid-19 restrictions outlined have been made to protect the health of the communities and to follow national advice and guidelines.

Consultation on the Statement of Community Involvement

- 1.6 The Town and County Planning (Local Planning) (England) Regulations 2012 (as amended) require the council to prepare and update the SCI every five years. To aid the time taken and reflect the reduced formality of the SCI, there is no longer a requirement for the draft SCI to be subject to public consultation and independent examination. However, the council consider it important to seek the communities' views on how they will be consulted on the planning process.
- 1.7 The draft SCI underwent a four week public consultation between 29 April and 28 May 2021. The representations¹ received during the consultation have been considered and where appropriate, used to update and finalise the SCI prior to adoption by the council.
- 1.8 Following the adoption of the SCI, it may be appropriate for the council to make necessary revisions to the document to reflect changes in legislation and regulations that have occurred. Where the revisions may alter the principles and engagement techniques, the council may consider it appropriate to undertake further proportionate public consultation on the proposed revisions.

¹ A summary of the representations received and how they have been considered by the council in finalise the SCI can be found in the Statement of Consultation.

2. Local Plan – Community Engagement and Consultation Requirements

Local Plan Consultation Stages

2.1 The legal requirement for community engagement and consultation on Local Plan making is currently set out in The Town and Country Planning (Local Planning) (England) Regulations 2012. The 2012 regulations include basic requirement about who the council should consult, and how and when in the planning process. They also include a requirement to make documents available at the council's principal office during set consultation periods and notify identified statutory bodies and organisations of the consultation. There are two key stages of plan making:

- **Preparation of the Local Plan (Regulation 18):**

This stage is an opportunity for public participation on the emerging Local Plan. This consultation period typically lasts for six weeks and requires the council to consult with specific and general consultation bodies alongside residents and businesses it considers appropriate.

- **Publication of the Local Plan (Regulation 19):**

This is the final opportunity for public participation on the Local Plan, prior to its submission to the Secretary of State for examination. Representations are only invited on the soundness of the Local Plan and whether it is considered to be legally compliant with the council's Local Development Scheme (LDS), the SCI and whether it has been prepared in accordance with the 2012 Regulations. This consultation period typically lasts for six weeks and requires the local planning authority to consult with the same consultation bodies that were consulted during the previous Regulation 18 consultation, alongside residents and businesses it considers appropriate.

2.2 The key consultees and stakeholders that the council intend to engage with during regulation 18 and 19 consultation stages are set out in [table 1](#).

2.3 Please note: Due to Covid-19 restrictions, owing to the closure of libraries and public restrictions at the principal council office (Civic Centre), the council cannot publicise consultations in the normal deposit locations. Hard copy documents can be made available upon request, subject to a nominal charge and will be provided as soon as reasonable practicable.

Duty to Co-operate

2.4 It is important that the Local Plan is prepared taking into account all other relevant strategies and plans that may affect the borough. The duty to co-operate was introduced in the Localism Act 2011 and places a legal duty on local planning authorities to engage constructively and actively and to address strategic cross-boundary matters in preparing Local Plans. The public bodies that this 'duty to cooperate' relates to are prescribed in regulation 4(1) of the

Town and Country Planning (Local Planning) (England) Regulations 2012. The full list of bodies that relate to Wyre are provided in [appendix A](#). The duty to cooperate is not a duty to agree but rather to engage in a meaningful and substantive way in respect of cross boundary issues.

- 2.5 In engaging with duty to cooperate bodies, the councils approach will be to:
- Offer ongoing, constructive and meaningful engagement and collaboration in the preparation of the Local Plan and in particular on cross-boundary and strategic matters;
 - Where appropriate, explore and consider opportunities for joint working and collaboration on the production of a shared evidence base; and
 - Maintain and update a record of the council's engagement with duty to cooperate bodies.

Consultees and Stakeholders

- 2.6 The Government requires the council to consult with “specific” consultation bodies and a range of voluntary, community, special interest, and amenity and business interests, referred to as “general consultation bodies”. The list of both these groups as they apply to Wyre in the Local Plan process can be found at [appendix A](#).
- 2.7 In addition to the specific and general consultation bodies, the council is committed to consulting with the local community in its broadest sense. There is no definitive list of the composition of the local community and who should and should not be consulted. The council suggests that the following comprise the key elements of the community:
- Members of the public;
 - Business and commerce;
 - Interest and action groups;
 - Voluntary, Community and Faith Sector;
 - Residents' associations; and
 - Developers, agents and landowners.
- 2.8 The planning policy team within the council maintains a Local Plan consultation database of individuals and organisations that have expressed an interest in being directly notified via email alerts² regarding Local Plan consultations and planning policy matters. Further information on how to register your details on the consultation database can be found at www.wyre.gov.uk where you can also update or unregister your contact details at any time.

² Unless they have expressly requested notification in writing.

- 2.9 Where it is appropriate, for instance where the consultation relates to a specific topic or geographical area, the council may concentrate a consultation on particular interest or focus group.

Consultation Methods

- 2.10 To enable effective and inclusive community involvement to be achieved, the council recognises that different methods and approaches will be required for particular types of document and at varying stages. The potential consultation methods intended to be used to undertake engagement and public consultation include:

- **Email alerts and written notifications:** formal notifications will be sent to specific (including Duty to Cooperate bodies) and general consultees as listed in [appendix A](#) as appropriate. Individuals and organisations registered on the Local Plan consultation database will also be included. This method will be completed via email alerts unless they have expressly requested notification in writing.
- **Documents available for inspection:** All consultation documents and such supporting documents as in the opinion of the council are relevant to the consultation stage will be made available for inspection at the main Wyre Council Offices at the Civic Centre, Poulton-le-Fylde and at all local libraries throughout the borough³ as listed in [appendix B](#).

Please note: Due to Covid-19 restrictions, owing to the closure of libraries and public restrictions at the Civic Centre, the council cannot publicise consultations in the normal deposit locations. Hard copies documents can be made available upon request, subject to a nominal charge and will be provided as soon as reasonable practicable.

- **Wyre Council Website:** All consultation documents and supporting documents will be available to view and download from the council website. Details will also be available of when and where documents can be inspected.
- **Meetings with stakeholders:** meetings with stakeholders will take place where appropriate with specific and duty to co-operate consultees. The use of online meeting platforms may also be used as well as face to face meetings.

Please note: Due to Covid-19 restrictions, no face to face meetings will be possible and all meetings will take place via online meeting platforms.

³ May not be appropriate for a neighbourhood plan that applies to a specific area only. Opportunities for a local community venue, such as a community centre would be explored instead.

2.11 The consultation methods that the council intend to use to undertake consultation during regulation 18 and 19 consultation stages are set out in [table 1](#) below.

Table 1: Local Plan Consultation Framework

Town and Country Planning (Local Planning) (England) Regulations 2012	Consultee and stakeholders	Consultation Methods
Preparation of a Local Plan (Regulation 18)	<p>Formal public consultation period on the emerging Local Plan will last six weeks and will involve the following groups:</p> <ul style="list-style-type: none"> • Specific consultation bodies • General consultees • Duty to Cooperate bodies • Individuals and organisations registered on the Local Plan consultation database • General public and businesses in the borough 	<p>The council will use the following consultation methods to engage and consult:</p> <ul style="list-style-type: none"> • Notify Local Plan consultation database • Press Release and/or Press Notice • Details on the council website www.wyre.gov.uk • Relevant documents available for inspection at⁴: <ul style="list-style-type: none"> - Wyre Council Civic Centre - Public Libraries • Meetings with specific and Duty to Cooperate bodies (where appropriate) • Upon request, council officers will also be available to provide further information and answer questions.
Publication of a Local Plan (Regulation 19)	Formal public consultation period on 'soundness' and legal	The council will use the following consultation

⁴ Please note: Due to Covid-19 restrictions, owing to the closure of libraries and public restrictions at the council office, the council cannot publicise consultations in the normal deposit locations. Hard copies documents can be made available upon request, subject to a nominal charge and will be provided as soon as reasonable practicable.

	<p>compliance of the Local Plan will last six weeks and will involve the following groups:</p> <ul style="list-style-type: none"> • Specific consultation bodies • General consultees • Duty to Cooperate bodies • Individuals and organisations registered on the Local Plan consultation database • General public and businesses in the borough 	<p>methods to engage and consult:</p> <ul style="list-style-type: none"> • Notify Local Plan consultation database • Press Release and/or Press Notice • Details on the council website www.wyre.gov.uk • Relevant documents available for inspection at⁵: <ul style="list-style-type: none"> - Wyre Council Civic Centre - Public Libraries • Meetings with specific and Duty to Co-operate bodies (where appropriate) • Upon request, council officers will also be available to provide further information and answer questions.
--	---	---

2.12 The council may undertake additional consultation activities if it is considered to be necessary depending on the scale and impact of what is being consulted upon to ensure that a comprehensive public consultation has been undertaken. This may include targeted consultation where the proposal is specific to an area or theme. It will be at the discretion of the council to implement additional consultation methods. This could include:

- **Posters and leaflets:** displayed on notice boards and leaflets distributed to raise awareness of the public consultation and how to engage;
- **Social media:** such as Twitter and Facebook used to highlight the public consultation and how to engage;

⁵ Please note: Due to Covid-19 restrictions, owing to the closure of libraries and public restrictions at the council office, the council cannot publicise consultations in the normal deposit locations. Hard copies documents can be made available upon request, subject to a nominal charge and will be provided as soon as reasonable practicable.

- **Public events:** such as small workshops, focus groups, meetings or exhibition events could be held at community venues and arranged at different times of the day.

2.13 Please note due to current Covid-19 restrictions, face to face events cannot take place until current Covid-19 restrictions have been lifted. Alternatively, opportunities for online events and workshops could be utilised in the meantime.

Submission to the Secretary of State for Examination

2.14 There are no further formal stages of public consultation once the Local Plan has been submitted to the Secretary of State for examination. If requested, consultation bodies, individuals and organisations who participated in the regulation 19 consultation stage, alongside those registered on the Local Plan consultation database will be formally notified of the Local Plans submission to the Secretary of State.

2.15 A Programme Officer who is independent of the council will be appointed to assist in the organisation and administration of the examination and will provide a channel for all communication between the Inspector and the council and other participants. The programme officer will then notify all consultation bodies, individuals and organisations who participated in regulation 19 consultation stage, to explain how they can participate through written representation or by appearing during the hearing sessions. Once the hearing sessions have been completed, the Programme Officer will notify those who participated when the final report has been published by the Inspector.

2.16 Once the council has adopted the Local Plan, if requested, consultation bodies, individuals and organisations who participated in the regulation 19 consultation stage, alongside those registered on the Local Plan consultation database, will be formally notified when the Local Plan is adopted.

Reporting Back

2.17 A key element of the Local Plan system is the need to ensure that local communities are given the opportunity to participate in the planning of their areas and reporting back on any representations that have been received during the public consultation period. The council will do this by preparing a consultation statement that sets out:

- Who was consulted and what methods were used;
- The number of representation that have been received;
- A summary of the main issues raised and a summary of how the council has addressed the matters;
- Details of the next stage in the process and how all consultees can be involved further (if appropriate)

The consultation statement will be publically available on the council's website.

3. Community Engagement and Consultation – Planning Applications

- 3.1 This section sets out the standards that have been adopted for publicising planning applications and the procedures and systems to be used to engage the public as part of the decision-making process for planning applications determined by the council.
- 3.2 The scope and operation is complex and is governed by national legislation and by both national and local policies relating to the management of development. Planning applications are received for a wide range of development proposals and the statutory requirements for publicity vary for different types of application.

Permitted Development Enquiries

- 3.3 Some certain types of minor development can be carried out without planning permission. This is known as permitted development. However, the council has power to prevent such development in order to maintain control over the way in which development is allowed to occur. This is done by a direction under the provisions of Article 4 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) which allows the council to withdraw specified permitted development rights across a defined area. For example this could be used in Conservation Areas where uncontrolled 'permitted development' could threaten the amenity and quality of the built environment. Permitted development rights can also be removed by the council by means of a condition on a planning permission. The restrictions imposed will vary on a case by case basis depending on the specific wording of such directions or conditions. Further information on whether planning permission is required can be found on the council's website at www.wyre.gov.uk and on the Planning Portal website www.planningportal.co.uk
- 3.4 Determining whether planning permission is required can be complex and so a formal decision by the council that the proposed use, operation or activity is lawful or the proposal does not require planning permission, may be sought by the submission (and approval) of an application for a Lawful Development Certificate (LDC). A LDC requires a fee to be payable (set nationally) and must include sufficient information for the council to determine the application otherwise it may be refused.

Pre-application advice

- 3.5 The council welcomes and encourages applicants to hold pre-application discussions with officers in our Development Management team with regard to all types and scales of development. At this stage, prior to submitting a formal application, advice from officers can identify potential constraints, informal comments on a proposal including alternative solutions to problems (where appropriate) and what information is likely to be required to enable the application to be properly considered. This advice can reduce delays to

validating or considering an application as well as the need for costly amendments, although it should be noted that advice is given without prejudice to the final decision of the council. The pre-application service is a non-statutory function and it is a chargeable service offered by the council to applicants prior to submitting a formal application, which is charged to partially cover the cost involved in considering and providing advice. Further information regarding the pre-application service offered, including charging rates, is available in the pre-application advice guidance note at: [Pre-application service](#). This service may be suspended partly or wholly, depending on resources.

- 3.6 The details of any pre-application enquiry and response given are treated in confidence so far as the law allows. Pre-application discussions cannot automatically be deemed to be in confidence as the council may receive a request for information under the provision of the Freedom of Information Act and the Environmental Information Regulations. In the case of major development proposals only, we will notify the relevant ward member and/or town or parish council clerk of the pre-application discussions but on the basis that the information should be treated as private and confidential.
- 3.7 For all types of applications, applicants are encouraged to discuss draft proposals with neighbours and other interested parties. Such action can lead to greater understanding of proposals and their impact on others, and has the potential to reduce objections. There is, however, no statutory requirement to do so.
- 3.8 Where proposals concern major⁶ development schemes, the council understands that many people and groups will have an interest since they typically have the potential for significant impacts across a wide area. For this reason there should be a greater public involvement at an early stage in the planning process and the council encourages applicants to undertake voluntary pre application consultation with the wider community on major planning applications. On submission of the eventual planning application, the applicant will be encouraged to submit a Consultation Statement within their planning application. This should include:
- The extent of community involvement undertaken and supporting consultation information provided;
 - A summary of the consultation responses received and the applicants response to the comments; and
 - The amendments that have been made to the proposals as a result of the community involvement and comments received.

⁶ Major development as defined in article 2 of the Town and County Planning (Development Management Procedure (England) Order 2015) means:

- For dwellings – where 10 or more are to be constructed, or if the number is not known the site exceeds 0.5hectares.
- For all other uses – where the floorspace of a building or buildings will exceed 1000 square metres or more, or the site exceeds 1 hectare.

- 3.9 Under current legislation the council cannot refuse to accept a valid planning application for a major development on the grounds that the applicant has failed to involve, or seek the views of the public on the proposal prior to the formal submission of an application, or because it disagrees with the way any such consultation or involvement has been carried out.

Planning Application Publicity and Consultation

Publicising Applications

- 3.10 Planning applications are received for a wide range of development proposals and the statutory requirements for publicity vary for the different types of applications.
- 3.11 It should be noted that Lancashire County Council (LCC) is responsible for determining certain types of planning applications, including any proposal involving minerals or waste disposals and LCC assets (e.g. schools). Details of how the community will be consulted on these proposals are contained within Lancashire County Council's own Statement of Community Involvement.
- 3.12 It is a statutory requirement that the council publicise all planning applications and a range of methods are used to inform the community, this includes:
- **Weekly list:** a published weekly list of registered planning applications and other application types (e.g. prior approvals, approval of details, advertisement consents and LDC's) are available to view on the council's website. You can view these online at: [Planning application search](#).
 - **Neighbour notification letters:** in respect of planning applications, individual letters will be sent to the occupiers of properties that share a boundary with the development site, although in some instances a letter will be sent to a wider area when the additional properties are considered to be materially affected.
 - **Site notices:** in respect of planning applications, these will be used when a more extensive group of properties are likely to be affected by the proposal, or where the proposal is likely to be of wider community concern, or when it is not possible to notify all landowners that share a boundary with the development site. The site notice will be displayed within a public area which is located near to the site and be coloured yellow to be distinguishable. For larger sites, particularly for sites with more than one road frontage, additional site notices will be displayed as appropriate. In some cases, a site notice will be used in addition to neighbour notification letters and a press notice. In some cases, it may also be used instead of neighbour notification letters.
 - **Press notice:** will be used when there is a statutory requirement to advertise a planning application e.g. major development proposals.

- 3.13 To consult with statutory and non/statutory organisations and agencies, other interest groups and community organisations and internal council sections, an email notification is sent and a hyperlink is provided to where the planning application details can be viewed on the councils website.
- 3.14 Where major planning applications have potential cross boundary implications within the adjacent local authority area, the council will consult with the relevant adjoining local planning authority.
- 3.15 The council also receives technical applications, e.g. prior approvals, approval of details, advertisement consents and LDC's, which are not planning applications and so are not subject to the publicity requirements set out above. This is because these have to be determined in accordance with prescribed criteria or with the input of specialist consultees only, and so decisions cannot be influenced by public comments. However, in the case of LDC's relating to an existing use/development, these may still be publicised if it is considered that public comments would assist in the overall consideration of the application.

How to comment on Planning Applications

- 3.16 Normally, comments on a planning application should be submitted within 21 days of the publicity commencing and the timescale for any response will be set out within the neighbour notification letter and within the site and press notice. The council may determine an application at any time following this period of 21 days. Comments received after this may be accepted provided that a decision has not been taken on the application.
- 3.17 Comments may be submitted by anyone, regardless of whether they have been notified individually. Comments should clearly state the reasons for supporting or objecting to the planning application and must be submitted in writing, by letter or email or via the online system. Due to the high volume of comments received the council cannot acknowledge or respond to such representations.
- 3.18 All comments submitted in response to a planning application will be treated as a public document and will be published on the council's website with personal contact details and signatures removed.
- 3.19 When determining a planning application, the council can only take into account comments that are relevant to planning issues, this includes the impact of the development in respect of matters such as highway safety, residential amenity, such as privacy, overshadowing and noise, design and visual impact as well as heritage, ecology, trees and flood risk. However matters such as impact on property values, loss of a view, or private matters between neighbours such as boundary disputes or damage arising to property from the development do not constitute planning matters and cannot be considered. All representations and consultation responses will be taken into account in the decision made by the council and reported in summary within the case officer's delegated report or planning committee report.

Consultation on Amendments

- 3.20 During the course of considering a planning application, applicants may make amendments to their scheme. Significant alterations to a scheme do not have to be accepted and the application would continue to be determined on the basis of the original submitted details/plans. However, when minor changes are negotiated to lead to an improved scheme, the re-notification of neighbours and other interested parties is at the discretion of the case officer and is based on whether the changes are considered to materially affect any neighbour. The consultation period for submitting a response on the amended scheme will normally be 14 days (but not less than 10 days), as determined by the case officer.

Decision Making

- 3.21 The Development Management Service reports to the council's Planning Committee which normally meets monthly throughout the year.
- 3.22 The decision to grant or refuse planning permission is taken either by the Planning Committee or, more usually, by the Head of Planning Service or other senior members of the Development Management team under delegated powers agreed by the council. The current Scheme of Delegation is set out in the Council's Constitution which is available to view on the council's website.
- 3.23 If a planning application is considered at Planning Committee for a decision, there is an opportunity for the public to address the Planning Committee under the scheme for public speaking at committee meetings. This scheme may be subject to amendments.
- 3.24 Copies of the Planning Committee agenda and the Head of Planning Service's report to the Planning Committee are published on the council's website a minimum of five working days before the meeting. The Planning Committee meeting minutes are also published on the council's website in due course.

Post-application Consultation

- 3.25 Following the council making a decision on a planning application, the decision notice will be made available on the council's online planning application system. The council also publishes a weekly list of planning application decisions on the council's website.
- 3.26 If an applicant has been refused planning permission or disagrees with any condition attached to the granted planning permission, they have the right to appeal. Only applicants have this right to appeal and there are no third party rights of appeal. The appeal is made to the Planning Inspectorate.
- 3.27 When a planning application is appealed, it is the council's responsibility to notify all those who were informed of the original planning application and/or submitted representations, that an appeal has been lodged and inform them how the appeal will be dealt with (i.e. whether by written representations,

informal hearing, or a public inquiry), and, with the exception of householder proposals that are dealt with under a fast-track procedure, the date by which any further representations must be submitted to the Planning Inspectorate. Relevant town or parish councils and borough councillors will also be notified. The council will also provide the Planning Inspectorate with a copy of all representations made in response to the original planning application.

- 3.28 The Appeal decision, once issued can also be viewed on the council's online planning application system.

Enforcement Issues

- 3.29 Planning enforcement is the investigation of an alleged breach of planning control and where a breach of planning control is identified, the aim is to resolve these using the most appropriate action. The council takes breaches of planning control seriously, and will investigate all properly made reports of alleged unauthorised developments. These may include developments which are being carried out without the requisite permission or developments with permission but which are not being carried out in accordance with the approved plans or conditions of the permission. The council will not investigate anonymous complaints.
- 3.30 Complaints are given a priority classification and investigated in priority order based upon the potential to have the greatest impact or consequence. The council's Planning Enforcement Policy includes further details of the timeframes for dealing with a complaint and when the council will notify you of the findings and actions we propose to take in response to your complaint. The council's Planning Enforcement Policy is available to view on the council's [website](#).
- 3.31 The council has powers of enforcement but does not have a duty to enforce against all unauthorised developments. In accordance with Government guidance it will take action only when it is expedient to do so in the public interest having regard to the development plan and any other material considerations. The council will treat most enforcement cases where a breach of planning control has been identified in a similar way to a planning application, to the extent that we will seek the views of other services within the council and appropriate external agencies, before deciding whether to take enforcement action.
- 3.32 All investigations will be carried out on a strictly confidential basis. In accordance with the provisions of the Freedom of Information Act, the contents of an enforcement file must remain confidential and are not open to public inspection. A list of enforcement notices served are available to view online.

4. Community Involvement on Other Planning Documents

Supplementary Planning Documents

- 4.1 Supplementary Planning Documents (SPDs) may be produced to provide further detail and guidance to the policies in the Local Plan on a specific site or on a particular issue, such as design or affordable housing. SPDs are not subject to independent examination by the Secretary of State and therefore do not have development plan status. SPDs are a material consideration in making decisions on planning applications.
- 4.2 The legal requirement for community engagement and consultation on the SPD is currently set out in The Town and Country Planning (Local Planning) (England) Regulations 2012. The 2012 regulations include basic requirements about who the council should consult, and how and when in the planning process. They also include a requirement to make documents available at the council's principal office during set consultation periods.
- 4.3 The key principles for community involvement which applies to the preparation of a Local Plan are also relevant for the preparation of SPDs.
- 4.4 SPDs must be supported by appropriate and proportionate evidence and accord with local and national policy and national guidance. It is likely that in most instances, the council will prepare a SPD based upon evidence which has informed the preparation of the Local Plan which has already undergone community engagement. Therefore, at scoping and evidence gathering stage there will normally be no requirement for community engagement. However, in some instances depending upon the issues involved and the necessary evidence to support the SPD, the council may consider community engagement to be beneficial at this stage.
- 4.5 The council will undertake at least one stage of public consultation on an SPD, the requirements are set out:
- **Public Participation (Regulation 12):**
This stage is an opportunity for public participation on the draft SPD before it is adopted by the council. This consultation period typically lasts for four weeks.
- 4.6 The council will consult with the specific and general consultation bodies alongside residents and businesses it considers appropriate.
- 4.7 Where resources permit, the council may carry out more extensive consultation methods if it is considered necessary depending upon the scale and potential impacts of the SPD. This could include more targeted consultation with affected residents and other interested parties and organisations.
- 4.8 The key consultees and stakeholders that the council intends to engage with during Regulation 12 consultation stage is set out in [table 2](#) below.

Table 2: Supplementary Planning Document Consultation Framework

Town and country Planning (Local Planning) (England) Regulations 2012	Consultee and stakeholders	Consultation Methods
Public Participation (Regulation 12)	<p>Formal public consultation period on the draft SPD will last four weeks and will involve the following groups:</p> <ul style="list-style-type: none"> • Specific consultation bodies • General consultees • Duty to Cooperate bodies • Individuals and organisations registered on the Local Plan consultation database • General public and business in the borough 	<p>The council will use the following consultation methods to engage and consult:</p> <ul style="list-style-type: none"> • Notify Local Plan consultation database • Press Release and/or Press Notice • Details on the council website www.wyre.gov.uk • Relevant documents available for inspection at⁷: <ul style="list-style-type: none"> - Wyre Council Civic Centre - Public Libraries • Meetings with specific and Duty to Cooperate bodies (where appropriate) • Upon request, council officers will also be available to provide further information and answer questions.

4.9 Following consultation on the draft SPD, the council will review the representation received during the consultation and prepare a consultation statement⁸. Where appropriate, representation will be used to inform and finalise the SPD prior to being formally adopted by the council for planning

⁷ Please note: Due to Covid-19 restrictions, owing to the closure of libraries and public restrictions at the council office, the council cannot publicise consultations in the normal deposit locations. Hard copies documents can be made available upon request, subject to a nominal charge and will be provided as soon as reasonable practicable.

⁸ The information to be included in a consultation statement is set out at paragraph 2.17.

purposes. Any consultees that have informed the council that they wish to be notified when the SPD is adopted will be notified.

Neighbourhood Plans

- 4.10 The Localism Act 2011 introduced neighbourhood planning which gives town and parish councils or newly formed neighbourhood forums the opportunity to prepare, with the community they represent, a planning document to shape the future of the places where they live and work. There is no statutory requirement to produce a Neighbourhood Plan, however communities can use the function to set planning policies through a neighbourhood development plan or grant planning permission through a neighbourhood development order which are produced by the community with the support of the council where appropriate.
- 4.11 The Neighbourhood Planning (General) Regulations 2012 set out the procedures that must be followed. The town and parish council or neighbourhood forum (often known as the qualifying body) are responsible for preparing the plan and for consulting on the draft plan prior to submission for examination. In preparing a neighbourhood plan, the qualifying body should be reflective and seek representations from all sections of the community.
- 4.12 Whilst the council will not lead on the preparation of neighbourhood plans, the council have a statutory duty to advise and assist the qualifying body preparing the neighbourhood plan. This may include offering appropriate support to the qualifying body during the preparation of the Neighbourhood Plan where resources permit.
- 4.13 Once the Neighbourhood Plan has been submitted for examination by the qualifying body, the council is required to:
- **Publicising a plan proposal (Regulation 16):**
The council must consult with the consultation bodies which are referred to within the Consultation Statement that has been submitted to the council by the qualifying body. The plan must be publicised on the council's website and in other manners likely to bring the proposal to the attention of people who live, work and carry on business in the neighbourhood area. This consultation period typically lasts for six weeks
- 4.14 Representation received at the publication stage will be considered by the examiner as part of the examination process. Following a successful examination, the plan can proceed to referendum and can only be approved if the majority of those who voted in the neighbourhood referendum support the plan. The made "adopted" Neighbourhood Plan would then form part of the statutory development plan for the area.
- 4.15 The key consultees and stakeholders that the council intends to engage with during regulation 16 consultation stages and the consultation methods are set out in [table 3](#) below.

Table 3: Neighbourhood Plan Consultation Framework

The Neighbourhood Planning (General) Regulations 2012	Consultee	Consultation Methods
Publicising a plan proposal (Regulation 16)	<p>Formal public consultation period on the Submission Neighbourhood Plan will last six weeks.</p> <p>The council will involve consultation bodies which are referred to within the Consultation Statement that has been submitted to the council by the qualifying body.</p>	<p>The council will use the following consultation methods to engage and consult:</p> <ul style="list-style-type: none"> • Emails and written notifications as appropriate • Details on council website • Relevant documents available for inspection at⁹: <ul style="list-style-type: none"> - Wyre Council Civic Centre - Where appropriate, on deposit at a location within the local community, such a local library or community centre • Upon request, council officers will also be available to provide further information and answer questions.

Masterplans

4.16 The Local Plan requires the preparation of masterplans for certain residential and mixed use land allocations before planning permission will be granted. The requirement for a masterplan is essential to ensure that each site is brought

⁹ Please note: Due to Covid-19 restrictions, owing to the closure of libraries and public restrictions at the council office, the council cannot publicise consultations in the normal deposit locations. Hard copies documents can be made available upon request, subject to a nominal charge and will be provided as soon as reasonable practicable.

forward in a comprehensive and cohesive manner that contributes to the creation of sustainable places.

- 4.17 A masterplan is a document that through plans, drawings and text will determine key aspects of the future development such as the:
- Distribution and interrelationship of activities/uses;
 - Relationship between spaces and buildings (existing and new);
 - Degree of 'permeability' – visual and physical;
 - Best location of different type of uses;
 - Movement networks within and out with the site; and
 - Provision of infrastructure
- 4.18 Developing a masterplan will be a collaborative process between landowners and stakeholders involving setting a shared vision, agreeing objectives and priorities, generating options and resolving issues.
- 4.19 The council's masterplan guidance provides further information on the process of masterplanning and the role of community engagement. The guidance can be viewed at www.wyre.gov.uk.

Housing Implementation Strategy

- 4.20 The council is required to identify and update annually a supply of specific deliverable sites sufficient to provide a minimum of five years' worth of housing against their housing requirement set out in the adopted Wyre Local Plan.
- 4.21 The National Planning Policy Framework (NPPF) (2012) identifies a requirement for local planning authorities to produce a Housing Implementation Strategy (HIS) to manage the delivery of a full range of housing, describing how delivery of a five-year supply of housing land will be maintained to meet housing delivery targets. The HIS will also identify a housing trajectory to illustrate the level of housing expected to be delivered within the plan period.
- 4.22 A revised NPPF was published in 2018 (and updated in 2019) which superseded the NPPF 2012 requirement to prepare a HIS, but requires a Housing Delivery Test (HDT) to be met. However, the adopted Wyre Local Plan was prepared in accordance with the NPPF 2012 and the 'soundness' of the Plan was therefore determined against the 2012 NPPF. It is therefore the council's intention to continue to prepare a HIS in accordance with NPPF 2012 and for it to be a material consideration in the determination of planning applications.
- 4.23 As part of preparing a HIS and to ensure the robustness of the strategy in the assessment of the deliverability of sites, the council will actively engage and directly consult with appropriate developers, landowners and agents to understand the likely course of delivery for their site. The council may also

consider it appropriate to undertake a wider stakeholder consultation, which will be at the discretion of the council.

- 4.24 We will directly engage with appropriate stakeholders through email and telephone conversations and this will inform the preparation of the HIS.

5. Review of the Statement of Community Involvement

- 5.1 The Town and County Planning (Local Planning) (England) Regulations 2012 (as amended) (hereafter “the 2012 Regulations”) require the council to prepare and update the SCI every five years.
- 5.2 The SCI will be periodically reviewed. It may also be appropriate for the council to make necessary revisions to the document to reflect changes in legislation and regulations that have occurred. Where the revisions may alter the principles and engagement techniques, the council may consider it appropriate to undertake further proportionate public consultation on the proposed revisions.
- 5.3 The council is keen to learn from experience and will seek to continuously improve the way it interacts with the community.

Appendix A: Key Consultation Bodies (Local Plan Process)

- A.1 The SCI explains how the council is committed to consulting with the local community and how it accords with the Town and Country Planning (Local Development) (England) Regulations 2012.
- A.2 Based on this advice, the organisations and bodies that are likely to be consulted are show in [table A.1](#) below. The list is meant to give examples for illustrative purposes, it is not exhaustive and will be kept under constant review.
- A.3 Specific consultation bodies will automatically be consulted. General consultation bodies that the council considers appropriate will be consulted.

Table A.1: Consultation Bodies

Specific Consultation Bodies¹⁰
The Coal Authority
The Environment Agency
Historic England (Historic Buildings and Monuments Commission for England)
Marine Management Organisation
Natural England
Network Rail
Highways England (Highways Agency)
Adjoining Local Planning Authorities: <ul style="list-style-type: none"> • Blackpool Council • Fylde Borough Council • Lancaster City Council • Preston City Council • Ribble Valley Borough Council
Lancashire County Council
Forest of Bowland AONB
Parish Council: <ul style="list-style-type: none"> • Barnacre with Bonds Parish Council • Bleasdale Parish Council • Cabus Parish Council • Catterall Parish Council • Claughton-on-Brook Parish Council • Fleetwood Town Council • Forton Parish Council • Garstang Town council • Great Eccleston Parish Council • Hambleton Parish Council • Inskip-with-sowerby Parish Council • Kirkland Parish Council

¹⁰ There may also be statutory consultees for Development Management matters that may also be appropriate to be consulted on the Local Plan. This will be at the discretion of the council.

<ul style="list-style-type: none"> • Myerscough and Bilsborrow Parish Council • Nateby Parish Council • Nether Wyersdale Parish Council • Out Rawcliffe Parish Council • Pilling Parish Council • Preesall Town Council • Stalmine-with-Staynall Parish Council • Upper Rawcliffe with Tarnacre Parish Council • Winmarleigh Parish Council
<p>Adjoining Parish Council:</p> <ul style="list-style-type: none"> • Barton Parish Council • Bowland Forest High Parish Council • Chipping Parish Council • Cockerham Parish Council • Ellel Parish Council • Elswick Parish Council • Over Wyresdale Parish Council • Goosnargh Parish Council • Singleton Parish Council • Staining Parish Council • Treales, Roseacre and Wharles Parish Council • Woodplumpton Parish Council
<p>Lancashire Constabulary Lancashire Police and Crime Commissioner</p>
<p>Relevant telecommunications companies</p>
<p>Primary Care Trust:</p> <ul style="list-style-type: none"> • Lancashire Public Health • Fylde and Wyre Clinical Commissioning Group
<p>Relevant electricity and gas companies:</p> <ul style="list-style-type: none"> • National Grid (Electricity) • National Grid (Gas)
<p>Homes England (Homes and Communities Agency)</p>
<p>Relevant water and sewerage companies:</p> <ul style="list-style-type: none"> • United Utilities
<p>General Consultation Bodies</p>
<p>Voluntary bodies active within the authority area</p>
<p>Bodies which represent the interest of different racial, ethnic or national groups within the authority area</p>
<p>Bodies which represent the interest of different religious groups within the authority area</p>
<p>Bodies which represent the interest of disabled persons in the authority area</p>
<p>Bodies which represent the interest of persons carrying on business in the authority area</p>

A.4 The planning policy team within the council maintains a Local Plan Consultation database of individuals and organisations that have expressed an interest in

being directly notified via email alerts¹¹ regarding Local Plan consultations and planning policy matters. Further information on how to register your details on the consultation database can be found at www.wyre.gov.uk where you can also update or unregister your contact details at any time.

- A.5 The council is also required to consult with Duty to Co-operate bodies and those likely to be consulted are shown in [table A.2](#) below. The list is meant to give examples for illustrative purposes, it is not exhaustive and will be kept under constant review.

Table A.2 Duty to Co-operate Bodies

Duty to Co-operate
The Environment Agency
Historic England (Historic Buildings and Monuments Commission for England)
Natural England
Civil Aviation Authority
Homes England (Homes and Communities Agency)
Primary Care Trust: <ul style="list-style-type: none"> • Lancashire Public Health • Fylde and Wyre Clinical Commissioning Group
Office of Road and Rail Regulation
Highways England
Adjoining Local Planning Authorities and Lancashire County Council
Marine Management Organisation
Local Enterprise Partnership <ul style="list-style-type: none"> • Lancashire Enterprise Partnership
Local Nature Partnership <ul style="list-style-type: none"> • Lancashire Local Nature Partnership

¹¹ Unless they have expressly requested notification in writing.

Appendix B: Local Libraries and Deposit Location

There are currently six libraries within Wyre Borough, which are currently managed and maintained by Lancashire County Council. The details of the libraries opening hours are available on the County Councils website: www.lancashire.gov.uk

- **Cleveleys:** Rossall Road, Thornton-Cleveleys, FY5 1EE
- **Fleetwood:** North Albert Street, Fleetwood, FY7 6AJ
- **Garstang:** Windsor Road, Garstang, PR3 1ED
- **Knott End:** Lancaster Road, Knott End, FY6 0AU
- **Poulton-le-Fylde:** Blackpool Old Road, Poulton-le-Fylde, FY6 7DH
- **Thornton:** Victoria Road East, Thornton-Cleveleys, FY5 3SZ

The council's principal office would act as a deposit location. The details of the opening hours are available on the council website: www.wyre.gov.uk

- **Wyre Council Office:** Civic Centre, Breck Road, Poulton-le-Fylde, FY6 7PU

Please note: Due to Covid-19 restrictions, owing to the closure of libraries and public restrictions at the Civic Centre, the council cannot publicise consultations in the normal deposit locations. Hard copies documents can be made available upon request, subject to a nominal charge and will be provided as soon as reasonable practicable.

This page is intentionally left blank



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 Resources Portfolio Holder	12 August 2021

<p>The UK Resettlement Scheme and the appointment of a subcontractor to provide resettlement support in accordance with Home Office requirements</p>

1. Purpose of report

- 1.1 To outline changes to the Syrian Vulnerable Persons Resettlement Scheme (SVPRS) and Vulnerable Children Resettlement Scheme.
- 1.2 To seek approval to support the UK Resettlement Scheme (which now supersedes the Syrian Vulnerable Persons Resettlement Scheme and Vulnerable Children Resettlement Scheme) and provide resettlement support for up to five households every two years.
- 1.3 To seek approval to appoint a service provider to deliver sub-contracted caseworker resettlement support services to help fulfil our obligations under the UK Resettlement Scheme.

2. Outcomes

- 2.1 UK Government supported refugees resettled in Wyre under the UK Resettlement Scheme will receive appropriate support to ensure effective resettlement and fulfil Home Office funding instructions.
- 2.2 Compliance with the Council's Financial Regulations and Financial Procedure Rules ensuring cost effective procurement.

3. Recommendations

- 3.1 That the UK Resettlement Scheme is supported by the council and that we enter into a Memorandum of Understanding with Lancashire County Council to deliver the scheme.

- 3.2** That approval is given to proceed with the engagement of The Salvation Army under the exemption to Contract Procedures contained within the Financial Regulations and Financial Procedure Rules on the grounds that exceptions may apply where: “The services are of a specialised nature carried out by only one or a limited number of organisations which have local experience with no reasonably satisfactory alternatives available.”

4. Background

- 4.1** The SVPRS was announced in September 2015 and its aim was to resettle, nationally up to 20,000 Syrian refugees over five years. In January 2016, the Lancashire Chief Executives Group agreed that all Lancashire Local Authorities would work together to resettle around 150 families over the five year period.
- 4.2** Resettled refugees receive humanitarian protection for five years on arrival, after which period they are entitled to apply for indefinite leave to remain in the UK. They can work and are entitled to mainstream housing benefit. The SVPRS is fully funded by joint agreement between the Home Office, Department for International Development and the Department for Communities and Local Government, with no net costs to the Council.
- 4.3** During 2016 it was agreed with the Home Office that Lancashire County Council (LCC) would act as co-ordinator of the SVPRS in Lancashire. District and Unitary Authorities were asked to pledge how many households they were prepared to support in their area. Wyre Council pledged to support five Syrian refugee households arriving in July 2017 and then a further five refugee households every other year.
- 4.4** The scheme allows the council and our partners to play a significant humanitarian role in mitigating the impacts of the global refugee crisis, particularly in the Middle East, and will help the UK government to deliver its resettlement pledge.
- 4.5** Using funding awarded in 2016/17 the council commissioned the Salvation Army to provide resettlement support for refugees resettled in Wyre. This commission ends in July 2021.
- 4.6** To date the council has supported 11 Syrian families, five arrived in 2017 and a further five arrived in 2019. Support was provided to another family following a specific request for assistance which we were able to meet. The cohort of families expected in 2021 did not arrive as planned owing to the Covid-19 pandemic.
- 4.7** Her Majesty's Government has confirmed its ongoing commitment to resettle refugees in the UK year on year under the UK Resettlement Scheme. The UK Resettlement Scheme supersedes the previous SVPRS and the Vulnerable Children Resettlement Scheme.

4.8 Government, through the Home Office, are once again making funding available to local authorities in whose areas the refugees settle and LCC will continue to be the co-ordinating council in relation to the Scheme.

5. Key issues and proposals

5.1 The council will continue to support the UK Resettlement Scheme and provide resettlement support for up to five households every two years.

5.2 It is proposed that the council re-commissions the Salvation Army to provide the refugee casework support services necessary to fulfil Government requirements. The Salvation Army have proven expertise and are the only provider of this type in the area. As a worldwide church and charity the Salvation Army are also best placed to leverage financial and other support to refugee households achieving maximum value for money.

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 consider departures from Rules relating to financial and contractual matters”.

Financial and legal implications	
Finance	<p>The council will be able to recover the full cost of the Salvation Army services necessarily incurred as part of the programme and as such there will be no overall impact on General Balances.</p> <p>The Council will be able to recover the cost of our officer time in supporting the UK Resettlement Scheme up to a value of £15,000 in 2021/22, £10,000 in 2022/23 and £5,000 in 2023/24.</p>
Legal	<p>The appointment of the Salvation Army complies with the exemption set out in the report and is in accordance with the Constitution.</p> <p>A legal agreement is currently being negotiated and will be signed prior to commencement.</p>

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
Mark Broadhurst	01253 887433	Mark.broadhurst@wyre.gov.uk	21/07/2021

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

List of appendices

None

dem/ph/re/cr/21/1208mb1