



BACKGROUND PAPERS

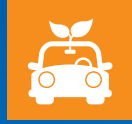
Cabinet

Tuesday, 22 January 2013

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Meeting Housing Needs Supplementary Planning Document



Meeting Housing Needs Supplementary Planning Document (SPD)

This Supplementary Planning Document was approved by the Council's Cabinet on 22 January 2013 and was subsequently adopted on 1st February 2013.

**Planning and Housing Policy Team
Regeneration and Planning Service
PO Box 4
Town Hall
Dalton Square
Lancaster
LA1 1QR**

Tel: 01524 582383

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Glossary

This Glossary explains the terms and references which are included in this SPD. The terms and references compliment the definitions found in Annex 2 of the National Planning Policy Framework (NPPF). This Glossary does not seek to replace terms described within the NPPF and therefore should be read in conjunction with the NPPF.

Adoption - The point at which the final version of the SPD is approved by the Council's Cabinet for implementation.

Affordable Homes Programme - The Homes and Communities Agency's programme of funding for the 2011-15 period. The programme seeks to increase the supply of affordable homes in England, and the majority of funding will be made available for the Affordable Rent product.

Affordable housing - Social rented, affordable rented and intermediate housing, provided to eligible households whose needs are not met by the market. Eligibility is determined with regard to local incomes and local house prices. Affordable housing should include provisions to remain at an affordable price for future eligible households or for the subsidy to be recycled for alternative affordable housing provision.

Social rented housing is owned by local authorities and private registered providers (as defined in section 80 of the Housing and Regeneration Act 2008), for which guideline target rents are determined through the national rent regime. It may also be owned by other persons and provided under equivalent rental arrangements to the above, as agreed with the local authority or with the Homes and Communities Agency.

Affordable rented housing is let by local authorities or private registered providers of social housing to households who are eligible for social rented housing. Affordable Rent is subject to rent controls that require a rent of no more than 80% of the local market rent (including service charges, where applicable).

Intermediate housing is homes for sale and rent provided at a cost above social rent, but below market levels subject to the criteria in the Affordable Housing definition above. These can include shared equity (shared ownership and equity loans), other low cost homes for sale and intermediate rent, but not affordable rented housing.

Homes that do not meet the above definition of affordable housing, such as “low cost market” housing, may not be considered as affordable housing for planning purposes.

Affordable Housing Viability Study - A study carried out by Adams Integra on behalf of the Council in 2009 that tested the circumstances in which the district's housing market can deliver various levels of affordable housing by examining the influence of a range of affordable housing proportions and thresholds on viability.

Amenity - A positive element or elements that contribute to the overall character or enjoyment of an area, e.g. open land, trees, historic buildings and their settings, or less tangible factors such as tranquillity.

Area Action Plan - A Development Plan Document which relates to a specific area or place.

Area of Outstanding Natural Beauty (AONB) – a precious landscape whose distinctive character and natural beauty are so outstanding that it is in the nation's interest to safeguard them. There are two areas in the district with this designated status: Arnside and Silverdale AONB and the Forest of Bowland AONB. Each AONB has been designated for special attention by reason of their high qualities. These include their flora, fauna, historical and cultural associations as well as scenic views. The AONBs were created by the legislation of the National Parks and Access to the Countryside Act of 1949, AONBs represent 18% of the Finest Countryside in England and Wales.

Brownfield - Land which is or was occupied by a permanent structure, including the curtilage of the developed land (although it should not be assumed that the whole of the curtilage should be developed) and any associated fixed surface infrastructure. This excludes: land that is or has been occupied by agricultural or forestry buildings; land that has been developed for minerals extraction or waste disposal by landfill purposes where provision for restoration has been made through development control procedures; land in built-up areas such as private residential gardens, parks, recreation grounds and allotments; and land that was previously-developed but where the remains of the permanent structure or fixed surface structure have blended into the landscape in the process of time.

Choice based lettings system - Under a choice based lettings system, any vacant properties are advertised, and applicants are able to bid for any property which they are eligible for. At the end of the advertising period, the person in the greatest housing need out

of all those who have placed a bid for a property will be offered and invited to view it. Ideal Choice Homes is the choice based lettings system for rented accommodation in Lancaster district.

Code for Sustainable Homes – The Code is a national standard for sustainable design and construction of new homes that introduced by Government in 2006 and the use of the Code is voluntary. However the Code can be enforced by the Council through local planning policies and the Level 3 energy standard is now incorporated in the Building Regulations. The HCA also requires affordable homes they have funded to reach Level 3 of the Code. The Code measures the whole home as a complete package, assessing its sustainability against nine categories: energy/carbon dioxide; water; material; surface water run-off; waste; pollution; health and well-being; management; and ecology. The minimum standards for Code compliance have been set above the requirements of Building Regulations. The Code is intended to signal the future direction of Building Regulations in relation to carbon emissions from energy use in the home, providing greater regulatory certainty for the home-building industry. The Code uses a 1 to 6 star rating system to show the overall sustainability performance of a new home. It sets minimum standards for energy and water use at each level, which provides valuable information to home buyers and offers builders a tool with which to differentiate themselves in sustainability terms. The levels of energy efficiency for the Code (standard percentage better than Part L1A of the 2006 Building Regulations) are: level 1 – 10%; level 2 – 18%; level 3 – 25%; level 4 – 44%; level 5 – 100%; and level 6 – zero carbon.

Communities - Groups of social interacting people. Interaction may occur due to the close proximity of where people live (i.e. within neighbourhoods) or groups of people that share the same common interests or values.

Commuted sum – See Financial Contribution.

Concealed households - Family units or single adults living within 'host' households.

Conservation Area - An area which has been designated for its special architectural and / or historical interest, the character or appearance of which it is desirable to preserve or enhance. It is a recognition of the value of a group of buildings and their surroundings and the need to protect not just individual buildings but the character of the area as a whole.

Core Strategy - The key document within the local planning system, which sets out strategic policy guidance on future development requirements and policy issues. The Lancaster District Core Strategy was adopted in summer 2008.

Development Cost - This is the cost associated with the development of a scheme and includes professional fees (engineering, design, project management), contingencies, sale agency fees, legal fees on unit sales and of course build costs (materials, labour, etc).

Development Plan Document (DPD) - Spatial planning documents which are prepared by the local authority. They sit below the Core Strategy in strategic importance but remain subject to public consultation and independent Inquiry. Both the Development Management document and Land Allocations documents are classified as Development Plan Documents.

Discounted sale housing - Homes sold on the open market at a discounted price, with the discount applicable to the first and subsequent occupiers. The level of discount will differ from scheme to scheme depending on local house prices, and according to eligibility criteria agreed between the Council and the developer.

Extra Care Housing - Housing designed with the needs of older people in mind and with varying levels of care and support available on site. People who live in Extra Care housing have their own self contained homes and benefit from communal facilities being available. Properties can be rented, owned or part owned/ part rented.

Financial contribution - A payment made by a developer or landowners instead of providing the planning-led affordable housing requirement on the site of the market (private sale) housing scheme. Also known as a commuted sum, or payment in lieu of affordable housing.

Financial Viability Appraisal - For the purposes of this SPD a financial viability appraisal is required as evidence to demonstrate that an affordable housing contribution would have a negative impact on a proposed development. These appraisals are also known as development appraisals. In a wider sense these appraisals are carried out by a developer to determine the approximate value of land in order that an offer can be made to a landowner. The appraisal(s) would normally look to determine an approximate Residual Land Value (RLV). Assuming a developer has already reached the initial conclusion that, in principle, a site is likely to be suitable and viable for development, an appraisal is then carried out to fine tune scheme feasibility and discover what sum they can afford to pay for the site. This would

normally be subject to a range of caveats and clauses based on circumstances unknown to the developer at the time of making an offer.

Fuel poverty - Fuel poverty occurs when a home cannot be heated to a comfortable level by utilising 10% or less of the household's income. This means that choices must be made between warmth and other essentials. Fuel poverty can contribute to excess winter deaths, cold-related illnesses, high health care costs, and deteriorating housing conditions.

Greenfield - Land which has not been previously developed on, Greenfield land is often but not exclusively characterised by open countryside and agricultural land.

Gross Development Value (GDV) - The amount the developer ultimately receives on completion or sale of the scheme whether through open market sales alone or a combination of those and the receipt from a registered provider for completed affordable dwellings - before all costs are subtracted.

Gross Internal Area (GIA) - The whole enclosed area of a building within the external walls taking each floor into account and excluding the thickness of the external walls. GIA will include: areas occupied by internal walls (whether structural or not) and partitions; service accommodation such as WCs, showers, changing rooms and the like; columns, piers, whether free standing or projecting inwards from an external wall, chimney breasts, lift wells, stairwells etc; lift rooms, plant rooms, tank rooms, fuel stores, whether or not above roof level; opensided covered areas.

Growth and Infrastructure Bill – Legislation to remove bureaucracy and enable sustainable growth. Measures include improving processes and removing unnecessary processes or requirements so that the planning system is simpler and faster and supports sustainable growth. It is intended that the Bill will help to drive implementation of the National Planning Policy Framework.

Gypsies and travellers - Persons of nomadic habit of life whatever their race or origin, including such persons who on grounds only of their own or their family's or dependants' educational or health needs or old age have ceased to travel temporarily or permanently, but excluding members of an organised group of travelling showpeople or circus people travelling together as such.

Homes and Communities Agency (HCA) - The national housing and regeneration agency for England. Provides investment for new affordable housing and to improve existing social housing, as well as for regenerating land.

Houses in Multiple Occupation (HMOs) - For the purposes of this SPD a HMO is defined according to the Use Class Order 2010. A property is an HMO if it is a small shared dwelling house occupied by between three and six unrelated individuals, as their only or main residence, who share basic amenities such as a kitchen and bathroom.

Housing Needs Survey - The Council's current evidence base on many homes are needed, (market and affordable), and the type and size of homes required. The survey was carried out in 2011 by David Couttie Associates.

Housing Register - Household requiring affordable housing in the district can apply for properties by joining the Council's Housing Register. Anyone aged 16 years or over may apply to join the Housing Register, and once accepted they are allocated an application number so they can start bidding for available properties on the Ideal Choice Homes system.

Housing Strategy Statistical Appendix (HSSA) - A Government statistical release that provides local authority housing data.

Ideal Choice Homes - A bespoke website based service that allows the Council to advertise affordable homes and for households registered on the Housing Register to bid for these homes.

In perpetuity affordable housing - For the purposes of this SPD, "in perpetuity" affordable housing includes any dwellings referred to in a Section 106 agreement where a mortgagee in possession clause applies. In instances where registered providers require private finance to bring forward affordable housing, their funders will require a mortgagee in possession clause.

Key Services - For the purposes of this SPD these are post offices, basic shops, primary schools, and bus stops in rural locations.

Lifetime Homes Standard - Ordinary homes designed to provide accessible and convenient homes for a large segment of the population from young children to older people and those with temporary or permanent physical or sensory impairments. Lifetime Homes have 16

design features that ensure the home will be flexible enough to meet the existing and changing needs of most households.

Local housing need – For the purpose of this SPD this is the housing requirement of existing and concealed households living with Lancaster district as evidenced in the 2011 Housing Needs Survey.

Local Plan - The plan for the future development of the local area, drawn up by the local planning authority in consultation with the community. In law this is described as the development plan documents adopted under the Planning and Compulsory Purchase Act 2004. Current core strategies or other planning policies, which under the regulations would be considered to be development plan documents, form part of the Local Plan. The term includes old policies which have been saved under the 2004 Act.

Localism Act (2011) – Legislation that introduces new freedoms and flexibilities for local government; new rights and powers for communities and individuals; reform to make the planning system more democratic and more effective; and reform to ensure that decisions about housing are taken locally

Local Development Documents (LDD) - The collective term for Development Plan Documents, including the Core Strategy, Development Plan Documents, Area Action Plans, Proposals Maps and Supplementary Planning Documents.

Local Lettings Plan - Used to develop policies and letting arrangements that respond to local housing need and demand; help to suitably match applicants to properties; and help to achieve a balance housing mix within a particular area.

Local Planning Authority - The statutory authority (usually the local council) whose duty it is to carry out the planning function for its area.

Low cost market housing - Smaller homes or starter homes of a lower build standard and specification available to purchase on the open market. May not be considered as affordable housing for planning purposes.

Market housing - Private housing for rent or for sale, where the price is set in the open market.

Mortgagee in possession - Where a lender takes possession and control of a mortgaged property upon foreclosure of the loan secured by the mortgage. The lender possesses the property, collecting any income produced or due, until it is sold at the foreclosure sale. The Section 106 agreement normally defines the processes and actions which normally require the mortgagor to attempt to transfer affordable housing units onto another registered provider or the local authority within a pre-determined timescale, before the mortgagor would be free to sell the units free of the Section 106 requirements as a last resort.

National Planning Policy Framework (NPPF) - Published in March 2012 this document is a key part of the current reforms to make the planning system less complex and more accessible, to protect the environment and to promote sustainable growth.

Neighbourhood planning – The Localism Act (2011) introduced new rights and powers to allow local communities to shape new development by coming together to prepare neighbourhood plans. Neighbourhood planning can be taken forward by two types of body - town and parish councils or 'neighbourhood forums'. Neighbourhood forums are community groups that are designated to take forward neighbourhood planning in areas without parishes. It is the role of the Council as the local planning authority to agree who should be the neighbourhood forum for the neighbourhood area.

Occupancy conditions - Criteria applied to new housing with which the occupants of the dwellings must comply. These criteria are implemented by means of conditions and/or legal agreements attached to planning permissions.

Planning condition - A condition imposed on a grant of planning permission (in accordance with the Town and Country Planning Act 1990) or a condition included in a Local Development Order or Neighbourhood Development Order.

Planning obligation - A legally enforceable obligation entered into under section 106 of the Town and Country Planning Act 1990 to mitigate the impacts of a development proposal.

Planning policy for traveller sites - Published in March 2012, this document sets out the Government's new planning policy for traveller sites and should be read in conjunction with the NPPF.

Previously Developed Land (PDL) – See Brownfield.

Proposal Map - This will accompany the Land Allocations DPD and will provide a visual aid to identify where land has been allocated for development, or where land has been protected because of its environment, social or economic value.

Regional Spatial Strategies (RSSs) - Prepared by the former regional government agencies (in the case of this region 4NW or North West Regional Assembly). Regional Spatial Strategies provided planning guidance at a regional level and set a series of development targets for each local authority area. Following a change in Government in 2010 a decision was taken to abolish regional government agencies (including 4NW) and Regional Spatial Strategies - relying on a more local approach to planning through the local plan system. RSS documents at this time do still have limited validity as the move to abolish them moves through the courts. This process is now reaching its conclusions. The evidence base work that underpinned the strategy will remain valid until the information it contains becomes out of date.

Registered Provider of social housing (RP) - The technical name for social landlords that are registered with the Tenant Services Authority. Most are housing associations, but some are trusts, co-operatives and companies that own or manage affordable housing. A distinction between this system and the old system of Registered Social Landlords is that a provider of social housing can now be either a non-profit organisation or a profit-making organisation.

Registered Social Landlord (RSL) - The technical name for independent housing organisations registered with the Housing Corporation under the Housing Act 1996. Most are housing associations, but there are also trusts, co-operatives and companies. The term has now been replaced by Registered Provider of social housing.

Residual Land Value (RLV) - The amount left for land purchase once all development, finance and land costs have been deducted from the GDV, normally expressed in monetary terms (£). This acknowledges the sum subtracted for affordable housing and other infrastructure payments / requirements where applicable. It is relevant to calculate land value in this way as land value is a direct result of what scheme type specifically can be created on a site, the issues that have to be dealt with to create it and costs associated with those.

Rural settlements - For the purpose of this SPD these are settlements outside of the urban locations (as specified in this Glossary).

Rural Enterprise - Enterprises located in rural parts of the district, including agriculture, horticulture, equine, forestry, and marine.

Rural Enterprise Worker - Workers employed full-time or primarily in a rural enterprise.

Rural exception sites - Small sites used for in perpetuity affordable housing where sites would not normally be used for housing. Rural exception sites seek to address the needs of the local community by accommodating households who are either current residents or have an existing family or employment connection.

Section 106 (of the Town and Country Planning Act 1990) - The legally binding planning agreement which runs with the interest in the land and requires the landowner (ultimately the developer becomes landowner) through covenants to agree to meet the various planning obligations once they implement the planning permission to which it relates. Sets out the principal affordable housing obligations, and is the usual tool by which planning-led affordable housing is secured by the Local Planning Authority. Section 106 of this Act refers to "agreements regulating development or use of land".

Shared ownership - A way of buying a stake in a property where the purchaser cannot afford to buy it outright. They have sole occupancy rights.

Sheltered Housing - Housing specifically for older and/or disabled people. Includes a block or group of houses with resident or visiting warden, and individual houses, bungalows and flats, which receive support from a mobile warden or pendant (emergency) alarm service.

Stakeholders - Groups, individuals or organisations which may be affected by or have a key interest in a development proposal or planning policy. They may often be experts in their field or represent the view of many people.

Sustainable development - In broad terms this means development that meets the needs of the present without compromising the ability of future generations to meet their own needs. The Government has set out five guiding principles for sustainable development in its strategy "Securing the future - UK Government strategy for sustainable development". The five guiding principles, to be achieved simultaneously, are: Living within Environmental Limits; Ensuring a Strong, Healthy and Just society; Achieve a Sustainable Economy; Promoting good governance; and Using Sound Science Responsibly.

Sustainability Appraisal (SA) - The Planning and Compulsory Purchase Act 2004 requires Local Development Documents to be prepared with a view to contributing to the achievement of sustainable development. Sustainability appraisal is a systematic appraisal process. The purpose of sustainability appraisal is to appraise the social, environmental and economic effects of the strategies and policies in the Local Development Documents from the outset of the preparation process. This will ensure that decisions are made that accord with sustainable principles.

Tenure Mix - The tenure types of affordable housing provided on a site – refers to the balance between, for example, social rented accommodation and shared ownership.

Threshold - Affordable housing threshold i.e. point at which the Council determines affordable housing provision should be sought.

Travelling showpeople - Members of a group organised for the purposes of holding fairs, circuses or shows (whether or not travelling together as such). This includes such persons who on the grounds of their own or their family's or dependants' more localised pattern of trading, educational or health needs or old age have ceased to travel temporarily or permanently, but excludes Gypsies and Travellers as defined above.

Urban locations - For the purpose of this SPD urban locations are defined as Lancaster, Morecambe, Heysham, Carnforth and Bolton-le-Sands. Although Bolton-le-Sands is not classed as an urban location in the adopted Core Strategy it is recognised as being a large sub-urban village by both the adopted the Core Strategy, and the (saved) Policy H10 of the adopted Local Plan.

Viability - The viability of the development (i.e. a market housing scheme) in financial terms. A viable development would normally be one which proceeds (or at least there is no financial reason for it not to proceed). An unviable development is one where there is insufficient profit rewards and/or land value can be generated.

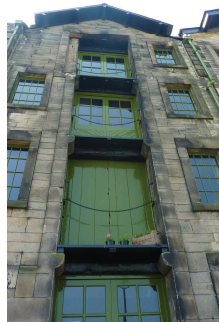
Non-technical Summary

- 1.1 This summary is intended to provide a brief and broad overview of the Meeting housing Needs Supplementary Planning Document (SPD). It must be read alongside the document as a whole for a full understanding.
- 1.2 Lancaster City Council adopted the Lancaster District Local Plan in 2004 and the Lancaster District Core Strategy in 2008. This SPD is therefore supplementary to these documents.
- 1.3 The adopted Local Plan includes Policy H10 has been partly superseded by the adopted Core Strategy but continues to be taken into account alongside Core Strategy Policy SC4 which is concerned with meeting the district's housing requirements. This SPD is therefore supplementary to Local Plan Policy H10 and Core Strategy Policy SC4 as well as the housing aspects of Core Strategy policies SC1 (sustainable development); SC2 (urban concentration); and SC3 (rural communities).
- 1.4 The purpose of this SPD is to provide additional detail and guidance on how the Council (as the local planning authority) will interpret and apply the relevant aspects of these policies.
- 1.5 Chapter 1 explains the policy background. Chapter 2 provides context in terms of housing needs and the delivery of new housing. Chapters 3 and 4 provide guidance on meeting market and affordable housing needs. Chapter 5 addresses rural housing needs and Chapter 6 addresses the housing needs of older people and people with disabilities. Chapter 6 provides general guidance on issues such Affordable Housing Statements, and financial contributions towards affordable housing.

Chapter 1: Introduction

Background information

- 1.1 This Meeting Housing Needs Supplementary Planning Document (SPD) is supplementary to the Lancaster District Local Plan (adopted in 2004) and the Lancaster District Core Strategy (adopted in 2008). The Council has prepared this document to provide additional detail and guidance on how it will, as the local planning authority interpret and apply relevant policies from the adopted development plan.
- 1.2 This SPD does not introduce any new policy and is not part of the adopted development plan. However it does add further detail to the relevant policies from the adopted development plan. The document is therefore a material consideration for any individual or organisation that wishes to make a proposal for residential development within the administrative area of Lancaster City Council.



Residential conversion at St George's Quay in Lancaster



Terraced housing at Castle Hill, Lancaster.

- 1.3 Please note that this SPD does not provide detail and guidance relating to the development of accommodation or sites for use by gypsies and travellers or travelling showpeople. This is because the current national planning policy for traveller sites requires the Council to undertake an assessment of need for the purposes of planning. Therefore an up to date assessment of the accommodation needs of gypsies and travellers, and travelling showpeople is required and this work will be carried out in early 2013. If it is concluded that the assessed need is not being met through existing accommodation provision then it is possible that land will need to be allocated through the Local Plan land allocations process.

Key objectives of the SPD

- 1.4 The key objectives of this SPD are:
- To aid effective implementation of saved Local Plan policy H10 (affordable housing) and Core Strategy Policy SC4 (meeting the district's housing requirements), as well as the housing aspects of Core Strategy policies SC1 (sustainable development); SC2 (urban concentration); and SC3 (rural communities).

- To provide clear direction to all parties on how to interpret these policies;
- To bring together the relevant Council guidance and practice on the delivery of residential development; and
- To guide all applicants on how to liaise with the Council and on what information is required so that planning applications are not delayed unnecessarily.

Legislative and policy context

- 1.5 Supplementary Planning Documents (SPDs) were introduced by the Planning and Compulsory Purchase Act 2004 and replaced Supplementary Planning Guidance. Because SPDs are subject to greater consultation they are therefore given greater weight when planning applications are determined. The current requirements for the preparation of SPDs are set out in the Town and Country Planning (Local Planning) (England) Regulations 2012. These regulations can be downloaded at: www.legislation.gov.uk
- 1.6 The National Planning Policy Framework (NPPF) published in March 2012 provides the current context for the preparation of SPDs. The NPPF defines SPDs as "documents which add further detail to the policies in the Local Plan". SPDs "can be used to provide further guidance for development on specific sites, or on particular issues, such as design" and "are capable of being a material consideration in planning decisions but are not part of the development plan."
- 1.7 The NPPF also states that SPDs should be used where they can help applicants make successful applications or aid infrastructure delivery, and should not be used to add unnecessarily to the financial burdens on development. The NPPF can be downloaded at: <http://www.gov.uk/government/publications/national-planning-policy-framework--2>

Local policy context

- 1.8 This SPD is currently supplementary to the adopted development plan; the Lancaster District Local Plan (2004) and the Lancaster District Core Strategy (2008). Therefore it does not stand alone and should be read in conjunction with both documents.
- 1.9 This SPD specifically relates to Local Plan Policy H10: Affordable Housing, and Core Strategy Policy SC4: Meeting the District's Housing Requirements. The latter policy sets out the principles which will ensure that housing needs are met through housing allocations and through determining planning applications in a way which builds sustainable communities.
- 1.10 This SPD also relates to the housing aspects of three other Core Strategy policies:
- Policy SC1: Sustainable Development (To ensure that new development proposals are as sustainable as possible);

- Policy SC2: Urban Concentration (To build healthy sustainable communities by focusing development where it will support the vitality of existing settlements, regenerate areas of need, and minimise the need for travel); and
 - Policy SC3: Rural Communities (To build healthy sustainable communities by working with empowered rural communities to develop local vision and identity, meet local needs, and manage change in the rural economy).
- 1.11 Local Plan Policy H10: Affordable Housing has been partly superseded by the Core Strategy but continues to be taken into account alongside Core Strategy Policy SC4. However, the Council is currently preparing a new Lancaster District Local Plan and this document will eventually supersede all of the 'saved' policies in the adopted Local Plan. This new Local Plan will include the adopted Core Strategy; as well three new Development Plan Documents (DPDs): the Development Management DPD; the Land Allocations DPD; and the Morecambe Area Action Plan (AAP).
- 1.12 This SPD supersedes the Supplementary Planning Guidance 10: Affordable Housing (March 2002) and the Affordable Housing Practice Update (January 2011).



Lancaster Castle from across the River Lune

Preparing the Supplementary Planning Document

Context and evidence base

- 1.13 The process for preparing this Supplementary Planning Document began with the 2009 Affordable Housing Viability Study, which is the Council's current evidence base on residential development viability. This Study examines the ability of the district's housing market to deliver various levels of affordable housing. This was achieved by analysing the influence of a range of affordable housing targets and thresholds on the viability of typical development scenarios.
- 1.14 Following the conclusion of this Study the Council prepared and consulted on an Affordable Housing Practice Update. This document described the process for negotiating affordable housing as part of the approach to implementing Core Strategy Policy SC4 (meeting the district's housing requirements). Following the consultation process, the implementation of the Practice Update was agreed by the Planning and Highways Regulatory Committee (November 2010) and the document was subsequently adopted in January 2011. The Practice Update therefore replaced the 2008 Practice Update that was adopted following the 2007 update of the 2004 Housing Needs Survey.

- 1.15 A comprehensive consultation process supported both the preparation of the Affordable Housing Viability Study, and the Affordable Housing Practice Update. At the core of this process was a Key Stakeholder Group that met several times during the preparation of both documents. The Group drew in both local and regional experience and perspectives from residential developers, planning agents, land agents, and registered providers. The Affordable Housing Viability Study and related documents can be downloaded at: www.lancaster.gov.uk/affordablehousing/
- 1.16 The preparation of this SPD has also been informed by the 2011 Housing Needs Survey which is the Council's most recent evidence base on housing need in the district. David Coultie Associates (DCA) were chosen to carry out this work in 2010 based on their prior experience of carrying out similar work for the Council and their long track record of involvement and innovation in housing market research. DCA used the Communities and Local Government department needs assessment model to estimate current unmet housing need and the number of future households that may be unable to afford to meet their housing needs within the housing market.
- 1.17 The Housing Needs Survey was informed by a range of data sources including a household questionnaire to gather current primary data. The questionnaire used a postal sample of resident households to achieve a statistically valid sample across 5 sub-areas. 11,500 households were selected randomly from the Council Tax register and over 2,950 surveys were completed and returned. A further 200 face to face interviews were also conducted to ensure proper representation of hard to reach groups or in areas with high levels of deprivation.
- 1.18 The questionnaire was designed to gather a comprehensive range of information on existing and concealed households and was structured in three parts. Part 1 sought information about the existing housing situation including household composition by gender, age and ethnicity; house type and number of bedrooms; adequacy of current housing to meet the households needs; property repair and improvement requirements; forms of heating and energy efficiency facilities; housing costs and income; employment and travel to work; support and adaptation needs. Part 2 of the questionnaire collected information on the existing households' future moving intentions and Part 3 on the moving intentions of concealed households. Questions in these two sections included when people expect to move; who is forming new households; how much they can afford, the household savings and income; preferred tenure, type, size and location of the housing they require; and supported housing and support service requirements.
- 1.19 The primary data gathered through the questionnaire was supplemented by a housing market survey utilising the Land Registry and Halifax databases and an internet survey of estate agents on the cost of access level properties and the supply and cost of private rented housing. Secondary data analysis also gathered from the Housing Strategy Statistical Appendix (HSSA), the Council's Housing Register data on the flow of social stock and need, the 2001 Census, household and population projections and other national research data.
- 1.20 The resulting data and analysis provides the Council with a robust evidence base on the genuine housing needs of existing and concealed households, and of households planning to move to more suitable accommodation. The Housing Needs Survey and related documents can be downloaded at: www.lancaster.gov.uk/housingneed

Information Gathering

- 1.21 The Meeting Housing Needs SPD has been prepared in accordance with Regulation 12 (a) of the Town and Country Planning (Local Planning) (England) Regulations 2012; and the Council's Statement of Community Involvement (SCI). In order to comply with the SCI the first stage of preparing the SPD was to gather information to inform the document. The consultation process for the Affordable Housing Viability Study and the Affordable Housing Practice Update formed the basis of this stage. It was therefore decided that the Key Stakeholder Group should be involved in this process once again. The Group was invited to attend a briefing in February 2012 that focused on the aims and objectives of the SPD. Stakeholders were invited to provide their perspectives on a range of issues to help inform the preparation of the SPD.
- 1.22 Following this briefing, the Council circulated a questionnaire and briefing note to the Key Stakeholder Group and a range of additional stakeholders. The questionnaire responses were then used to inform the preparation of the SPD. The SPD preparation was also promoted via a press release which featured in the Lancaster Guardian in the first week of March 2012; as well as the Council website, the "Shaping a Better Future" Facebook page; and the Council's Twitter feed.

Statutory Consultation

- 1.23 The Draft Meeting Housing Needs SPD for consultation was prepared during spring and summer 2012 and was then subject to a 6 week consultation period from 1st October to 9th November 2012. The consultation was carried out in accordance with Regulation 12 (a) of the Town and Country Planning (Local Planning) (England) Regulations 2012, and the Council's adopted SCI.
- 1.24 Hard copies of the Draft SPD and related documents were made available for public inspection during normal opening hours at Lancaster Town Hall and Morecambe Town Hall, the Cable Street council housing office, and all Lancashire County Council public libraries in the district. The Draft SPD and related documents were also available for download from the Council website. Consultees were invited to provide their comments by using the Council's online consultation portal, or by emailing or posting a comments form. The consultation documents can be downloaded at: www.lancaster.gov.uk/meeting-housing-needs-spd
- 1.25 The statutory consultees (English Heritage, Natural England, and the Environment Agency), the Homes and Communities Agency, South Lakeland District Council, Wyre Council, Lake District National Park Authority, and Yorkshire Dales National Park Authority were directly consulted on the Draft SPD. A wide range of key stakeholders were also directly consulted, including registered providers, developers, and planning agents and consultants. In addition all elected members of the Council; Heysham and Morecambe town council, and each of the neighbourhood and parish councils, and parish meetings were directly consulted. Over 800 individuals and organisations registered on the Council's consultation database were also emailed regarding the consultation.
- 1.26 A public notice was placed in both the Lancaster Guardian and the Morecambe Visitor in September 2012, which provided details of the consultation and how to provide comments. The consultation was also communicated via the Council website, the "Shaping a Better Future" Facebook page; and the Council's Twitter feed, and

promoted by the distribution of posters, and a press release which featured in The Morecambe Visitor on 9th October.

- 1.27 The Council received approximately 30 formal representations from consultees, ranging from members of the public to planning agents representing developers with land interests in the district.

Table 1: Summary of key consultation milestones

Stage	Dates
Key Stakeholder Group meeting	28 th February 2012
Information Gathering Questionnaire & Briefing circulated	2 nd March 2012
Deadline for Questionnaire responses	30 th March 2012
Draft SPD prepared	Spring and Summer 2012
Cabinet approval to consult on Draft SPD	4 th September 2012
Statutory consultation period starts	1 st October 2012
Statutory consultation period ends	9 th November 2012
Cabinet approval to adopt SPD	22 nd January 2013
Adopted SPD and Adoption Statement published	1 st February 2013

Sustainability appraisal

- 1.28 The Meeting Housing Needs SPD has not been subject to a sustainability appraisal because the requirement to do so was removed by the Planning Act 2008. The Council is satisfied that the sustainability issues (social, economic and environmental) relevant to this SPD have been fully explored and tested during the preparation of the adopted Core Strategy and also the preparation of the new Lancaster District Local Plan. This is on the basis that the SPD links to the higher-level sustainability testing of both documents and therefore the likely affects of the SPD are in-line with those anticipated for both documents. The Core Strategy Sustainability Appraisal reports can be downloaded at: www.lancaster.gov.uk/sustainability-appraisal

Monitoring and Review

- 1.29 The Council includes information about its performance on meeting housing needs in the Annual Monitoring Report (AMR). Therefore the AMR will be used to monitor the effectiveness of the SPD on an annual basis. If through this process it is clear that there is a need to review the SPD or other aspects of the Council's strategic housing approach so as to improve the way housing needs are being met, this will be done.
- 1.30 The Council is currently preparing a new Lancaster District Local Plan and following the adoption of the new Local Plan in 2013, this SPD will be subject to revisions to ensure that it remains supplementary to the adopted development plan.

Chapter 2: Housing Delivery

Context

- 2.1 The Council seeks to achieve an average annual requirement of 400 dwelling completions per annum as set out in Core Strategy Policy SC4: Meeting the District's Housing Requirement. This is based upon a requirement for 7,200 new dwellings over the period 2003/04 to 2020/21. Housing supply in the district is monitored against the 2003/04 to 2023/24 time period described in the Core Strategy. However the time period has been extended to 2026/27 to enable a 15 year period to be monitored.

Table 2: Actual dwelling completions since 2003/04

Year	Total completions	Affordable completions
2003/04	556	30
2004/05	348	44
2005/06	253	73
2006/07	182	43
2007/08	350	27
2008/09	330	45
2009/10	121	29
2010/11	79	29
2011/12	99	58
Total	2,318	378

- 2.2 Since 2007, the UK housing market has experienced economic crisis rooted in insecurity in the financial markets following the sub-prime mortgage crisis that began in the American market. This led to a fall in house prices throughout the UK which has left recent marginal buyers, and those with high percentage mortgages in negative equity. Since then there has been rising unemployment, low consumer confidence and the reduced availability of mortgages / credit, all of which remain a serious constraint to the recovery of the UK housing market.
- 2.3 As a result of these conditions, housing needs are not being met in the district. In 2011/12 only 99 dwellings were completed and this follows similarly low levels of completions in previous years, with just 79 dwellings completed in 2010/11, the lowest ever recorded number of completions in the district. Despite these conditions the Council continues to receive and approve planning applications for new residential development. During 2011/12 102 new dwellings were granted approval, and as of

the 1st April 2012 the outstanding commitment in the district stood at 3,329 dwellings.

- 2.4 The district has a total housing stock of 61,570 dwellings (HSSA 2011). The 2004 Housing Stock Condition Survey reported that 78% of this stock was owner-occupied, with 4% owned and managed by registered providers, 6% by the Council, and 12% rented from private landlords.

Understanding housing need

- 2.5 Housing need is assessed through surveys that identify the shortage of housing in a specific area. Although there is no statutory requirement for local authorities to conduct surveys, there is a clear expectation from Government that local authorities understand current and future housing needs. This is more important than ever because the NPPF requires local planning authorities to have a clear understanding of housing needs in their area. This requires local planning authorities to gather evidence that provides an assessment of the full housing needs, covering the scale and mix of housing tenures, types of housing (including affordable housing) and the needs of different groups in the community such as families with children, older people, and people with disabilities.
- 2.6 The Council has evidence on housing need from the Housing Needs Survey carried out by David Couttie Associates (DCA) in February 2011. The Survey highlighted that over 900 market and affordable homes are required annually over the next 3 years. Whilst this need is high the Council recognises that the Core Strategy average annual requirement of 400 dwellings is a deliverable level in current market conditions. The Council has therefore adopted a viability informed approach to delivery planning for 400 dwellings per annum.
- 2.7 The Council also recognises that there may be other evidence available on housing needs, such as local surveys carried out by parish councils that focus on the needs of households within a defined area such as a rural settlement or parish. Such surveys can be a valuable source of information on local need providing they are carried out to a robust methodology and the results are statistically valid.

Chapter 3: Market Housing Needs

Background

- 3.1 Demand for market housing in the district is strong with almost 4,000 households and over 2,000 concealed households looking for market homes. Similarly there is strong demand for private rented accommodation, with over 1,200 households planning to move to this sector. However the supply of new market housing remains constrained by reduced levels of developer finance, and tight lending criteria on mortgages. Despite this, open market housing is technically at a more affordable level than it has been since 2005.

Policy Context

- 3.2 Core Strategy Policy SC4 sets out the Council's intention to maximise the opportunities offered by new housing development to redress imbalances in the local housing market, and to achieve housing that genuinely addresses identified housing needs. The National Planning Policy Framework requires local planning authorities to deliver a wide choice of high quality homes, widen opportunities for home ownership and create sustainable, inclusive and mixed communities.



Market housing development at Mossgate Park, Heysham

New market homes

- 3.3 The small supply of properties on the market and tightening of lending criteria for mortgages at high loan to valuation ratios has resulted in a major decline of first time buyers coming into the market. Developers of market housing are therefore encouraged to address the needs of first time buyers, particularly concealed households.
- 3.4 The needs of first time buyers, particularly those with income levels just adequate to access the housing market can often be met through the provision of low cost market housing. Low cost market homes may not be considered affordable homes as this type of housing does not meet the National Planning Policy Framework definition.
- 3.5 Developers of market housing should look to address the district's changing demographic and household formation patterns which have increased the need for accommodation with fewer bedrooms.



Market housing development at Aalborg Place, Lancaster

- 3.6 Around 39% of households in the district under-occupy their homes which is slightly lower than average (around 40%). However the level of under occupation in the owner occupied with mortgage sector is high at almost 41%. Therefore the Council is keen to see development proposals that actively address under-occupation, particularly of family housing so that the existing housing stock can be better utilised to meet housing needs.
- 3.7 The 2011 Housing Needs Survey provides important evidence on the market housing needs that exist in the sub areas of the district. Table 3 provides a summary of these needs in terms of dwelling type and size. Whilst the Council acknowledges that the final dwelling mix is determined on a case by case basis, applicants wishing to develop new housing in the district should have regard of this data and use it as a guide during pre-application discussions and when preparing planning applications. This is especially important in the case of larger developments as they can provide an important opportunity to address local housing needs.

Table 3: Summary of market housing need by dwelling type and size

Location	Dwelling Type	Dwelling Size
Bolton-le-Sands	Predominately bungalows, some detached & semi detached.	Predominately 2 & 4 bed.
Carnforth	Predominately detached & semi-detached.	Predominately 3 bed.
Caton & Brookhouse	Predominately detached & semi-detached, some bungalows.	Predominately 2 & 4 + bed, some 3 bed.
Galgate	Semi detached.	Predominately 2 bed & some 3 and 4 + bed.
Halton	Predominately bungalows, detached & terraced.	Predominately 2 bed & some 4 + bed.
Heysham	Predominately bungalows & semi detached.	Predominately 2 bed, some 3 & 4 + bed.

Hornby	Predominately semi detached & terraced.	Predominately 2 & 3 bed.
Lancaster North	Predominately flats/maisonettes, terraced, semi-detached, & detached.	Predominately 2 & 3 bed.
Lancaster South	Predominately semi-detached, terraced, & flats/maisonettes.	Predominately 2 & 3 bed.
Morecambe	Detached	Predominately 4 + bed.
Silverdale	Predominately detached.	Predominately 4 + bed.
Slyne-with-Hest	Predominately detached, some semi detached & bungalows.	3 bed.
Wray	Semi-detached.	Predominately 2 & 3 bed.
Other rural settlements	Predominately detached, some semi-detached.	Predominately 4 + bed, some 3 bed.

- 3.9 All new market dwellings should meet Level 3 of the Code for Sustainable Homes (Level 3 energy requirement is mandatory under the Building Regulations), and developers are encouraged to incorporate the Lifetime Homes Standards into new market dwellings so that older people and those with accessibility issues can remain in their established community later in life.

Increasing Supply through the reuse of Existing Buildings

- 3.10 Developers of market housing are encouraged to reuse existing buildings to increase the supply of market homes for sale or for private rent. In particular the reuse of long term empty homes or unused commercial premises will help to meet the need for market homes at the lower end of the market.

Chapter 4: Affordable Housing Needs

Background

- 4.1 The need for affordable housing in the district is acutely high. The 2011 Housing Needs Survey indicates an annual shortfall of over 330 affordable homes based on identified needs and adjusted to reflect the turnover of existing affordable homes. In 2010/11 just 29 affordable homes were completed in the district; however delivery improved in 2011/12 with a further 58 affordable homes were completed.
- 4.2 The affordable housing provisions in this Supplementary Planning Document are informed by the 2010 Affordable Housing Viability Study in terms of the current evidence on residential development viability, and the 2011 Housing Needs Survey in terms of the current evidence on housing needs. The Council acknowledges that affordable housing may just be one of several contributions a developer has to make for the proposed development to be acceptable in planning terms.



Affordable housing development at Windermere Road, Carnforth.

Policy Context

- 4.3 Core Strategy Policy SC4 established the principle of ensuring a sufficient supply of affordable homes and also set an annual target of 60 new affordable homes. The NPPF also requires the Council to meet the need for affordable homes from new market housing development, preferably on site, unless off site provision or a financial contribution (a commuted sum) of broadly equivalent value can be robustly justified.
- 4.4 In support of implementing the NPPF the Government have published the Growth and Infrastructure Bill which proposes certain measures that will amend the Town and Country Planning Act in relation to the modification or discharge of affordable housing requirements. When the Bill is given Royal Assent it will allow applicants to apply to the Council to modify, replace or remove the affordable housing requirement from the planning obligation. At the time this SPD was adopted, the Growth and Infrastructure Bill was at the House of Commons committee stage. The Council will therefore monitor the progress of the Bill as it move towards Royal Assent and will review the provisions of this SPD accordingly.

Achieving affordable housing

Requirements

- 4.5 In order to achieve a sufficient supply of affordable housing the Council requires contributions from all developments that result in a net increase in the overall number of dwellings. Small schemes up to 4 dwellings are expected to provide a financial contribution and larger schemes of 5 or more dwellings are expected to provide on site affordable housing.

How to calculate a net increase

The net increase is calculated by deducting the number of dwellings lost from the number of dwellings proposed.

For example: for a proposal to convert a 4 bed house to create 2 x 2 bed flats, the net increase would be 1 dwelling. This would therefore trigger the requirement for affordable housing.

- 4.6 The Council's expectations of affordable tenure mix are informed by the 2011 Housing Needs Survey which evidences that a strategic district-wide affordable tenure target should be 50% rented and 50% intermediate. The Council will normally negotiate for this affordable tenure mix, but it is acknowledged that the final mix will depend on a number of factors including viability and evidence of local housing need. The preferred tenure for the rented dwellings will be social rented.
- 4.7 The Council recognises that the viability of residential development sites can be affected by a range of factors such as affordable housing provision. Therefore a negotiated approach to affordable housing provision will be adopted where appropriate, taking into account site specific circumstances.
- 4.8 At the outline planning application stage applicants should fully address the housing needs evidence base for where they are proposing to development. Applicants should assume the relevant level of affordable housing provision (see Table 4) and affordable tenure mix (see paragraph 4.6). If at outline stage applicants have concerns around the impact of affordable housing on scheme viability then the application should fully demonstrate what level of provision is viable and therefore deliverable.
- 4.9 The Council expects on site affordable housing to be delivered in partnership with registered providers. At the outline stage, applicants should liaise with registered providers to understand the type of dwellings they would consider purchasing where on site affordable housing is to be provided. For example if the proposal is for an apartment block of 15 flats, a registered provider may not wish to manage 4 to 5 dwellings within a larger building. Developers are free to make contact with whichever registered provider they prefer. A list of registered providers that currently manage affordable homes in the district and contact details are provided in Appendix 8 of this SPD.

Defining affordable housing

- 4.10 The Council considers housing to be affordable where it meets the criteria in Annex 2 of the NPPF. Therefore affordable housing can either be social rented, affordable rented or intermediate housing that is provided to eligible households whose needs are not met by the market. The full definition is set out in the Glossary of this SPD.



Council owned housing at Kingsway Court, Heysham

- 4.11 There are over 5,900 affordable dwellings in the district (this excludes discounted market homes). As a stock retaining authority the Council is one of the largest providers of affordable housing in the district, with responsibility for the management and maintenance of over 3,800 homes. There are also over 2,100 affordable homes across the district owned and managed by registered providers of social housing. The vast majority of these dwellings are social rented, although in recent years, some registered providers have moved towards providing intermediate affordable housing such as shared ownership homes in an attempt to balance the housing market and improve access to housing for those households who would traditionally not qualify for social rented accommodation.
- 4.12 New affordable housing is either directly developed by registered providers using funding allocated by the Homes and Communities Agency, or by developers as part of market housing schemes (these affordable dwellings are negotiated by the Council as part of the planning process).
- 4.13 The district has a number of discounted sale homes that are considered to be a form of intermediate affordable housing. These homes were sold to the first occupier at a price below the average market price for comparable properties and the discount continues to apply to subsequent occupiers. Discounted market homes are available for purchase according to an eligibility criteria agreed between the Council and the developer as part of the planning process (the criteria may differ slightly from scheme to schemes). Typically, the purchaser's income should not be sufficient to enable them to buy a home that matches their needs on the open market, and their household should include at least one member who lives or has previously lived in the district, or; a member who has recently started, or is about to start work in the district, or; a member who needs to live in the district to act as a carer to an ill or elderly person.
- 4.14 When discounted sale homes are put up for sale and no purchasers come forward, the vendor can apply to the Council to have the eligibility criteria lifted. The vendor would need to prove that an eligible purchaser had not come forward within 6 months of the home being put up for sale. The Council encourages discounted

markets home that are for sale to be registered on the Ideal Choice Homes website at: www.idealchoicehomes.co.uk. This is choice based lettings system that maximises the range of prospective purchasers and can potentially speed up the sales process and is the Council's method of allocating affordable housing in the district.

- 4.15 The Council acknowledges that low cost market can play an important role at the lower end of the housing market and in some case may reduce the need for affordable homes. However this type of housing may not considered affordable as it does not meet the defined in Annex 2 of the NPPF.

Affordable housing requirements

- 4.16 Affordable housing is required from all residential developments that result in a net increase of 5 or more dwellings. The specific affordable housing requirements are set out in Table 4 below.

Table 4: Affordable housing requirements

Number of dwellings (net)	Location	Proportion	On site / off site
1 to 4	Rural / Urban	Up to 10%	Off site
5 to 9	Rural	Up to 20%	On site
5 to 14	Urban	Up to 20%	On site
10 plus	Rural	30%	On site
15 plus	Urban	30%	On site

How the affordable housing requirements are applied

e.g. 8 new build dwellings in Hornby would require 20% affordable housing, which equates to 2 affordable homes.

e.g. 15 new build dwellings in Lancaster would require 30% affordable housing, which equates to 5 affordable homes.

- 4.17 The 2010 Affordable Housing Viability Study concludes that Greenfield sites can support up to 40% affordable housing. However, the opportunities for developing new housing on Greenfield sites are more limited but where this is permitted the Council will require increased affordable housing provision (up to 40%). If the increased provision cannot be achieved due to viability issues then the Council will not normally permit the proposed development until which time the development values have changed so that delivery can be achieved. The justification for this is that one of the main reasons the Council is proposing the allocation of Greenfield sites in the new Lancaster District Local Plan is to mitigate against the viability issues that often occur on brownfield sites.
- 4.18 The Council will round up to the nearest whole number when calculating on site affordable dwellings. However, on site affordable housing requirements (up to 20%)

for smaller schemes (typically 5 or 6 dwellings) may not always result in a whole number. In such cases the Council will accept a financial contribution calculated using the adopted methodology (see the following section for details). Where the on site requirement is 1 dwelling, the developer may experience difficulties in attracting a registered provider to purchase the dwelling. In such cases the developer will be asked to provide evidence that they have approached at least 4 registered providers.

- 4.19 The Council acknowledges that there may be scenarios where it is mutually acceptable to all parties for the on site affordable dwellings to be provided on an alternative site in the vicinity. In such cases, developers must be able to demonstrate that on site affordable dwellings cannot reasonably be secured, and this position will be considered against the risk of undermining the creation of a mixed and balanced community. The developer must provide a suitable alternative site that is available for development within an appropriate timescale, and therefore deliverable. The affordable dwellings on the alternative site must be completed prior to the effective completion of the facilitating development.
- 4.20 Where the alternative site would trigger a requirement for affordable housing in its own right then the appropriate number of affordable dwellings must be provided as well as those required from the facilitating site. In this scenario it is crucial that the developer liaises with registered providers as early as possible so all parties are clear about issues such as the number of affordable dwellings that can be purchased, the cost of purchasing these dwellings, and any constraints that may exist around the type and size of dwellings available for purchase. Developers are free to make contact with whichever registered provider they prefer. Details of registered providers that currently manage affordable homes in the district and contact details are provided in Appendix 9 of this SPD.

How an alternative site would work

If the main site (i.e. the facilitating development) has a total of 38 dwellings on it, of which 11 would have been affordable dwellings (based on a 30% requirement), and off site provision is agreed on an alternative site that will also deliver 38 dwellings, then the Council would seek 30% affordable housing from both sites e.g. 2 x 11 dwellings, totalling 22 affordable dwellings.

Calculating financial contributions (in lieu of on site)

- 4.21 Off site affordable housing in the form of a financial contribution is required from developments that result in a net increase of up to 4 units. The amount payable will be broadly equivalent to the value of providing up to 10% affordable housing on site.

How to calculate a net increase

E.g. 4 new build dwellings would be a net increase of 4.

E.g. a house converted to create 3 flats would be a net increase of 2.

E.g. a former office building (B1 use) converted to create 4 dwellings would be a net increase of 4).

- 4.22 Proposals for the removal or variation of a restrictive occupancy condition on a dwelling to allow unfettered residential use will also be required to provide a financial contribution broadly equivalent to the value of providing 10% on site affordable dwellings.
- 4.23 There is no guidance on or single acceptable approach to calculating affordable housing financial contributions. What is important to all parties is to arrive at a clear figure which does not unduly affect development viability so that site supply is not restricted by the implementation of the approach.
- 4.24 The Council has adopted an approach to calculating financial contributions based on estimating the market value of the land that would be provided by the developer in an on site affordable housing scenario, i.e. one where the build costs for the affordable dwellings would be reimbursed to the developer by a registered provider.
- 4.25 The cost to the developer in this on site scenario is therefore the value of the land for the on site affordable dwellings. The approach seeks to identify and secure an amount of money (the financial contribution) that is broadly equivalent to the market value of the land where the affordable dwellings would be built.
- 4.26 The approach was formally adopted in January 2011 following the recommendations arising from the 2010 Affordable Housing Viability Study. The Council has also considered alternative approaches that could potentially be applied in circumstances which involve the conversion or change of use of premises (as distinct from new build). Having investigated this, the Council is satisfied that the adopted approach is fit for purpose because it provides a clear figure that does not unduly impact on viability, and has been effectively applied to all development scenarios since January 2011. The Council, agents and developers alike all have the benefit of experience gained to date of the adopted approach.
- 4.27 The adopted approach to calculating financial contribution is as follows:
- Step 1: Establish the open market value of the proposed development.
- Step 2: Calculate 18.5% of the open market value.
- Step 3: Add 15% to the result of Step 2.
- Step 4: Apply the result of Step 3 to the net increase in units and the 10% affordable housing requirement.

How to calculate a financial contribution

Step 1: For the purposes of calculating a financial contribution, the open market value refers to the value of the proposed development should it be for sale on the open market. This can be easily obtained by researching relevant or comparative properties.

Step 2: The adopted approach to calculating financial contribution uses an average residual land value (RLV) (18.5%) for the district because the approach seeks to replace the land (plot) value. RLV is expressed as a percentage of Gross Development Value, and the average for the district is 18.5% which is derived from the appraisals of smaller sites without affordable housing carried out as part of the 2010 Affordable Housing Viability Study. Using a district average means that an RLV appraisal is not required each time.

Step 3: By adding 15% an appropriate amount to reflect the likely cost of acquisition, fees, basic servicing and site preparation works is built into the calculation.

Step 4: The net increase is calculated by deducting the number of dwellings lost from the number of dwellings proposed. For example, the conversion of a house to create 3 flats would be a net increase of 2 dwellings ($3 - 1 = 2$). A net increase of 2 units at 10% is expressed as 0.2 ($2 / 10 = 0.2$). Similarly, a net increase of 4 units at 10% is expressed as 0.4 ($4 / 10 = 0.4$).

E.g. for 4 x 3 bed dwellings:

Step 1: The open market value is £205,632 (1 dwelling)

Step 2: 18.5% of £205,632 = £38,042

Step 3: 15% of £38,041 = £5,706, added to £38,041 = £43,748

Step 4: £43,748 x 0.4 dwellings (10% of 4 dwellings) = £17,499

- 4.28 In some scenarios not all dwellings will be equivalent, i.e. 3 bed dwellings will generally have a lower open market value than 4 bed dwellings. Where this is the case, an average open market value should be used.

E.g. for 1 x 3 bed & 1 x 4 bed dwellings:

Step 1: £400,000 (3 bed) + £475,000 (4 bed) = £875,000 / 2 = £437,500

Step 2: 18.5% of £437,500 = £80,938

Step 3: 15% of £80,937 = £12,141, added to £80,937 = £93,078

Step 4: £93,078 x 0.2 dwellings (10% of 2 dwellings) = £18,616

Eligibility for affordable housing

- 4.29 The Council defines housing need as being when a person's home is unsuitable for them and their family due to it being too small; or because it lacks or requires the sharing of facilities (e.g. kitchen or bathroom); or because it suffers from structural problems; or because the person has medical problems that are made worse by where they live. The Council maintains a housing register of people looking for an affordable home in the district, therefore for anyone to be considered for an affordable home they must first apply to join the housing register. Housing need is then assessed using a banding scheme ranging from 'emergency housing need' to 'very low housing need'.



Affordable housing in the centre of Lancaster

- 4.30 All of the Council's rented accommodation, as well as some affordable housing provided by registered providers is allocated through Ideal Choice Homes, the choice based lettings system for the district. Full details about the housing register are contained within the Council's Housing Allocation Policy which can be downloaded at: www.lancaster.gov.uk/apply-home/



Affordable housing development at Marlborough Road, Morecambe

General guidance

Type and Size

- 4.31 The 2011 Housing Needs Survey provides important evidence on the affordable housing needs that exist in the various sub areas of the district. Table 4 provides a summary of these needs in terms of dwelling type and size (this data does not factor in the resupply of affordable housing through re-lets). Whilst the Council acknowledges that final dwelling mixes may be determined on a case by case basis, applicants wishing to develop new affordable housing in the district should have regard of this data and use it as a guide during pre-application discussions and when preparing planning applications.

Table 5: Social Rented need by dwelling type and size

Location	Dwelling Type	Dwelling Size
Bolton-le-Sands	Predominately bungalows and semi detached.	2 bed.
Carnforth	Bungalows	2 bed.

Caton & Brookhouse	Bungalows	Predominately 2 bed.
Galgate	Terraced	3 bed.
Halton	Predominately terraced, some bungalows & semi-detached.	Predominately 2 bed, some 1 bed.
Heysham	Predominately flats/maisonettes & supported housing.	Predominately 3 bed & some 2 bed.
Hornby	Terraced.	2 bed.
Lancaster North	Predominately flats/maisonettes, bungalows & detached.	Predominately 2 bed, some 1 & 4 + beds.
Lancaster South	Predominately terraced, detached, semi-detached, terraced and supported housing.	Predominately 2 & 3 bed.
Morecambe	Predominately flats/maisonettes, some supported housing, semi-detached & terraced.	Predominately 2 bed, some 1 bed.
Silverdale	Flats/maisonettes.	2 bed.
Slyne-with-Hest	Flats/maisonettes & bungalows.	1 & 2 bed.
Wray	Nothing indicated.	Nothing indicated.
Other rural	Predominately detached, some semi-detached.	Predominately 4 + bed, some 3 bed.

Table 6: Shared Ownership need by dwelling type and size

Location *	Dwelling Type	Dwelling Size
Bolton-le-Sands	Detached.	2 bed
Hornby	Terraced.	2 bed
Lancaster North	Predominately detached.	2 bed
Lancaster South	Terraced.	2 bed
Morecambe	Flats/maisonettes	2 bed

* Locations where no specific need for shared ownership was identified these locations have been excluded from Table 6.



Affordable housing development at City View,
Greyhound Bridge Road, Lancaster

Design and Integration

- 4.32 Good design and integration are key aspects of ensuring that new residential development is sustainable, and contributes positively to making places better for people. The Council acknowledges that design and integration issues should be determined on a case by case basis, but will work to ensure that the design of new affordable housing is not distinguishable from market housing, especially those homes located on a predominately market housing development.
- 4.33 Developers that are required to provide affordable housing on market schemes should be aware that the affordable dwellings must comply with the HCA Design and Quality Standards (2007) or the relevant successor standards (at the time of delivery). Therefore all affordable dwellings must meet Code for Sustainable Homes Level 3. In addition, the affordable housing dwellings should fully incorporate all of the 16 Lifetime Homes features into houses and apartments wherever practicable.
- 4.34 On site affordable housing must be well integrated within the wider development unless there is sufficient justification otherwise.
- 4.35 The Council expects applicants to realistically assess the full cost of developing new housing before applying for planning permission. The cost of development should consider the full range of likely costs, including the cost of land acquisition, site remediation, abnormalities, construction, finance, affordable housing provision, and other planning obligations.
- 4.35 In particular, the cost of purchasing land, buildings or an option on land should be fully considered before planning permission is applied for. These costs will impact on the overall viability of the scheme and therefore its ability to meet the required affordable housing provision. Developers that have paid a disproportionate amount to acquire land or buildings should fully understand the implications this will have on viability.
- 4.36 Where the affordable housing provision has a negative impact on scheme viability the Council will expect developers to provide detailed and compelling evidence as part of their Affordable Housing Statement. The evidence must include a financial viability appraisal and a summary of what the appraisal concludes in relation to the viability of the scheme. Developers are free to use a financial viability appraisal format of their choosing (a template is available in Appendix 5 of this SPD). Full details of what should be included in an Affordable Housing Statement are set out in Chapter 7 of

this SPD. In addition, Affordable Housing Statements templates can be found in Appendix 4 of this SPD, and guidance on financial viability appraisals and a template can be found in Appendix 5.

- 4.37 It is essential that applicants enter into meaningful discussions around the potential purchase of on site affordable dwellings with registered providers as part of the pre-application process. Developers should include in their Affordable Housing Statement evidence of these discussions and of an "in principle" agreement to purchase the affordable dwellings. This will enable all parties to be clear on the implications of providing on site affordable homes. Where the developer has gained Investment Partner status with the HCA, evidence of this should be included in their Affordable Housing Statement.
- 4.38 For larger schemes that will be required to provide on site affordable dwellings, developers should be flexible around the affordable dwelling types and sizes, layout etc so that the affordable housing provision can be secured without viability being compromised.
- 4.39 The Council acknowledges that financial viability appraisals may contain commercially sensitive information. In such cases, this will be held in confidence by the Council where a justified request is made. In order to be as transparent as possible, developers should also provide a summary of the development appraisal which can be reproduced and reported in the public domain.
- 4.40 Where the Council does not agree that the affordable housing provision compromises scheme viability the Council will send the Affordable Housing Statement, the financial viability appraisal and any other evidence to an independent chartered surveyor. The purpose of this will be to determine whether the affordable housing provision compromises scheme viability, and where appropriate to inform an alternative contribution. The applicant is responsible for meeting the cost of this process.
- 4.41 In larger schemes (30 or more dwellings) that are developed in phases, each phase should provide on site affordable dwellings according to the overall proportion of affordable dwellings negotiated. For example, phase 1 (10 dwellings) of a 100 dwelling scheme should provide 3 affordable dwellings.
- 4.42 Some dwellings involve high service charges to provide for improved security, maintenance of communal areas etc. Schemes should therefore be designed to reduce the potential for high service charges for the on site affordable dwellings.

Funding for new affordable homes

- 4.43 Funding for new affordable homes currently comes from the Homes and Communities Agency via the 2011-15 Affordable Homes Programme. This is a £4.5bn investment programme that includes existing commitments from the previous National Affordable Housing Programme. The majority of funding is for affordable rented homes with some for affordable home ownership, supported housing and in some circumstances, social rented homes.
- 4.44 The Affordable Homes Programme is based on HCA funding to make the development viable as well as other sources such as monies raised by registered providers through the increased borrowing capacity generated from the conversion of

social rent properties to Affordable Rent (or other tenures) at re-let, and by the net rental income stream of the new homes. Other sources of funding are free or discounted public land.

- 4.45 To support this process, the Council prepared an Investment Priorities prospectus to help guide registered providers on how to formulate bids that would address local housing and regeneration priorities in the district. A total of 7 registered providers bid for funding and five have been successful in securing funding subject to all the necessary approvals.
- 4.46 Although funding bids were finalised in summer 2012 some funding has been retained for small community led organisations such as community land trusts or small rural groups and others, who were not in a position to bring forward proposals at the outset of the programme.
- 4.47 The Council manages a ring fenced Affordable Housing Fund to support registered providers develop new affordable housing in the district. The Fund is supported by financial contributions generated from smaller market housing schemes. The eligibility criteria are set out Appendix 2.

Exemptions

- 4.48 There are specific circumstances where the affordable housing provision will be waived.
- 4.49 Proposals for replacement dwellings (where there is no net gain in dwellings) are not required to provide an affordable housing contribution.
- 4.50 Property values are much lower in Central Morecambe and the West End compared to most other parts of the district and this means that viability is often marginal, and in the prevailing investment conditions the affordable housing requirement is likely to be a disincentive to future investment in these distinct parts of Morecambe. Therefore proposals for residential development in the areas covered by the Morecambe Area Action Plan (MAAP) area and the West End Masterplan (as defined by the Draft Preferred Options Local Plan proposal map and successor versions) are not required to provide affordable housing. However developers are expected to acknowledge this within their Affordable Housing Statement, and the type and size of dwellings proposed should meet the housing needs of Morecambe and not exacerbate the problem of over supply of particular forms of dwellings. Only where there is sufficient justification will the Council request evidence in support of waiving affordable housing provision. This position will be kept under review through the monitoring arrangements for this SPD.



Victorian housing in the West End of Morecambe

- 4.51 Proposals for housing that will enable individuals working full time in rural enterprises to live at, or in the immediate vicinity of, their place of work will provide a form of low cost market housing due the impact of the appropriate occupancy conditions on the value of these dwellings. Therefore such proposals are not required to make an affordable housing contribution. However, such accommodation will only be approved where they meet the functional test in Annex A of PPS7: Sustainable Development in Rural Areas, to establish whether it is essential for the proper functioning of the enterprise for one or more workers to be readily available at most times.
- 4.52 Non-self contained accommodation such as care homes, nursing homes, and student accommodation are not required to provide affordable housing at all.

Exceptional circumstances

- 4.53 Ordinarily the Council will require affordable housing provision from all developments that result in a net increase in the number of dwellings. However the Council acknowledges there may be some circumstances where affordable dwellings are more suited to being provided on an alternative site, or a financial contribution needs to be reduced.
- 4.54 For a change of use from guest house to self contained dwellings, if the guest house in its current use includes self contained owner accommodation, the Council will deduct one unit when calculating the net increase in dwellings. However, this will need to be evidenced in the existing floor plans submitted with the planning application. Therefore, if a proposal will create 5 self contained dwellings, the existing unit would be deducted so that 4 dwellings would be subject to the affordable housing provision.
- 4.55 For a proposal for an extra care scheme or for sheltered accommodation, the on site affordable housing requirement should be changed to a financial contribution because of the management issues related to this form of accommodation.

Chapter 5: Rural Housing Needs

Background

- 5.1 The Council must address the housing needs of those living in the rural parts of the district, not just the urban parts. Because much of the district is classed as rural it is important that appropriate and sympathetic residential development helps to maintain the vitality of rural areas to ensure they remain vibrant and sustainable places to live and work.
- 5.2 The 2011 Housing Needs Survey highlighted that rural property values are generally much higher compared to the district wide averages. Often those living in rural areas within concealed households or in unsuitable accommodation cannot continue to live there. Similarly those with genuine connections to particular rural areas cannot afford to live there.

Table 7: A comparison of rural and district wide property values

Property Type	Rural	District wide
1 bed flat	£109,950	£65,000
2 bed flat	£134,950	£89,950
2 bed terrace	£84,995	£89,950
3 bed terrace	£140,000	£100,000

Policy Context

- 5.4 Core Strategy Policy SC3 seeks to build healthy sustainable rural communities. This will be achieved in rural areas by allowing new housing to be built that will maintain or enhance the vitality of rural communities. To achieve this goal the Council will seek to ensure that new housing reflects local housing needs, particularly where for affordable housing. Core Strategy Policy SC3 also proposed that new housing in rural areas should be focused in the 8 rural settlements identified to be sustainable locations on the basis they retain key services such as basic shopping, schools, access to medical care and public transport. Therefore development outside of these settlements is only possible where there is exceptional justification.
- 5.5 The NPPF requires the Council as the local planning authority to be responsive to local circumstances and plan new homes that meet local housing need, particularly for affordable housing; and to promote sustainable development in rural areas where it will enhance or maintain the vitality of rural communities.



Post Office and General Stores sign in Wray village.



Arkholme Village Hall.

Evidence of rural housing need

- 5.6 The need for different dwelling types and sizes in the 8 rural settlements was identified by the 2011 Housing Needs Survey and has been summarised in Table 7. The data in this table balances demand from existing and concealed household needing to move within the district, and supply established from existing households who said they would be moving. The data is relevant for the next 5 years and should be used by applicants to inform their proposals in terms of the location and tenure of proposed homes to address rural housing needs.
- 5.7 Table 8 highlights that overall there is a considerable need for new housing, particularly open market housing and social rented housing in rural areas.

Table 8: Housing needs in the 8 rural settlements by tenure

Location	Market	Private rented	Shared ownership	Social rented
Bolton-le-Sands	High	None expressed	High	High
Caton & Brookhouse	Significant	High	None expressed	High
Halton	High	None expressed	High	Significant
Hornby	High	None expressed	None expressed	High
Galgate	High	High	None expressed	High
Silverdale	High	None expressed	None expressed	High
Slyne-with-Hest	Significant	Significant	None expressed	High
Wray	None expressed	High	None expressed	High
Hornby	None expressed	None expressed	None expressed	High

Other evidence of local housing need

The Council will also consider other evidence of local housing need for rural locations. In the case of local housing needs surveys they should follow a robust process and the subsequent analysis must be unbiased and carried out by an impartial party. The Council will therefore need to agree the methodology upfront.

In some cases a survey might be initiated by a parish council or similar as part of the neighbourhood planning process. It is anticipated that applicants may also choose to carry out a local survey in support of their proposal, and this should demonstrate consultation with the parish council and other appropriate community groups.

Addressing rural housing needs**Appropriate rural development**

- 5.8 Applicants should be aware that proposals for residential development in rural locations must ensure that homes are well integrated into the location in terms of scale, location design and materials. This is particularly important for proposals in Forest of Bowland Area of Outstanding Natural Beauty (AONB) and the Arnsdale and Silverdale AONB. These areas have been recognised as sensitive and therefore whilst development is not to be prevented purely because of this designation any development proposals should clearly demonstrate that they are sympathetic to their surroundings both in terms of their design and materials and have due regard to the content of the relevant AONB Management Plan or successor documents.

Sustainable rural settlements

- 5.9 The Council permits new residential development in 8 rural settlements identified to be sustainable locations on the basis they retain 5 key services (a GP, Primary School, Food Shop, Post Office and Bus Stop). These settlements are: Bolton-le-Sands; Caton and Brookhouse; Halton; Hornby; Galgate; Silverdale; Slyne-with-Hest; and Wray. The key services in these locations contribute towards the ongoing vitality of the communities that live there. However, the Council acknowledges that there are now very few GPs regularly practising within these 8 settlements and on that basis, other rural settlements that retain a primary school, food shop, a Post Office and a bus stop will also be considered for new residential development. Any proposals for new residential development should be proportionate in terms of the existing number of dwellings in any rural location.
- 5.10 Applicants should note that proposals for market housing in any rural settlement are expected to provide affordable housing in accordance with Chapter 3 of this SPD.
- 5.11 The Council will also consider proposals for new residential development in rural settlements that retain fewer than 4 key services on the basis that applicants can demonstrate that:

- They will maintain or enhance the vitality of the local community;
 - A high standard of design will be achieved appropriate to the location and the surrounding landscape; and
 - They have been developed in consultation with the parish council and other community groups where appropriate.
- 5.12 Proposals for new residential development in settlements that retain fewer than 4 key services will require appropriate local occupancy conditions to ensure that people already living and working in the location are able to access these new market homes. Therefore applicants with a location connection to the area will be given priority according to an appropriate occupancy criteria (please refer to Appendix 8 of this SPD for an example criteria).
- 5.13 Affordable housing secured in settlements that retain fewer than 4 key services will also be subject to an appropriate local lettings plan to ensure that the affordable dwellings effectively address local affordable housing needs.

Parish partnerships

- 5.14 Addressing rural housing needs has emerged as a key theme through the preparation of a new Lancaster District Local Plan. This was apparent during the scoping work in autumn 2010 and the Council addressed this when the options were developed in summer 2011. One of the ways the Council can address rural housing needs is through working in partnership with parish councils, members of local communities that can provide perspectives on housing need, and perhaps organisations with responsibility for housing delivery such as registered providers of social housing and residential developers. The Council will be taking forward this approach during 2013 and would encourage those with an interest in addressing rural housing needs to engage with the Council.

Neighbourhood planning

- 5.15 The Localism Act introduces four Community Rights designed to give communities more control over what happens in their local area. This includes 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 for their area. The purpose of this new tier of plan making is to empower local people to take a proactive role in shaping the future of where they live, and give them greater ownership of the plans and policies that affect where they live. The Neighbourhood planning process can help rural communities to address housing by establishing general planning policies for the development and use of land. The Council has prepared guidance on neighbourhood planning and the other Community Rights which can be downloaded at: www.lancaster.gov.uk/neighbourhood-planning/

Rural Exception Sites

- 5.16 The Council acknowledges that in some rural settlements there may be land available for new housing; however proposals for new market housing would be contrary to adopted development management policy. One exception to this scenario is proposals for affordable housing on these rural 'exceptions sites' that are generally supported by the Council where a genuine need can be demonstrated.

- 5.17 Proposals for affordable housing on rural exception sites must demonstrate that they will maintain or enhance the vitality of the local community. A key aspect of this is how well a proposed development meets local housing need. The Council acknowledges that it may be acceptable for exception sites to include a very small proportion of market homes in order to ensure the scheme's viability. However the Council will seek to ensure all market dwellings are subject to a local occupancy condition and all affordable dwellings will be advertised through the Ideal Choice Homes website.

Defining rural exception sites

Schemes on small sites no larger than 0.4 hectares (1 acre);

Schemes that address genuine local housing need, and provide in perpetuity affordable homes; and

Schemes that provide affordable homes for local people, i.e. those who are either current residents or have an existing family connection or employment connection.

- 5.18 Schemes should not result in a significant adverse impact on the character of the settlement, the amenities of residents, the rural landscape, or nature conservation interests, and should not result in the loss of open space with public amenity or recreational importance.
- 5.19 Applicants should note that the value of exception sites should be lower than land where open market development is permitted. This will help keep development costs down and increase the viability of the scheme, so that schemes do not become unaffordable.

Accommodation for rural enterprise workers

- 5.20 Accommodation for rural enterprise workers will be appropriately conditioned to prevent unrestricted accommodation in isolated parts of the district which is clearly contrary to local and national planning policy.

Chapter 6: Housing Needs of Older People & People with Disabilities

Background

- 6.1 The Council, as both an enabler and provider, plays a fundamental role in meeting the needs of vulnerable people living in the district that are likely to have additional housing needs and will experience poorer outcomes if these needs are not met. Through the Meeting Housing Needs SPD the Council will seek to ensure that the current and future housing needs of older people and people with disabilities are addressed through proposals for new residential development.



Lancaster City Council owned accommodation for older people at Vale Estate, Lancaster

Policy Context

- 6.2 Core Strategy Policy SC4 states that the Council will aim to maximise the opportunities offered by new homes to achieve housing that genuinely addresses identified local housing need. Local housing need will often mean accommodation that meets the needs of specific groups, such as older people or people with disabilities. The NPPF requires the Council to plan for a mix of housing based on the needs of different groups in the community including older people and people with disabilities.

Older people

- 6.3 The number of people in the district aged 65 plus is set to increase by 62% between 2008 and 2033, and within that group the number of people aged over 85 will significantly increase by over 138% in the same period. This ageing population poses a significant challenge as these households are more likely to have a need for support services, adaptations or specialist accommodation.
- 6.4 This means there needs to be sufficient supply of new specialist and adaptable general needs accommodation to ensure that the support needs of older people are being met to enable them to enjoy a good quality of life.
- 6.5 The most appropriate accommodation solutions for older people will be explored through the preparation of an Older Persons Housing Strategy, and it is anticipated that the consultation process for this work will begin in summer 2013. In the

meantime, the 2011 Housing Needs Survey highlights that the district requires in excess of 2,100 additional units of sheltered accommodation by 2014 to meet the needs of existing households, and those households who may in-migrate to be closer to family. Developers are therefore encouraged to consider sheltered housing or independent accommodation with visiting support that will help meet these particular needs.

- 6.6 The 2011 Housing Needs Survey also highlights that over 360 households require extra care accommodation in the district. The future provision of extra care accommodation is being considered by the Council and the County Council so that the most appropriate models of provision can be determined.
- 6.7 Applicants that wish to develop accommodation for older people should discuss proposals with the Strategic Housing Officer as early as possible.

People with physical disabilities

- 6.8 The 2011 Housing Needs Survey highlights that there is someone with a disability living in almost a quarter of households in the district. This suggests that over 13,000 households are affected in some way.

Table 9: Type of disability by households affected

Disability	% of households
Mobility restriction	47.9
Limiting long term illness	31.4
Asthmatic/respiratory problem	24.4
Other physical disability	20.5
Learning disability/mental health problem	19
Visual/hearing impairment	17.3
Wheelchair user	8.3

- 6.9 Table 8 highlights the different disability types affecting households in the district. The ability to meet the needs of those affected by a disability depends upon the requirements of the individual, their care needs and the household composition. A range of accommodations solutions that meet the current and future accommodation needs of people with physical disabilities will be explored through the Housing Action Plan (2012 - 17) and the preparation of an Older Persons Housing Strategy. Any proposal to develop accommodation specifically for people with disabilities should be discussed with the Strategic Housing Officer as early as possible.

Standards

- 6.10 There is a need for developers to provide new housing to Lifetime Homes standards, so that they are easily adaptable to meet the changing needs of occupants.

- 6.11 Through the planning process, and during negotiations for affordable housing, the Council will seek to secure some provision of wheelchair properties as part of the on site affordable housing on a site by site basis. Furthermore, any sites which are wholly affordable rented housing will normally include some wheelchair provision.

Chapter 7: General Guidance

Background

- 7.1 This chapter is designed to guide applicants on how to ensure that proposals for residential development are not delayed.

Pre-application discussion

- 7.2 Applicants should discuss proposals for affordable housing or market housing that will trigger the affordable housing requirements with the Strategic Housing Officer as early on in the process as possible. This will help ensure that proposals reflect local housing needs, whether for market or affordable housing.
- 7.3 All applicants should also refer to the Planning Application Validation Guide for details of what forms, plans and documents are required to accompany planning applications. The latest version of the Planning Application Validation Guide can be downloaded at: www.lancaster.gov.uk/making-planning-application/

Affordable Housing Statements

- 7.4 The Council requires all proposals for residential development to include an Affordable Housing Statement. This is an important document that sets out how the proposal will address the issue of affordable housing. Failure to submit this document will invalidate the planning application and will ultimately delay the process. These documents may be reviewed and updated accordingly as negotiations around affordable housing take place during the planning application process.
- 7.5 The information contained in an Affordable Housing Statement will vary slightly depending upon what is being proposed. The basic information required for a full planning application is set out below, and several Affordable Housing Statement templates are provided in Appendix 3.

Table 10: Basic information required for an Affordable Housing Statement (full planning application)

Scenario	Information required in Affordable Housing Statement
A net increase of 1 to 4 dwellings or a variation / removal of restrictive occupancy conditions triggering a financial contribution.	A brief summary of the proposed development (including confirmation of the net increase in dwellings).
	A detailed description of the proposed development (unit types, unit size, Gross Internal Area (GIA), plot size).
	A brief description of how the proposed development will meet local housing need.
	The anticipated open market value of the proposed development and supporting evidence demonstrating this is based on relevant and comparable information.

	A commitment to payment of a financial contribution calculated according to the Council's adopted methodology, triggered by start on site, and secured by a S106 unilateral undertaking.
A net increase of 5 plus dwellings (triggering on site affordable housing)	A brief summary of the proposed development (including confirmation of the net increase in dwellings).
	A detailed description of the proposed development (number, type, size, tenure, phasing, occupancy criteria).
	A description of how the proposed development will meet local housing need (referring to evidence, in particular the district Housing Needs Survey).
	Evidence of discussions with registered providers and of an "in principle" agreement to purchase the affordable dwellings.
	A commitment to the provision of on site affordable units secured by a S106 agreement.

- 7.6 An Affordable Housing Statement is also required for an outline planning application albeit less information is required compared to a full planning application.

Table 11: Basic information required for an Affordable Housing Statement an (outline planning application)

Scenario	Information required	Additional information required at reserved Matters stage
A net increase of 1 to 4 dwellings or a variation / removal of restrictive occupancy conditions triggering a financial contribution.	A commitment that subject to the proposal being acceptable in planning terms, outline permission will only be granted when accompanied by a signed legal agreement containing a clause that requires the financial contribution to be agreed at the time of the Reserved Matters application based on an open market valuation(s) at that time	The anticipated open market valuation of the proposed development and supporting evidence demonstrating this is based on relevant and comparable information.
A net increase of 5 plus	A commitment that subject	All of the above information

<p> dwellings triggering on site affordable housing.</p>	<p> to the proposal being acceptable in planning terms, outline permission will only be granted when accompanied by a signed legal agreement containing clauses that detail the percentage of on site affordable dwellings required from the proposed development, and that the specific number, type, tenure, phasing and occupancy criteria of the affordable dwellings will be agreed at the time of the Reserved Matters application.</p>	<p> plus details of all homes created by the proposal (tenure, type, number of bedrooms, GIA and plot size).</p> <p> In addition evidence of discussions with registered providers and of an "in principle" agreement to purchase the affordable dwellings.</p>
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- 7.7 When an outline application reaches Reserved Matters stage, the application should be accompanied by a revised Affordable Housing Statement that includes the additional information detailed above. If the Reserved Matters application is acceptable in planning terms, a Deed of Variation will be required to reflect either the on site provision or the financial contribution agreed between the applicant and the Council.

Additional requirements

- 7.8 Where the affordable housing provision has a negative impact on scheme viability the Council will expect applicants to provide detailed and compelling evidence as part of their Affordable Housing Statement. The evidence must include a financial viability appraisal (FVA) and a summary of what the appraisal concludes in relation to the viability of the scheme. A FVA template is included as part of Appendix 5 of this SPD. Full details of what should be included in an Affordable Housing Statement are set out in Appendix 4 of this SPD. The Council expects all abnormal costs to be quantified by an independent expert.
- 7.9 The Council acknowledges there may be other scenarios where the required affordable housing provision may need to be altered. Exemptions and exceptional circumstances are dealt with by Chapter 6 of this SPD.

Legal Agreements

- 7.10 For an outline application the legal agreement will differ depending on the number of dwellings proposed.

Table 12: Legal agreement clauses

Scenario	Clause(s)
1 to 4 dwellings	A clause that requires the financial contribution to be agreed at the time of the Reserved Matters application based on the open market value(s) at that time.
5 or more dwellings	Clauses detailing the number of on site affordable dwellings required from the proposed development, and that the specific number, size, type, tenure, phasing, and occupancy criteria of the affordable units will be agreed at the time of the Reserved Matters application.

- 7.11 A full application for a net increase of up to 4 dwellings requires the developer to sign a Section 106 Unilateral Undertaking (UU) (a S106 UU template is provided in Appendix 6 of this SPD). The applicant's appointed legal representatives will be required to complete the UU and return it to the Council's Legal Services team.
- 7.12 For a full application for 5 or more dwellings the Council will provide a draft template of a S106 Agreement. The finalised Agreement will need to be signed by all parties with a legal interest in the land before a planning permission can formally be issued. This will need to be evidenced by the applicant by providing an up to date Land Registry search(es) for the application site. In some cases, and depending upon site specific circumstances, agreements may also relate to other matters (e.g. contributions for highways improvements).

Payment of financial contributions

- 7.13 When a financial contribution has been agreed between the Council and the applicant the monies should be paid on commencement of the development and the Council's Planning and Regeneration Service will issue an invoice to the applicant. Where applicants request a later payment stage this should be a result of viability and therefore be accompanied by evidence in support of this position.
- 7.14 Following receipt of the financial contribution, the monies will be held in the Affordable Housing Fund, a ring fenced account that supports the development of affordable housing in the district. For more information on this please refer to Appendix 2 of this SPD.
- 7.15 In scenarios where the applicant has gained planning permission but just intends to sell the site with the permission, rather than develop it, then the affordable housing requirement will be automatically registered as a charge against the land. This charge will likely influence the amount a future purchaser is prepared to offer for the site.

Table 13: Sites that are to be sold on with planning permission

Scenario	What happens?
A financial contribution has	Planning permission will result in a Unilateral Undertaking

<p>been agreed between the Council and the applicant.</p>	<p>which will automatically register as a charge against the land when a search is carried out. A future purchaser will take the charge into consideration when considering what they are prepared to offer for the site.</p>
<p>On site affordable housing has been agreed between the Council and the applicant.</p>	<p>The requirement will be set out in the Section 106 Agreement, and the planning permission will result in an automatic charge against the land. A future purchaser will take the charge into consideration when considering what they are prepared to pay for the site.</p>

Appendix 1: Affordable Housing Requirements Checklist

- 1.1 This Appendix should be used by applicants as a quick reference guide on how affordable housing provision relates to various development scenarios.
- 1.2 Table 14 provides a range of market housing development scenarios, up to 15 dwellings (net). It does not include larger schemes however the affordable housing provision would still apply beyond 15 dwellings (net).

Table 14: Application of affordable housing requirements

Scenario	Requirement	Legal Agreement
1 to 4 new build dwellings.	A financial contribution broadly equivalent to the value of providing up to 10% affordable housing on site.	S106 Unilateral Undertaking.
Conversion of a single dwelling to create 2 to 5 dwellings.	A financial contribution broadly equivalent to the value of providing up to 10% affordable housing on site.	S106 Unilateral Undertaking.
Change of use to residential creating up to 4 dwellings.	A financial contribution broadly equivalent to the value of providing up to 10% affordable housing on site.	S106 Unilateral Undertaking.
Variation or removal of a restrictive occupancy condition on up to 4 dwellings to allow unfettered residential use.	A financial contribution broadly equivalent to the value of providing up to 10% affordable housing on site.	S106 Unilateral Undertaking.
5 to 9 new build dwellings in a rural location.	Up to 20% affordable housing on site.	S106 agreement.
5 to 14 new build dwellings in an urban location.	Up to 20% affordable housing on site.	S106 agreement.
10 or more new build dwellings in a rural location.	30% affordable housing on site.	S106 agreement.
15 or more new build dwellings in an urban location.	30% affordable housing on site.	S106 agreement

Appendix 2: Affordable Housing Fund

Introduction

- 2.1 Financial contributions paid in lieu of on site affordable housing are paid into the Council's Affordable Housing Fund, a ring fenced fund to provide financial support to affordable housing schemes in the district. The spending of monies from this fund may be ring fenced to specific parts of the district depending individual Section 106 agreements.

Funding criteria

- 2.2 Requests for funding must meet at least one of the following criteria:
1. The funding will unlock the delivery of affordable housing on a stalled site, or where there is a shortfall in funding that makes the scheme unviable;
 2. The funding will enable the delivery of affordable housing on land owned by the Council;
 3. The request will contribute towards bringing long term empty properties back into use for affordable housing;
 4. The request will enable the delivery of affordable housing in a rural location where there is an identified need for affordable housing.
- 2.2 In order to meet future affordable housing needs, the Council may consider requests for funding that do not meet the above criteria.
- 2.3 Requests for funding will not be eligible where the scheme does not provide any affordable housing; is not eligible for funding under the HCA Affordable Homes Programme (2011-15); or where the affordable housing does not meet the local affordable housing need.

Process for requesting funding

- 2.4 If an affordable housing scheme is eligible for funding then the registered provider should email the Housing Strategy Officer and provide the following information:
1. A summary of how the scheme meets the criteria;
 2. A summary of the scheme, including the total number of units, affordable tenure mix, dwelling sizes and types, and details of other funding (these should enable comparison between what has been secured and what is applied for); and
 3. An estimate of the amount of funding required.

- 2.5 Following receipt of this information the Strategic Housing Officer will confirm whether the Council can give "in principle" support to the scheme, and will request the following information:
1. A full financial viability appraisal and supporting information to enable the scheme to be evaluated by the Council;
 2. Evidence the registered provider has unsuccessfully pursued other funding before making the request for funding; and
 3. Evidence that the funding request will not jeopardise the availability and / or amount of funding from other sources.
- 2.6 Applications for funding are assessed on an "open book" basis. Where requests for funding are considered too great on a per unit basis or where there is inadequate funding available the Strategic Housing Officer will contact the registered provider to discuss a more realistic funding request.
- 2.7 Should there be a number of applications meeting the criteria, priority will be given to the application providing best value and bringing the highest benefit to the district. The Council will also consider the overall performance of registered providers and the extent to which they support the Council in its enabling role and in meeting its statutory duties, i.e. through nomination arrangements and percentages.
- 2.8 The above information will inform an Individual Cabinet Member report which will incorporate a recommendation from the Strategic Housing Officer on whether to provide funding.

Conditions of funding

1. The scheme will be delivered within a reasonable time scale;
2. The scheme to be subject to a local lettings plan;
3. All units will be affordable in perpetuity;
4. All affordable units will meet the NPPF definition of affordable housing; and
5. All units will be allocated via the Ideal Homes choice based letting system.

Monitoring and Evaluation

- 2.9 The Affordable Housing Fund is included in the Council's Capital Programme. When funding is allocated the Council's Head of Finance will be notified so that the Capital Programme reflects this expenditure.
- 2.10 Financial management of the funding programme will be supported via regular reporting by the Head of Regeneration and Planning.
- 2.11 The process for allocating monies will be conducted with reference to the Council's corporate appraisal arrangements and will address identified corporate targets and be subject to regular corporate reporting arrangements.

Appendix 3: Affordable Housing Statement Templates

Affordable Housing Statement template 1

Scenario: A full planning application for a new build development in Lancaster North.

Summary of proposal

The proposed development will provide 10 new dwellings, which is a net increase of 10 dwellings.

Scheme description

The proposed breakdown of units is as follows:

Unit	Type	Tenure	Total bedrooms	GIA (sq. m)
1	House	Market	3	85
2	House	Market	3	85
3	House	Market	3	85
4	House	Affordable	3	85
5	Flat	Affordable	2	67
6	Flat	Market	2	67
7	Flat	Market	2	67
8	Flat	Market	2	67
9	Flat	Market	2	67
10	Flat	Market	2	67

Affordable housing provision

It is fully understood that the proposed scheme is required to provide 20% affordable housing which will mean a total of 2 affordable dwellings will be delivered on site.

The proposed dwellings will address housing needs because there is evidence of an under supply of 3 bed market houses and 2 bed market flats in Lancaster North. The provision of 2 affordable homes (1 x 3 bed house and 1 x 2 bed flat) will contribute towards addressing the under supply of all dwelling types, particularly 3 bed houses in this location.

We have contacted 3 registered providers [insert details] to discuss the potential purchase of the affordable units. An "in-principle" agreement has been reached with [insert details]. Full details of this are attached to this Affordable Housing Statement.

Affordable Housing Statement template 2

Scenario: A full planning application for a conversion in Carnforth.

Summary of proposal

The proposed development will convert a four bed terraced house to provide two new dwellings (1 x 2 bed flat on the ground floor and 1 x 2 bed flat on the first floor). This is a net increase of 1 dwelling.

Open Market Valuation

A comparative dwelling (two bed flat in Carnforth) is valued at £130,000. Full details in support of this are attached to this Affordable Housing Statement.

Affordable housing provision

It is fully understood that the proposed scheme is required to provide a financial contribution to the value of providing 10% affordable housing on site.

The financial contribution has been calculated according to the Council's methodology as follows: Step 1: The open market value of is £130,000

Step 2: 18.5% of £130,000 = £24,050

Step 3: 15% of £24,050 = £3,075, added to £24,050 = £27,658

Step 4: £27,658 x 0.1 dwellings (10% of 1 dwelling) = £2,766

It is understood that the monies will be secured via a S106 Unilateral Undertaking, and £2,766 will be paid on commencement of development.

Affordable Housing Statement template 3

Scenario: An outline planning application for house in Halton.

Summary of proposal

The proposed development will provide 1 dwelling (a net increase of 1 unit).

Affordable housing provision

It is fully understood that the proposed scheme is required to provide a financial contribution equivalent to the value of providing 10% affordable housing on site.

It is fully understood that prior to outline consent being granted (if the proposal is acceptable) I (the applicant) shall enter into a Unilateral Undertaking which will require the payment of a financial contribution towards affordable housing provision in the District. The sum will be based on the valuation of the detailed dwelling(s) (to be calculated at the time of the Reserved Matters application based on evidence of comparable dwelling(s)) calculated according to the adopted approach. At the Reserved Matters stage a letter will need to be appended to the Unilateral Undertaking setting out the actual amount to be paid prior to commencement of the development.

Appendix 4: General Guidance for Financial Viability Appraisals

Background

- 5.1 The Council expects applicants to provide detailed and compelling evidence as part of their Affordable Housing Statement where they express the view that affordable housing provision will have a negative impact on scheme viability. A Financial Viability Appraisal (FVA) is key to this process.

The FVA should include/state all items on the following checklist:

1. The methodology used in the FVA;
2. Land values (residual land value (RLV) and gross development value (GDV), build costs (per sq m), land purchase price/costs and anticipated profit / profit margins and minimum profit level assumptions;
3. Details of the costs for the provision of local infrastructure / services, and other planning obligations /agreements;
4. The interest rate / lending costs plus programme and cash flow;
5. Costs for marketing and sales (including legal fees) as a % of the GDV;
6. Costs for other professional fees;
7. If the land is owned by the applicant or whether it is subject of an option or other arrangement;
8. The proposed tenure and size mix of affordable dwellings;
9. The expected sales price for each dwelling proposed on the site;
10. Expected phasing of sales;
11. References to the sources of data used, including those used for evidence of local property market values. To include market evidence for both market and affordable housing and benchmark or refer to BCIS rates for build costs;
12. Whether any grant / other source of income will be available to augment the finance needed for the affordable units;
13. Anticipated price paid for the affordable dwellings by the registered provider;
14. Ground rents and service charges for flats if relevant;
15. Whether there are considered to be abnormal development costs and independent reports which justify them.

Financial Viability Appraisal template for a new build development

- 5.2 This template has been provided to assist applicants in demonstrating that an affordable housing contribution would have a negative impact on a proposed development. If you require a copy of this template in either Word or Excel format please email: planningpolicy@lancaster.gov.uk. However, applicants are free to use a financial viability appraisal format of their choosing.

Planning Application No.				
Scheme				
Location				
Gross Development Value				
Open Market Units				
Unit type	Floor Area (sq m)	Number of Units	Actual / anticipated Sales Values	
Affordable Units				
Unit type	Tenure	Floor Area (sq m)	Number of Units	Actual / anticipated Sales Values
Total Gross Development Value (GDV)				
Total Development Costs				
Cost Centre		Rate		Total
A	Build Costs	£	Per sq m	
B	Externals (i.e. roads, sewers, landscaping)	£	sum	
C	Abnormal costs (specify)	£	sum	
D	Other (specify)	£	sum	
E	A to D sub total			£
F	Construction Contingency	%	of E	
G	Total Construction Costs			£
Fees		Rate		Total
J	Professional fees	%	of G	
K	Marketing & Advertising	£	sum	
L	Legal fees on sales / lettings	%	of GDV	
M	Agents fees on sales / lettings	%	of GDV	
N	Section 106	£	sum	
O	Community Infrastructure Levy	£	Per sq m	

Total Development Costs		£
Finance and Acquisition Cost		
Interest Rate	%	Actual likely to be paid now
Development Period		Years
Total Development Costs		
Legal fees land acquisition		£
Stamp Duty		£
Total Interest (cash flow or multiplier)		£
Other bank fees (e.g. arrangement fee)		£
Total Finance Costs		£
Profit on GDV		Total
Profit on Market Housing	%	
Profit on Affordable Housing	%	
Total Profit		£

Appendix 5: Section 106 Unilateral Undertaking Template

Dated: _____ 2011

OWNERS

And

MORTGAGEES

TO

LANCASTER CITY COUNCIL

**PLANNING OBLIGATION
(IN THE FORM OF A UNILATERAL UNDERTAKING)**

Pursuant to Section 106 Town & Country Planning Act 1990

Relating to land at _____, Lancashire

**Lancaster City Council
Town Hall
Dalton Square
Lancaster LA1 1PJ**

Ref: AMP/130/1/

THIS PLANNING OBLIGATION is made the _____ day of _____ 2011

BY:

OWNER _____ **of** (Name and address and company registration if appropriate)
("the Owner")

AND

MORTGAGEES _____ **of** (Names and registered office of Mortgagee)
("the Mortgagee")

IN FAVOUR OF

LANCASTER CITY COUNCIL of Town Hall Dalton Square Lancaster LA1 1PJ (the
"Council")

WHEREAS:

- (1) The Council is the local planning authority for the purposes of the Act for the area within which the land described in the First Schedule ("the Land") is situated and by whom the obligations in this Deed are enforceable;
- (2) The Owner is the owner of the freehold interest in the Land which is registered at H M Land Registry under Title Numberwith Title Absolute;
- (3) The Mortgagee is mortgagee of the Land under a legal charge dated
and made between and
- (4) The Owner has applied to the Council for permission to develop the Land for the purposes and in the manner described in the Planning Application;
- (5) The Owner is willing to give this Unilateral Undertaking to the Council which is a planning obligation under S106 of the Act;
- (6) The Council has resolved that it is minded to approve the Application subject to the creation of Planning Obligations by this Deed.

NOW THIS DEED is made in pursuance of Sections 106 of the Town and Country Planning Act 1990 (as amended) and all other enabling powers and is a planning obligation for the purposes of the said Section 106 and **WITNESSES** as follows:-

DEFINITIONS

In this Deed unless otherwise expressed the following words and expressions shall have the following meanings:

'Act'	means the Town and Country Planning Act 1990;
'Application'	means the application for OUTLINE/FULL Planning Permission submitted to the Council for the Development and allocated reference number
'the Planning Permission'	means Planning Permission granted pursuant to the Planning Application in the terms of the draft Planning Permission at Annex 1 of this Undertaking;
'commencement of Development'	means the date of implementation of the Development by the carrying out of a material operation as identified in Section 56(4) of the Act other than any work of site or soil investigation, archaeological works, erection of hoardings or fences and the words "Commencement" "Commence" and "Commencement Date" shall be construed accordingly;
'the Development'	means the Development described in the Second Schedule hereto;
'the Plan'	means the Plan at Annex 2 of this Undertaking;
'Unilateral Undertaking'	means the Deed entered into by the Owner pursuant to Section 106 of the Act;

- 'Affordable Housing' means subsidised housing that will be available to persons who cannot afford to rent or buy housing generally available on the open market
Affordable Housing
- 'Contribution' means the financial contribution of to be paid to the Council towards the provision of affordable housing in the District of Lancaster

1. The Owner gives this Undertaking pursuant to Section 106 of the Act with the intention that the Planning Obligations contained herein are Planning Obligations which may be enforced by the Council against the Owner or any person deriving title from the Owner. The Planning Obligations created by this Deed are planning obligations for the purposes of Section 106 of the Act and shall be binding and enforceable by the Council.
2. The Owner covenants with the Council as set out in the Third Schedule hereto.
3. The Mortgagee hereby consents to the execution of this Deed and acknowledges that subject as herein provided the Land shall be bound by the obligation contained in the Third Schedule hereto

IT IS HEREBY AGREED AND DECLARED AS FOLLOWS:

1. This Undertaking is enforceable by way of injunction;
2. The expressions "the Council" "the Owner" and "the Mortgagee" shall include their successors in title and assigns;
3. No person shall be liable for breach of a covenant contained in this Undertaking after he/she/they shall have parted with all interest in the Land or the part in respect of which such breach occurs but without prejudice to liability for any subsisting breach of covenant prior to parting with such interest;
4. The covenants contained in this Undertaking shall take effect only upon the date specified by the Owner in a written Notice served upon the Council as the date upon

which the Development is to be commenced or if no such Notice is served the actual date on which the Development was begun within the meaning of Section 56 of the Act and this Undertaking is conditional upon the grant of the Planning Permission in the Second Schedule hereto;

5. If the permission granted pursuant to the Planning Application shall expire before the Development is begun as defined above or shall at any time be revoked this Undertaking shall forthwith determine and cease to have effect
6. Any notice decision direction approval authority permission or consent required to be given or served hereunder shall be sufficiently served on any of the parties hereto if forwarded by registered or recorded delivery post to it at (if a company or corporation) its registered or principal office or (if an individual) at his or her last known place or abode of business of one of them and a notice so sent by post shall be deemed to be given at the time when it ought in due course of post to be delivered at the address to which it is sent;
7. the Owner agrees to pay prior to completion of this Undertaking a contribution towards the Council's legal and administrative costs incurred in processing and monitoring this Undertaking in the sum of £150 (one hundred and fifty pounds);
8. This Undertaking is a Local Land Charge and shall be registered as such.

IN WITNESS whereof the Owner and Mortgagee have caused this Deed to be executed the day and year first before written.

THE FIRST SCHEDULE
(the Land)

THE SECOND SCHEDULE

(the Development)

THE THIRD SCHEDULE

Owners Obligations

The Owner undertakes as follows:

- 3.1 Not to Commence Development or cause or permit the Commencement of Development until the Affordable Housing Contribution has been paid to the Council;

SIGNED AS A DEED BY)
 In the)
 presence of)

SIGNED AS A DEED BY)
 In the)
 presence of)

Appendix 6: Sample Nominations Agreement & Local Connection Criteria

Introduction

This Appendix provides a sample Nominations Agreement and Local Connection Criteria that would may be included as part of a Section 106 agreement.

THIRD SCHEDULE Form of Nomination Agreement

NOMINATIONS AGREEMENT AND OCCUPANCY CRITERIA

Between Lancaster City Council and.....Registered Provider of Social Housing

1. It is the intention of this agreement to establish a framework by which [name of registered provider] will assess all applicants who apply for an affordable unit and apply the following criteria:-
2. Local need:- Priority will be given to applicants who have a "local connection" to [name of parish], where one of the following criteria applies:-
3. "Local connection is deemed to be current residence or previous residence (6 out of the last 12 months, or 3 out of the last 5 years), immediate family members living within the specified area (parents / grandparents / siblings / children) or employment in the specified area. Military personnel are also to be treated as a priority within this definition.
4. Applicants who may not fall into the above local connection categories but can demonstrate an overriding or justifiable need to live in [name of location] (each case to be determined by the Registered Provider and the Council).
5. In the event that properties cannot be let to those meeting the above local connection criteria, priority will then be given to applicants who have a connection to the [names of appropriate parishes], then any other rural parish within the Lancaster City Council local authority area, then applicants who reside anywhere within the Lancaster City Council local authority area, then any other person.
6. The Registered Provider will agree a specified time with the Council in which the properties will be held available for the specified groups before the cascading system will apply. This agreed time will be no shorter than 2 months for residents of [name of parish] and one month for each of the subsequent selection criteria.
7. *[If shared ownership units are included]* [name of registered provider] will provide the Council with details of when and how they intend to market the shared ownership properties for first occupation.

8. *[If shared ownership units are included]* [name of registered provider] will refer all applicants to Plumlife, the Homebuy Agent appointed by the Homes and Communities Agency (or any subsequent organisation appointed in the future). Upon commencement of the development and upon re-sales, the Registered Provider will ensure that vacancies are well publicised within [name of parish] and [name of parish council], and details included on the Council's Choice Based Lettings Scheme, where required to do so by the Council. The Council will not expect to provide formal nominations for each of the shared ownership units, but will provide relevant information relating to the scheme (which will include type and size of units, eligibility criteria, timescales for applications and estimated practical completion of units) on the Ideal Choice Homes website, and can provide details of any interested parties onto [name of registered provider].
9. The Choice Based Lettings Team and the nominee will be kept informed of any delays regarding the availability of property, for example due to extensive repairs, alterations and revised termination dates so that information on the Ideal Choice Homes website can be updated accordingly.
10. The Developer will provide Lancaster City Council with regular updates in relation to identifying suitable applicants for the shared ownership units, until all units have been occupied.
11. For subsequent vacancies, the same process above will apply.
12. The Developer and the Council will maintain and review such records as is necessary to ensure there are no criteria relating to re-housing and nomination process which directly or indirectly discriminate against any applicant on the ground of race, religion, sex, sexuality or disability.
13. The Developer and the Council will at all times work in ways which are mutually advantageous. For example, they will advise each other of any internal restructure which may affect the letting of the shared ownership units.
14. The Developer and the Council agree to sharing information regarding Homechoice applicants & nominees for monitoring purposes.
15. In the event that the Council allows [name of registered provider] to change the tenure to either social or affordable rented units, as set out in Schedule 1 Paragraph 1.7, Adactus agree to let the rented units in accordance with the existing nomination agreement for rented accommodation, whereby 100% nomination rights to the Council applies.

This process has been agreed between:

SIGNATURE

NAME (PRINTED)

DESIGNATION

ON BEHALF OF LANCASTER CITY COUNCIL

And

SIGNATURE

NAME (PRINTED)

DESIGNATION

ON BEHALF OFREGISTERED PROVIDER

Appendix 7: Key Contacts

Introduction

9.1 This appendix provides contact details for key Council officers and representatives of registered providers active in Lancaster district.

Key officers at Lancaster City Council

Area	Name	Position	Telephone	Email
General queries	David Hayward	Planning Officer – Housing & Communities	01524 582723	dhayward@lancaster.gov.uk
Housing strategy	Kathy Sinclair	Strategic Housing Officer	01524 582724	ksinclair@lancaster.gov.uk
Development management	Andrew Drummond	Development Manager (planning applications)	01524 582351	adrummond@lancaster.gov.uk

Key contacts for registered providers active in Lancaster District

Registered provider	Name	Telephone	Email
Adactus	Richard Ingram	01942 267752	richard.ingram@adactushousing.co.uk
Great Places Housing	Helen Spencer	0161 4475102	helen.spencer@greatplaces.org.uk
Guinness Northern Counties	Ian Kershaw	0161 219 7026	iankershaw@guinness.org.uk
Impact	Anne-Marie Willmott	01900 842151	anne-mariew@impacthousing.org.uk
Places for People	John Wright	01772 897571	john.wright@placesforpeople.co.uk



Shaping
a better future



Shaping
better development



Shaping
the urban future



Shaping
the rural future

Public Participation Statement

Regulation 12 (a) Town and Country Planning (Local Planning) (England) Regulations 2012

Meeting Housing Needs Supplementary Planning Document

January 2012

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1.0 Introduction

- 1.1 This Public Participation Statement sets out how Lancaster City Council has prepared the Meeting Housing Needs Supplementary Planning Document (SPD) in accordance with Regulation 12 of the Town and Country Planning (Local Planning) (England) Regulations 2012¹.
- 1.2 In particular this Statement provides details of the approach taken to ensure that effective and meaningful stakeholder engagement took place and also the resulting feedback relating to all stages of preparation.
- 1.3 The following table provides a summary of the preparation of the Meeting Housing Needs SPD.

Stage	Dates
Key Stakeholder Group meeting	28 th February 2012
Information Gathering Questionnaire & Briefing circulated	2 nd March 2012
Deadline for Questionnaire responses	30 th March 2012
Draft SPD prepared	Spring and Summer 2012
Cabinet approval to consult on Draft SPD	4 th September 2012
Statutory consultation period starts	1 st October 2012
Statutory consultation period ends	9 th November 2012
Cabinet approval to adopt SPD	22 nd January 2013
Adopted SPD, Public Participation Statement, and Adoption Statement published	1 st February 2013

2.0 Purpose of the Meeting Housing Needs SPD

- 2.1 The Meeting Housing Needs SPD is supplementary to the Lancaster District Local Plan (adopted in 2004) and the Lancaster District Core Strategy (adopted in 2008). Its purpose is to provide additional detail and guidance on how the Council will, as the local planning authority interpret and apply relevant policies from the adopted development plan.

¹ With effect from 6th April 2012, the Town and Country Planning (Local Development) (England) Regulations 2004 (Statutory Instrument 2004 No. 2204) were replaced by the Town and Country Planning (Local Planning) (England) Regulations 2012 (Statutory Instrument 2012 No. 767). Therefore 2004 Regulation 18 was replaced by 2012 Regulations 12(b) and 13.

2.2 The key objectives of this SPD are:

- To aid effective implementation of saved Local Plan policy H10 and Core Strategy Policy SC4 which is concerned with meeting the district's housing requirements, and housing aspects of Core Strategy policies SC1 (sustainable development); SC2 (urban concentration); and SC3 (rural communities).
- To provide clear direction to all parties on how to interpret these policies;
- To bring together the relevant existing Council guidance and practice on the delivery of residential development; and
- To guide all applicants on how to liaise with the Council and on what information required to ensure planning applications are not delayed unnecessarily.

2.2 Because this document is an SPD, it does not introduce any new policy and is not part of the adopted development plan. However it does add further detail to the relevant policies from the adopted development plan. The SPD is therefore a material consideration for any individual or organisation that wishes to make a proposal for residential development within the administrative area of Lancaster City Council.

2.3 This SPD supersedes the Supplementary Planning Guidance 10: Affordable Housing (March 2002) and the Affordable Housing Practice Update (January 2011).

2.4 Please note that the Council is currently preparing a new Lancaster District Local Plan that will eventually supersede all of the 'saved' policies in the adopted 2004 Local Plan.

3.0 Context and Evidence Base

3.1 The National Planning Policy Framework (NPPF) published in March 2012 provides the current context for the preparation of SPDs. The NPPF defines SPDs as "documents which add further detail to the policies in the Local Plan". The NPPF also says that SPDs "can be used to provide further guidance for development on specific sites, or on particular issues, such as design"; and that SPDs "are capable of being a material consideration in planning decisions but are not part of the development plan."

3.2 The NPPF also states that SPDs should be used where they can help applicants make successful applications or aid infrastructure delivery, and should not be used to add unnecessarily to the financial burdens on development. The NPPF can be downloaded at: <http://www.gov.uk/government/publications/national-planning-policy-framework--2>

3.3 The process for preparing this SPD began with the 2009 Affordable Housing Viability Study, which is the Council's most recent evidence base on residential development viability. This Study examines the ability of the district's housing market to deliver various levels of affordable housing. This was achieved by analysing the influence of a range of affordable housing targets and thresholds on the viability of typical development scenarios.

- 3.4 Following the conclusion of this Study the Council then prepared and consulted on an Affordable Housing Practice Update. This document described the process for negotiating affordable housing as part of the approach to implementing Core Strategy Policy SC4 (Meeting the District's Housing Requirements). Following the consultation process, implementation of the Practice Update was agreed by the Planning and Highways Regulatory Committee in November 2010 and was subsequently adopted in January 2011. The Practice Update therefore replaced the 2008 Practice Update that was adopted in 2007 following an update of the 2004 Housing Needs Survey.
- 3.5 A comprehensive consultation process supported both the preparation of the Affordable Housing Viability Study, and the Affordable Housing Practice Update. At the core of this process was a Key Stakeholder Group that met several times during the preparation of both documents. The Group drew in both local and regional experience and perspectives from residential developers, planning agents, land agents, and registered providers. The Affordable Housing Viability Study and related documents can be downloaded at: www.lancaster.gov.uk/affordablehousing/
- 3.6 The preparation of this SPD has also been informed by the 2011 Housing Needs Survey which was informed by a range of data sources including a household questionnaire to gather current primary data. The Survey provides the Council with an up to date robust evidence base on the genuine housing needs of existing and concealed households, and of households planning to move to more suitable accommodation. The Housing Needs Survey and related documents can be downloaded at: www.lancaster.gov.uk/housingneed

4.0 Information Gathering

- 4.1 In order to comply with the Council's adopted Statement of Community Involvement (SCI) the first stage of preparing the SPD was to gather information to inform the document. It was decided that the Key Stakeholder Group should be involved in this process once again. The Group was reconvened and invited to attend a briefing in February 2012 covering the aims and objectives of the SPD. Stakeholders were invited to provide their perspectives on a range of issues to help inform the preparation of the SPD.
- 4.2 Following this briefing, the Council circulated a questionnaire and briefing note to the Key Stakeholder Group and a range of additional stakeholders. The questionnaire responses were then used to inform the preparation of the SPD (see Appendix 4). The SPD preparation was also promoted via a press release which featured in the Lancaster Guardian in the first week of March 2012; as well as the Council website, the "Shaping a Better Future" Facebook page; and the Council's Twitter feed.

5.0 Statutory Consultation

- 5.1 The Draft SPD for consultation was prepared during spring and summer 2012 and was then subject to a 6 week consultation period from 1st October to 9th November 2012. The consultation was carried out in accordance with Regulation 12 (a) of the Town and Country Planning (Local Planning) (England) Regulations 2012, and the Council's adopted SCI.

- 5.2 Hard copies of the Draft SPD and related documents were made available for public inspection during normal opening hours at Lancaster Town Hall and Morecambe Town Hall, the Cable Street council housing office, and all Lancashire County Council public libraries in the district. The Draft SPD and related documents were also available for download from the Council website. Consultees were invited to provide their comments by using the Council's online consultation portal, or by emailing or posting a comments form. The Consultation documents can be downloaded at: www.lancaster.gov.uk/meeting-housing-needs-spd
- 5.3 The statutory consultees (English Heritage, Natural England, and the Environment Agency), the Homes and Communities Agency, South Lakeland District Council, Wyre Council, Lake District National Park Authority, and Yorkshire Dales National Park Authority were directly consulted on the Draft SPD. A wide range of key stakeholders were also directly consulted, including a range of registered providers of social housing, developers, and planning agents and consultants. In addition all elected members of the Council; Heysham and Morecambe town council, and each of the neighbourhood and parish councils, and parish meetings were directly consulted. Over 800 individuals and organisations registered on the Council's consultation database were also emailed regarding the consultation.
- 5.4 A public notice was placed in both the Lancaster Guardian and the Morecambe Visitor in September 2012, which provided details of the consultation and how to provide comments. The consultation was also communicated via the Council website, the "Shaping a Better Future" Facebook page; and the Council's Twitter feed, and promoted by the distribution of posters, and a press release which featured in The Morecambe Visitor on 9th October.
- 5.5 The Council received approximately 30 formal representations from consultees, ranging from members of the public to planning agents representing developers with land interests in the district (see Appendix 5).

6.0 Strategic Environmental Assessment/Sustainability Appraisal Consultation

- 6.1 The Meeting Housing Needs SPD has not been subject to a sustainability appraisal because the requirement to do so was removed by the Planning Act 2008. The Council is satisfied that the sustainability issues (social, economic and environmental) relevant to this SPD have been fully explored and tested during the preparation of the adopted Core Strategy and also the preparation of the new Lancaster District Local Plan. This is on the basis that the SPD links to the higher-level sustainability testing of both documents and therefore the likely affects of the SPD are in-line with those anticipated for both documents. The Core Strategy Sustainability Appraisal reports can be downloaded at: www.lancaster.gov.uk/sustainability-appraisal

7.0 Statement of Compliance with the SCI

- 7.1 This SPD has been prepared in accordance with the adopted Lancaster District Statement of Community Involvement (SCI).

Appendix 1

Information Gathering: Schedule of consultees invited to the Key Stakeholder Group and summary of issues raised

Consultee	Attended (Yes / No)	Summary of issues raised
Adactus	No	
Barrat Homes	No	
Blue Sphere	No	
Bowsall Limited	Yes	
Briery Homes	No	
Countryside Properties	Yes	The SPS should focus on market housing as well as affordable housing.
Fisher Wrathall	Yes	Concerns expressed around the rising costs of planning applications. The SPD should streamline and simplify the process. Concerns expressed around poor housing provision for older people in rural settlements to allow down sizing.
Garner Planning Associates	Yes	Concerns expressed around the approach to affordable housing and the impact on housing completions. Clarity is needed around how affordable housing will relate to the CIL.
Great Places	No	
Guinness Northern Counties	No	
Harrison Pitt Architects	Yes	
Harrison Willis & Moor	No	
Homes and Communities Agency	No	
Impact	Yes	As a registered provider we do try hard to encourage developers to get in touch with us. There is not a minimum number of affordable units we would be prepared to purchase from a market scheme.
JMP Architects	Yes	
JWPC Ltd	Yes	
Lambert Smith Hampton	No	
Applethwaite	Yes	
Mason Gillibrand	Yes	
Michael A Harrison Architects	No	
Miller Homes	No	
Nathaniel Lichfield and Partners	No	
Peel Land and Property	Yes	
Peill and Co	No	

Persimmon	No	
Places for People	Yes	Will the proposed affordable housing tenure mix allow for shared ownership?
Richard P Taylor	Yes	
Russell Armour Homes	No	
Steven Abbot Associates	No	
Story Homes	No	
Turley Associates	No	
The Planning Bureau	Yes	

Appendix 2
Information Gathering: Questionnaire and Briefing



Survey: Meeting Housing Needs Supplementary Planning Document

This survey is part of the Information Gathering stage of preparing the Supplementary Planning Document (SPD). It asks some key questions on the content of the SPD to help inform a consultation draft that will be subject to formal consultation at the end of June 2012. The related Briefing Note provides more detail on the process.

Your feedback is important so please provide as much detail as you can.

Do you support the preparation of a Supplementary Planning Document (SPD) to help meet housing needs?

Should the SPD include information on the following?

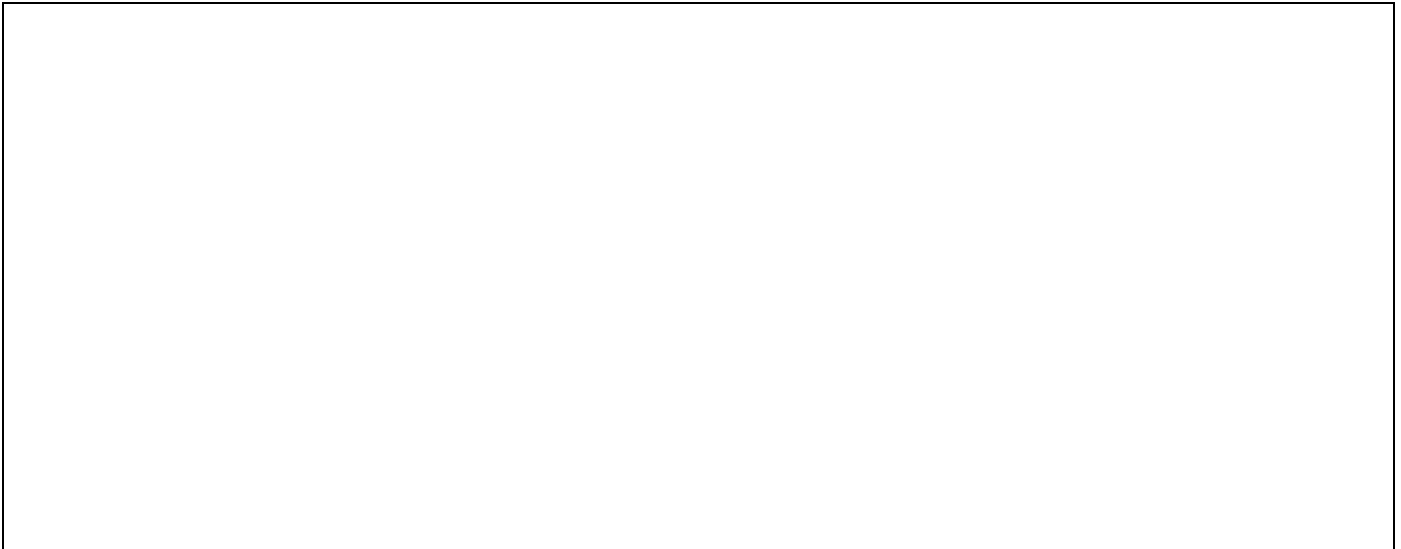
- Explanation of relevant government policy and targets
- Explanation of relevant regional and local policy
- Information on housing need in the district
- Glossary of terms

Should the SPD include the following?

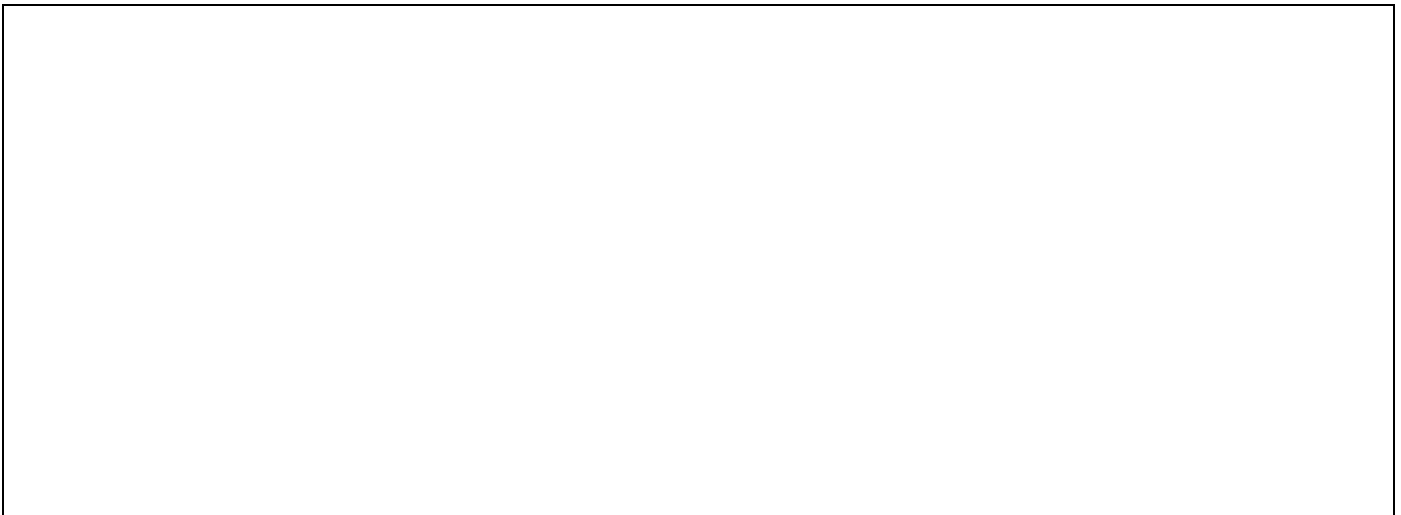
- Affordable housing targets and thresholds
- A clear definition of affordable housing
- A clear description of affordable housing tenures and the proportions expected

Should the council request an affordable housing contribution from all new development that result in a net increase in homes, whether new build, change of use to residential, or conversion from a larger property?

Should the SPD include guidance on design and layout issues (e.g. mix, integration, design, sustainability, accessibility etc)?



Should the SPD include guidance on legal procedural issues (e.g. standard clauses expected from Section 106 agreements)?



Should the SPD include information on the planning process (e.g. pre-application discussions, the committee process etc)?



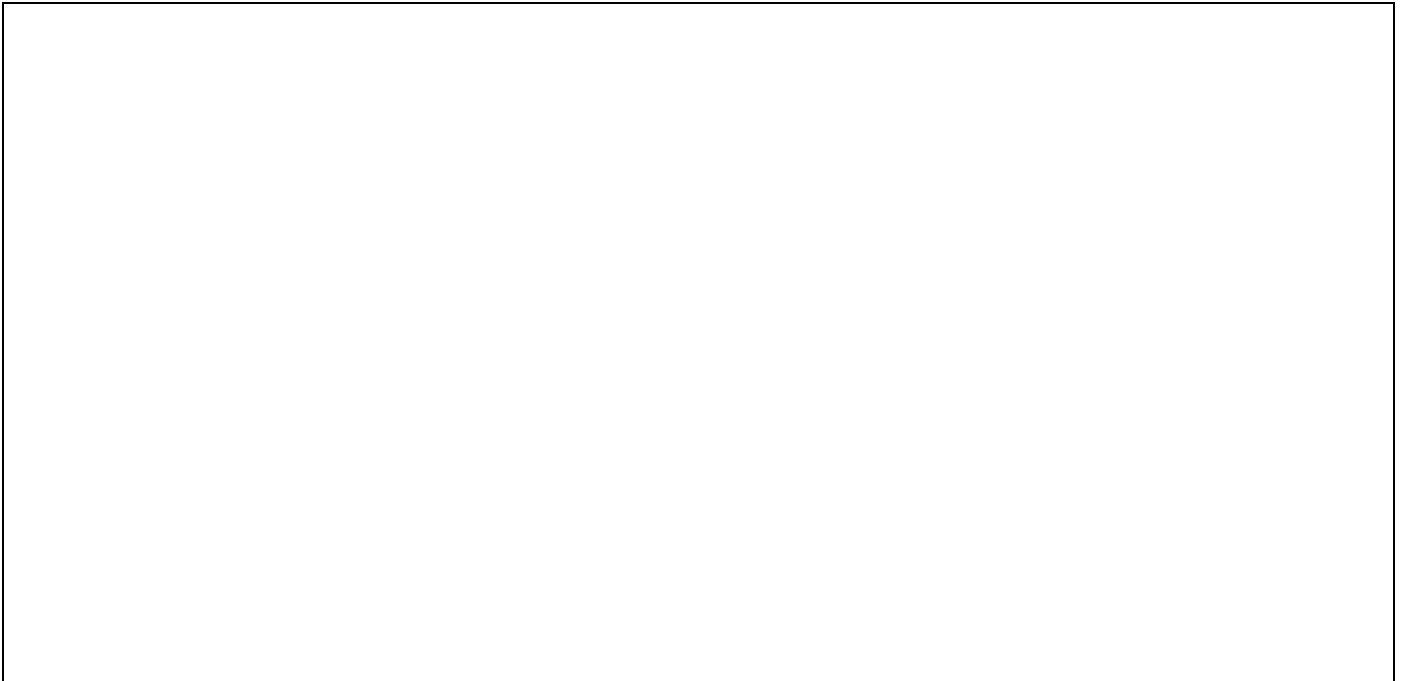
Should the SPD include guidance on commuted sums are calculated?

Should the SPD include information on registered providers of social housing?

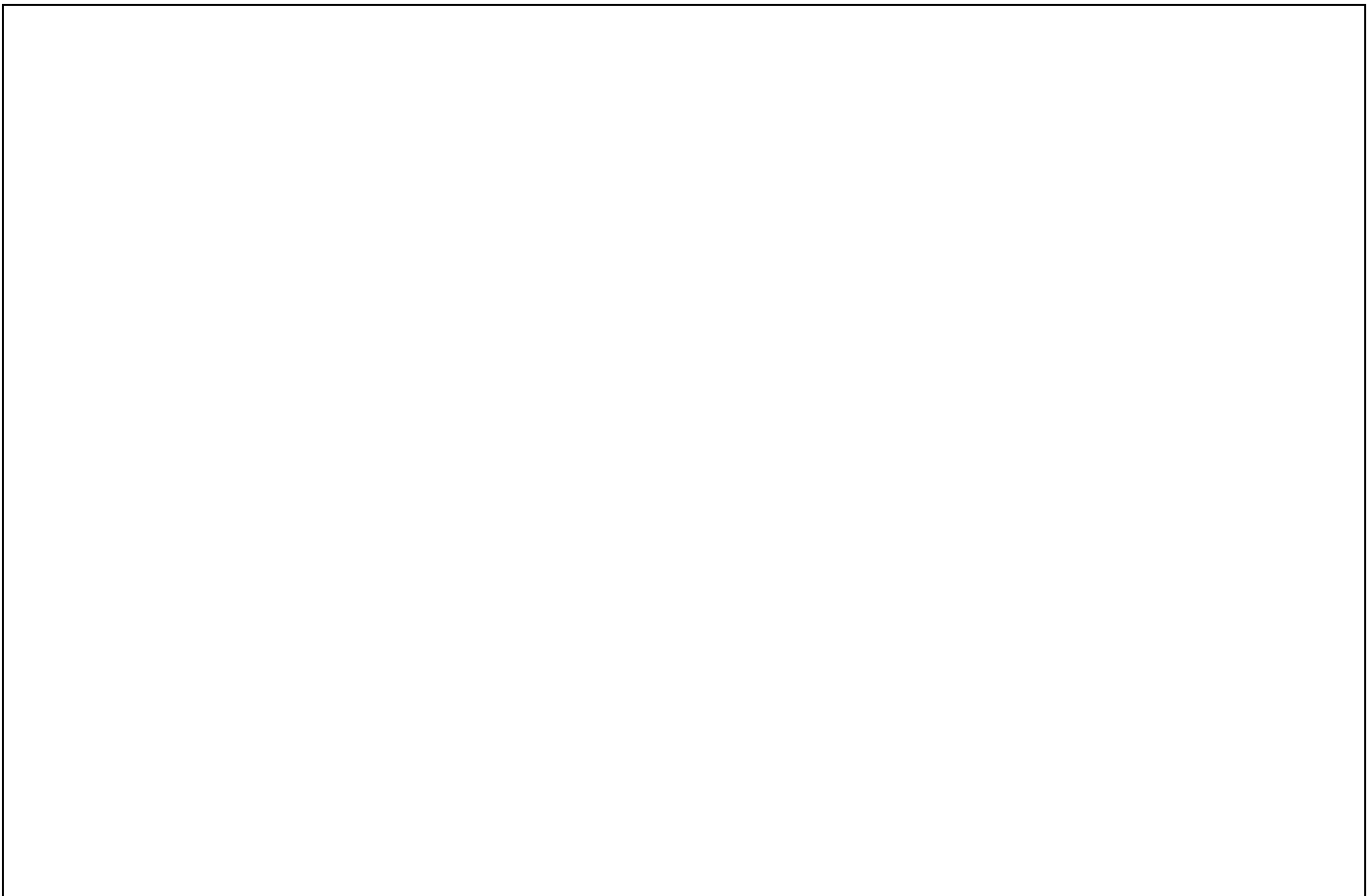
Should the SPD include details of scenarios where affordable housing contributions may be waived or reduced?

Should the SPD include templates? For example:

- A development appraisal
- Affordable Housing Statement
- Model S106 agreement and Unilateral Undertaking



Should the SPD include details on the evaluation and allocation of commuted sums monies to affordable housing schemes?



What else should the council consider or include in the SPD?

The closing date is Friday 30th March.

Please email your completed survey to: dhayward@lancaster.gov.uk

Alternatively you can post your completed survey to:

David Hayward – Planning Officer (Housing and Communities)
Planning and Housing Policy Team
Lancaster City Council
PO Box 4
Town Hall
Dalton Square
Lancaster
LA1 1QR



Shaping
a better future



Shaping
better development



Shaping
the urban future



Shaping
the rural future

Briefing Note: Meeting Housing Needs Supplementary Planning Document

Introduction

Lancaster City Council is in the process of gathering information ahead of preparing a Meeting Housing Needs Supplementary Planning Document (SPD). This document will provide greater detail on Policy SC4 of the Lancaster District Core Strategy which considers how the council will help meet the district's housing requirements. Policy SC4 sets out the council's intentions to:

- Maximise the opportunities offered by the development of new dwellings to redress imbalances in the local housing market;
- Achieve housing that genuinely addresses identified local housing need; and
- Secure units of "in-perpetuity" affordable housing.

The SPD will also support delivery of "saved" Local Plan Policy H10. This policy relates to affordable housing and has been partly superseded by the Core Strategy. Although this policy will continue to be taken into account alongside Core Strategy Policy SC4 it will be entirely superseded by the Development Management Development Plan Document (DPD) once adopted in 2013.

Guidelines for preparing a Supplementary Planning Document

SPDs were introduced by the Planning and Compulsory Purchase Act 2004 and replace Supplementary Planning Guidance. SPDs are subject to greater consultation and are therefore given greater weight when planning applications are decided. The process for preparing SPDs is set out in the Town and Country Planning (Local Development) (England) Regulations 2004.

Planning Policy Statement 12: Local Spatial Planning also provides guidance on preparing SPDs. The key principles can be summarised as:

- Provide greater detail on DPD policies, and be consistent with them;
- Not to be prepared with the aim of avoiding the need for the examination of policy which should be examined;
- Add value to the assessment of development proposals;
- Not be used to allocate sites;
- Consider national policy objectives which should be considered in a DPD;
- Subject to a sustainability appraisal where significant effects are likely to be raised;
- Adopt by council resolution; and,
- Sufficient resources should be allocated to the preparation.

The council's Statement of Community Involvement (SCI) also explains how the council will prepare an SPD.

The rationale for the Supplementary Planning Document

The overarching driver for the SPD is found in the adopted Core Strategy which stated that an SPD is the appropriate local development document to provide the detailed approach on achieving the delivery of the Core Strategy's affordable housing targets. The Core Strategy also stated that changes to the housing market, the emergence of new evidence, and the receipt of new Government guidance

(Planning Policy Statement 3: Housing) meant that an SPD would be prioritised, and would include guidance on definitions, site thresholds, and set targets for tenure types.

Planning Policy Statement 3: Housing (PPS3) is the key national policy driver for local authorities to improve the affordability and supply of housing. PPS3 requires local authorities to provide a robust, transparent and up-to-date assessment of the financial implications of affordable housing policy, and to set affordable housing targets that reflect viability, delivery risks and finance for affordable housing. PPS3 also suggests that local authorities set lower thresholds where viable and practicable, provided there is robust evidence justifying both the need for affordable housing and the threshold.

The application of PPS3 was tested at both Blyth Valley BC and the City of Wakefield BC where the respective affordable housing targets were found to be unsound. Both cases demonstrated the importance of ensuring affordable housing policy is underpinned by evidence, and balances maximising affordable housing with achievable targets that don't discourage development.

The implications of PPS3 led to the council commissioning an Affordability Housing Viability Study in October 2009. The Study examined the influence of a range of affordable housing targets and thresholds on the viability of sample schemes in order to test the circumstances in which the district's housing market can deliver various levels of affordable housing. Following this work, the council prepared an Affordable Housing Practice Update which replaced an earlier Practice Update (published in 2008), which itself was based on earlier evidence (2007 Housing Needs Survey Update). The Practice Update is used alongside Supplementary Planning Guidance 10: Affordable Housing.

Since 2007 the UK housing market has experienced a dramatic slowdown resulting from the global economic downturn. This has impacted on the ability to raise deposits, and a severe reduction in the availability of mortgage and development finance. Consequently fewer new homes have been built causing a growing demand for new housing, particularly affordable housing. In Lancaster district only 79 new homes were completed during 2010/11 with just 29 of these affordable (37%). The shortage of new housing was highlighted in the council's 2011 Housing Needs and Demand Survey which an annual shortfall of 476 market and 339 affordable homes (based on identified needs and adjusted to reflect stock turnover).

Process of preparing the Supplementary Planning Document

The first stage of the preparing the SPD focuses on gathering information on the content of the SPD. This process first began in 2009 when the council engaged with key stakeholders on the preparation of the Affordable Housing Viability Study, the Affordable Housing Practice Update. A wider group of stakeholders were also asked for their feedback on the Practice Update and members of the public were invited to give their views.

Following the conclusion of the information gathering stage, a consultation draft of the SPD will be prepared. A formal consultation period will then take place in accordance with the regulations, starting at the end of June and lasting for 6 weeks. Anyone with an interest in the document will be able to access the consultation draft and related documents via the council website or at council offices and the main public libraries.

Following the conclusion of the formal consultation, Members will be asked to approve the SPD before it can be adopted. Once adopted the adopted SPD will be made available via the council website or at council offices and the main public libraries along with a summary of the representations received and how they have been addressed.

Suggested Content

There are a range of topics and issues that the SPD will need to address to meet the objective of providing greater detail on Core Strategy Policy SC4. The survey that accompanies this briefing note suggests some areas and topics for inclusion, and the responses will help inform the consultation draft.

Appendix 3:
Information Gathering: List of consultees sent the Questionnaire

Consultee	Method
Adactus	Letter and Email
ADL Architects	Email
Anchor Trust	Email
Applethwaite	Letter and Email
Arkholme-with-Cawood Parish Council	Email
Arnside/Silverdale Area of Outstanding Natural Beauty Management Unit	Email
Barrat Homes	Letter and Email
Bellway Homes	Email
Black Health Agency	Email
Blue Sphere	Letter and Email
Bolton Emery Partnership	Email
Bolton-le-Sands Parish Meeting	Email
Borwick Parish Council	Email
Bovis Homes Limited	Email
Bowsall	Letter and Email
Briery Homes	Letter and Email
Burrow-with-Burrow Parish Meeting	Letter
Cantsfield Parish Meeting	Email
Carr Gomm	Email
Cassidy Ashton	Email
Caton-with-Littledale Parish Council	Email
Chelford Homes	Email
Claughton Parish Council	Email
Cockerham Parish Council	Email
Contour Homes	Email
Countryside Properties	Letter and Email
CPRE	Letter
Crosby Lend Lease	Email
David Wilson Homes North West	Email
De Pol Associates	Email
DH Design	Email
Ellel Parish Council	Email
English Heritage	Email
Fisher Wrathall	Letter and Email
Friends of the Earth (North Lancashire)	Email
Friends, Families and Travellers	Email
Garner Planning Associates	Letter and Email
Gill Dockray Architects	Email
Gleeson Homes	Email
Graham Anthony Associates	Email
Graham Bolton Partnership Planning	Email
Great Places	Letter and Email
Gressingham Parish Council	Email
Guinness Northern Counties	Letter and Email
Gypsy Council	Letter
Halton-with-Aughton Parish Council	Email
Harrison Pitt Architects	Letter and Email
Harrison Willis & Moor	Letter and Email
Harron Homes	Email
Heaton-with-Oxcliffe Parish Council	Email

Home Builders Federation	Email
Homes and Communities Agency	Letter and Email
Hornby-with-Farleton Parish Council	Email
Ian J Potts Associates	Email
Impact	Letter and Email
Indigo Planning	Email
Ireby and Leck Parish Council	Letter
James Barr	Email
JMP Architects	Letter and Email
Johnnie Johnson Housing Trust Ltd	Email
Jones Lang LaSalle	Email
JWPC Ltd	Letter and Email
King Sturge	Email
Knight Frank	Email
Lakes Architect Limited	Email
Lambert Smith Hampton	Letter and Email
Lancashire Care NHS Foundation Trust	Letter
Lancashire Constabulary	Email
Lancashire County Council	Email
Lancashire Fire and Rescue Service	Email
Lancaster Canal Trust	Email
Lancaster Civic Society	Letter
Lancaster District Chamber of Commerce, Trade and Industry	Email
Lancaster Property Network	Email
Land Access and Recreation Association	Email
Maple Grove Developments	Letter and Email
Mason Gillibrand	Letter and Email
McCarthy and Stone Developments Ltd	Email
Melling-with-Wrayton Parish Council	Email
Mellor Architects	Email
Middleton Parish Council	Email
Mike Harrison	Letter and Email
Miller Homes	Letter and Email
Morecambe Bay Partnership	Email
Morris Homes	Email
Nathaniel Lichfield and Partners	Letter and Email
National Farmers Union	Email
National Grid Company PLC, Planning & Environment Group	Email
National Travellers Action Group	Email
National Trust	Email
Nether Kellet Parish Council	Letter
Network Rail	Email
Norman Jackson Contractors Ltd	Email
North Lancashire NHS	Email
NW Structural Consultants Limited	Email
Over Kellet Parish Council	Letter
Over Wyresdale Parish Council	Email
Overton Parish Council	Letter
Paul Butler Associates	Email
Peel Land and Property	Letter and Email
Peill and Co	Letter and Email
Persimmon	Letter and Email
Places for People	Letter and Email
Planning Specialist Envirolink Northwest	Email
Priest Hutton Parish Meeting	Email
Quernmore Parish Council	Email
Regenda	Email

Richard P Taylor	Letter and Email
Roeburndale Parish Meeting	Letter
Rural Innovation	Email
Russell Armour Homes	Letter and Email
Salvation Army Housing Association	Email
Savills	Email
Scotforth Parish Council	Email
Signposts	Email
Silverdale Parish Council	Email
Skerton High School	Email
Slyne-with-Hest Parish Council	Email
Smiths Gore	Email
Stagecoach North West	Email
Steven Abbot Associates	Letter and Email
Story Homes	Letter and Email
T Gill	Email
Tatham Parish Council	Email
Taylor Wimpey	Email
The Planning Bureau	Letter and Email
Thomas Associates Architects	Email
Thurnham Parish Council	Email
Transition City Lancaster	Email
Tunstall Parish Meeting	Email
Turley Associates	Letter and Email
Two Castles Housing Association	Email
Warton Parish Council	Email
Wennington Parish Council	Email
Whittington Parish Council	Email
Wray-with-Botton Parish Council	Email
Yealand Conyers Parish Council	Email
Yealand Redmayne Parish Council	Email

**Appendix 4:
Information Gathering: Summary of issues raised through the Questionnaire**

Consultee	Summary of comments / feedback
English Heritage	The consultee acknowledged that many of the survey questions were not appropriate for English Heritage to respond to, however it was suggested that rural housing needs should be addressed separately in the document. A link to English Heritage publication "Affordable Rural Housing and the Historic Environment" was also provided.
Eric Wright Group	The consultee was supportive of the preparation of an SPD. In summary the main comments arising were 1. That the proportion of social rented units is crucial as it requires much greater cross-subsidy from the market dwellings and thus affects viability; 2. That the inclusion of 1 or 2 social rented units on small sites amongst up market homes can affect the saleability and value of those homes and hence overall scheme viability. 3. Not in agreement on requesting affordable housing contributions on a net increase basis because on small developments there will be insufficient revenue from the market dwellings to cross subsidise the affordable units, and developers/landowners will be deterred from bringing schemes forward. 4. Following on from the previous point, on conversion schemes it is often not possible to incorporate small units within the constraints imposed by the structure and layout of the existing building. Also it may not be feasible to include affordable homes (particularly social rented) and service charges for maintaining the building and common parts etc will make the homes unaffordable. 5. Disagreed that the SPD should include guidance on design and layout issues because it is a policy document and cannot be prescriptive and that developers will determine this based on knowledge of local market demand together with consultation with the planning officer and registered provider. 6. Information on the planning process should not be included because it is readily available elsewhere. 7. Agreed that there must be recognition that there are exceptions where it is not feasible or viable to apply standard "one size fits all" policies. 8. Agreement that a model S106 agreement would reduce the time it currently takes to agree a S106 agreement, allow schemes to start on site sooner, and will also provide more certainty that the terms will be acceptable to lenders. 9. An approved development appraisal is required to assess viability. Where a landowner has unrealistic expectations of land value it could assist in demonstrating that the residual land value has been calculated in accordance with a set format and may convince the landowner to accept a more realistic value.
Fisher Wrathall	The consultee was supportive of the preparation of an SPD. but made the point that housing needs need to be identified and to be appropriate to differing sites, so flexibility is required in terms of the percentage demands adequately reflecting the value and quality of type of each individual development. In summary the main comments arising were: 1. That the Council should require affordable housing on a net increase basis because only new build has any possibility of a sufficient margin to contribute. Therefore any levy should be graduated on schemes of 5 or less. 2. Guidance on design and layout issues should be included if guidance rather than mandatory. 3. It would probably be useful to have certain S106 standard clauses providing they are kept simple and understandable and cover the legal requirements rather than attempt to cover the specifics of individual sites. 4. Include guidance on how commuted sums are calculated because this is an area where virtually no one understands the present position. 5. The SPD should include information as regards different costs / charges from different registered providers. 6. The SPD should include details on the evaluation and allocation of commuted sums monies to affordable housing schemes because there is always a suspicion that funds are not ring fenced.
Garner Planning Associates	Consultee provided a letter expressing concerns around the approach being taken and the implications arising. This referred to an earlier representation provided on the Affordable Housing Viability Study which expressed concerns around the robustness of the document. In summary the main comments arising were: 1. The consultee stated that since 2009 housing completions have dropped so a different policy response is required. 2. The consultee feels that monies negotiated from smaller sites since implementing the Affordable Housing Practice Update (2011) are negligible. 3. The Council should amend the approach to negotiating affordable housing to stimulate housing delivery. 4. Concerns expressed around progressing an SPD rather than progressing with a development plan policy and that this is contrary to the National Planning Policy Framework.
Halton with Aughton PC	The parish council did not provide a completed response but did provide copies of the Parish Plan and a Halton Mills update

	document. In summary the parish council does not support the SPD so chose not to respond to the survey. The parish council did however restate their policy on housing by saying that there are existing permissions for almost 100 new homes on the Halton Mills site, so therefore no new housing is needed until this scheme is completed. In addition the parish council is opposed to the re-designation of agricultural land to housing since there is no shortage of brownfield housing sites. In addition there is no gap in provision of affordable housing, but the parish housing needs survey identified a need for housing suitable for people over 55 who may be looking for smaller properties designed for older people. This would free up more family accommodation within the village.
Hornby with Farleton PC	The parish council did not complete the survey as they had insufficient time to complete survey. They did however request a clearer definition of what constitutes "affordable" in an expensive location such Hornby.
Impact HA	The consultee agreed with the preparation of an SPD. In summary the main points were: 1. There is a need to include the ability to be flexible depending on viability assessment and to exercise discretion around thresholds. 2. Concerns expressed around the SPD being too specific on insisting that developers meet requirements such as the Code for Sustainable Homes, Lifetime Homes etc as this can limit the number of affordable homes delivered because of the increase in cost and affect on the viability. 3. A statement on exceptional circumstances is sufficient but no details required.
Lancashire County Council	The consultee did not provide a completed response on basis that housing is not part of the county's planning remit.
National Trust	The consultee agreed with the preparation of an SPD. In summary the main points were: 1. The SPD must have regard to the NPPF. 2. No object per se to the inclusion of guidance on design and layout issues it does on the face of it appear to be outside the areas identified previously to be covered by this SPD, e.g. in terms of the content of the Core Strategy, so therefore might best be left to existing adopted Planning Policy or covered in a separate SPD on standards for new housing development. 3. Agreement that guidance on how commuted sums are calculated would be a helpful. 4. Proposals for rural enterprise worker accommodation or charitable key worker should be exempt.
Network Rail	The consultee did not provide a completed survey response but did provide a "standard" planning policy consultation response the details of which were mostly outside of scope of the SPD and more relevant to a development management development plan document.
Persimmon Homes	The consultee stated support for the preparation of the SPD on the basis it provides clarity and certainty, and helps with the interpretation of policy. In summary other points raised include applying flexibility in the application of affordable housing requirements. 2. The Council should be careful that placing strict guidelines around the provision of affordable housing does not result in housing development stifling. 3. Disagreed that guidance around design and layout is required as the SPD is specific to housing needs, and matters concerning design should be covered in other documents. 4. There should not be surrounding the mix of market housing as this would cause inflexibility. 5. Disagreed that guidance on legal procedures is required because Section 106 agreements are produced at the point of negotiation and clauses should be specific to each scheme. Providing excessive guidance will result in the document becoming cumbersome and heavy as a tool to use. 6. Agreed that guidance on calculating commuted sums should be included to make the process clear and transparent, and provide developers with more of an idea about what costs they will incur when assessing viability. 7. Agreed that the SPD should provide scenarios that are exceptional such as if a site is contaminated or has extra costs attached through converting an existing building this should be taken into account. If a developer is paying for remediation works or other high costs then ultimately if they also have to provide affordable housing this might make certain developments unviable.
Planning Bureau	The consultee did not provide a completed survey response but did provide a letter containing comments prepared on behalf of McCarthy and Stone Retirement Lifestyles Ltd. In summary the main point raised was around the exclusion of the needs of an ageing population particularly as the 2011 Housing Needs Survey evidences the aging population of the district. 2. It is important to recognise that the NPPF requests that 'local planning authorities should use their evidence base to ensure that their Local Plan meets the full, objectively assessed needs for market'.
Story Homes	The consultee provided a completed survey response. In summary the main points raised were: 1. The Council might need to ensure that the Core Strategy in general, and in particular, Policy SC4, is in conformity with the NPPF prior to progressing any SPD to

	<p>provide further detailed guidance on the implementation of that policy. 2. No objection in principle to the preparation of an SPD, but consideration should be given to addressing these issues within a Local Plan or Land Allocations DPD where site specific issues can be addressed in greater detail with the benefit of a full viability assessment which is now a central spine running through the NPPF. This would also allow affordable housing targets and other financial burdens to be considered in the context of infrastructure provision and any CIL requirements and if need be a site specific basis. 3. The advent of the NPPF has amended the policy landscape so that LPAs should set out their policy on local standards in the Local Plan including requirements for affordable housing. 4. Regarding a net increase approach to affordable housing contributions, any such substantial shift in policy away from that contained within Policy SC4 would need to be developed and progressed within a Local Plan / Allocations DPD not an SPD. 5. The SPD could contain further information relating to design and sustainability so long as it relates to the implementation of other Core Strategy policies (on the basis they are in conformity with the NPPF) and does not provide a greater financial burden to developers or is contrary to the guidance within the NPPF. 5. Any guidance relating to commuted sums would need to be in accordance with the NPPF which requires on site provision, unless off-site provision or a financial contribution of a broadly equivalent value can be robustly justified and the agreed approach contributes to the objective of creating mixed and balanced communities. 6. The NPPF advises on the importance of ensuring viability and deliverability and any Local Plan / SPD policy will need to be in accordance with this. It states that sites and scale of development identified in plans should not be subject to such a scale of obligations and policy burdens that their ability to be developed viably is threatened. To ensure viability, the costs of any requirements likely to be applied to development, such as requirements for affordable housing, standards, infrastructure contributions or other requirements should, when taking into account the normal cost of development and mitigation, provide competitive returns to a willing land owner and willing developer to enable development to be deliverable.</p>
Yealand Conyers Parish Council	<p>The parish council provided a completed survey response. In summary the main points were: 1. The parish council were in general agreement with the preparation of an SPD. 2. The village is located in a conservation area so consideration should be given to how any new building applications would be viewed within these constraints.</p>
Silverdale Parish Council	<p>The parish council provided a completed survey response. In summary the main points were: 1. The parish council were in general agreement with the preparation of an SPD. 2. However affordable housing contributions should only be levied on developments of 2 or more homes but not from change of use, with monies apportioned to the locality / parish from where they originated. 3. The parish council did not agree that guidance on issues such as design and layout, legal procedures, and the planning process should be included within the SPD.</p>
Member of the public	<p>The consultee did not provide a completed survey response but made the following points: 1. Affordable housing should be brought forward on brownfield sites only and not greenfield. 2. Suitable brownfield sites are Luneside, Albion Mills, and the former K Shoe factory site (Lancaster), and Frontierland (Morecambe). 3. Too much emphasis has been placed on retail and commercial development and that these sites are perfectly OK to bring forward affordable housing and would tidy the area up around Bulk Road.</p>

**Appendix 5:
Statutory Consultation: Summary of issues raised**

Consultee	Summary of Issues Raised	Response	Action
NLP Planning (on behalf of Countryside Properties Ltd and Peel Holdings Ltd)	Not supportive of the SPD in its entirety.	Comments noted.	No further action required.
	Concerns that the methodology for the preparation of the SPD is difficult to understand without reviewing the evidence base.	Comments noted.	Provide details and references for relevant evidence base in Chapter 1.
	Suggestion that the SPD provide further guidance and direction on how established housing needs and the objectives of existing development plan policies will be delivered.	The housing needs for Lancaster District are detailed in the 2011 Housing Needs Survey and the SPD has been prepared in the context of these needs. The SPD has also been prepared in the context of the adopted Core Strategy and will be subject to revisions following the adoption of the emerging Lancaster District Local Plan.	Provide details and references for relevant evidence base in Chapter 1.
	Does not accept that all of the proposed provisions of the SPD are derived from adopted development plan policies that have been tested at Examination and found to be sound.	The Council considers the provisions of the SPD to be derived from the adopted Core Strategy. The affordable housing provisions in particular are derived from Core Strategy Policy SC4 and informed by the current evidence base. Therefore the SPD seeks to support implementation of this policy with regard to this evidence base.	No further action required.
	Table 3 - concerns over the validity of the market housing needs in terms of dwelling types detailed in the SPD.	Table 3 of the SPD seeks to summarise the dwelling types and sizes that are required in the district sub areas. This data is drawn from the 2011 Housing Needs Survey and the Council considers this to be a robust evidence base. Ultimately the dwelling mix is determined on a site by site basis with evidence of local housing need providing important local context and informing the preparation of planning applications.	Insert text that clarifies that the Council expects dwelling mix to be determined on a site by site basis with evidence of local housing providing important local context and informing the preparation of planning applications.
	Paragraph 3.10 - concerns around the financial implications of market housing incorporating Lifetime Homes Standards and specific levels of the Code for Sustainable Homes, and calls for flexibility.	Comments noted.	Insert text that clarifies that all affordable dwellings must meet Code for Sustainable Homes

			Level 3, and all market dwellings are encouraged to achieve this standard. Also that market dwellings are encouraged to incorporate the Lifetime Homes Standards so that older people and those with accessibility issues can remain in their established community later in life.
	Concerns that the approach to achieving affordable housing is not justified on the basis that the SPD introduces additional target requirements.	The SPD has been prepared in the context of the adopted Core Strategy particularly Policy SC4 which establishes the principle of ensuring a sufficient supply of affordable homes and an annual target. Both the affordable housing needs and the ability of developments to provide affordable housing are informed by robust evidence base. Therefore specific parts of the SPD have been prepared in the context of the evidence base in order to implement Core Strategy Policy SC4.	No further action required.
	Concerns that the evidence base does not adequately demonstrate that 40% affordable housing on greenfield sites is viable and deliverable.	The Affordable Housing Viability Study is considered a robust evidence base that concludes that greenfield sites can potentially support up to 40% affordable housing. The SPD therefore sets out this provision but acknowledges that the specific proportion of affordable housing will be determined on a site by site basis. The Council therefore accepts that uncomplicated greenfield sites are more likely to support this higher level of affordable housing.	Insert additional text that clarifies that the Council's expectations around higher levels of affordable housing on greenfield sites.
	Request for a greater degree of flexibility around the affordable housing tenure split.	The affordable housing tenure mix is drawn from the 2011 Housing Needs Survey and the Council considers this to be a robust evidence base. Ultimately the affordable housing tenure mix is determined on a site by site basis influenced by factors such as evidence of local affordable housing need and the requirements of registered providers	Insert additional text that clarifies that the Council's expectations around affordable housing tenure mix.

		taking on the affordable dwellings.	
	Paragraph 4.41 - objects to the requirement that on schemes of more than 30 dwellings, on site affordable homes should be completed before the first occupation of more than 40% of the market homes within that same phase, on the basis this may affect deliverability and viability of schemes. Suggests that the affordable dwellings should be completed pro rata in conjunction with the completion of the market housing.	Comments noted.	Amend paragraph 4.41 to address the requirement that affordable dwellings are completed pro rata to the completion of the total market housing dwellings.
	No categorical objective to the principle of seeking to secure some affordable contribution from housing developments that result in a net increase of up to 4 dwellings however concerns raised around the capability of small schemes to deliver these for economic viability reasons.	The Council is aware that the requirement to provide of affordable housing can have a potentially negative impact on scheme viability. On that basis the SPD makes it clear that the Council requires applicants to provide evidence in support of this position.	No further action required.
	Accepts that if a development is to provide less affordable housing than adopted development plan policies require, the onus is on developers to demonstrate that such provision is not viable, through the submission of a financial viability appraisal.	Comments noted.	No further action required.
	Accepts that in circumstances where the Council does not agree with such an appraisal it will commission an independent review of the evidence by a chartered surveyor.	Comments noted.	No further action required.
	Paragraph 7.13 – objection to the requirement for commuted sum monies to be paid on commencement of the development on the basis this would put an excessive burden on the developer at a period within the development programme when costs far exceed incomes. Suggestion that payment is phased in terms of completions or sales of dwellings.	Comments noted.	Amend paragraph 7.13 to make it clear the Council may agree to flexible financial contribution payments where cash flow is an issue and sufficient evidence is provided in support of this.

	Appendix 5 - points out that the HCA Development Appraisal Tool is a commonly used and acceptable model to use for the purposes of assessing economic viability.	Comments noted.	No further action required.
HOW Planning (Chris Sinton) on behalf of Taylor Wimpey UK Ltd	Paragraph 2.1 – supportive of retaining a housing target of 400 new houses per annum on the basis that despite being in the process of being abolished, the RSS still forms part of the Development Plan therefore the housing targets set are based on the most up to date credible evidence base. However this target should be treated as a minimum.	Comments noted.	No further action required.
	Paragraph 2.3 – considers that the Council should also plan for an additional 20% buffer above its annual housing target in accordance with the National Planning Policy Framework due to persistent under delivery of housing since 2003/04.	The Council intends to address a 5% buffer based on a successful longer term record of housing delivery prior to the current downturn in activity. The average number of annual dwelling completions over the previous 20 years has been 400 dwellings.	No further action required.
	Paragraph 3.9 – the Council should be flexible in terms of the range of housing provided.	Table 3 of the SPD seeks to summarise the dwelling types and sizes that are required in the district sub areas. This data is drawn from the 2011 Housing Needs Survey and the Council considers this to be a robust evidence base. Ultimately the dwelling mix is determined on a site by site basis with evidence of local housing need providing important local context and informing the preparation of planning applications.	Insert text that clarifies that the Council expects dwelling mix to be determined on a site by site basis with evidence of local housing providing important local context and informing the preparation of planning applications.
	Paragraph 3.11 – concerns raised around the financial implications of the required levels of the Code for Sustainable Homes.	Comments noted.	Insert text that clarifies that all affordable dwellings must meet Code for Sustainable Homes Level 3, and all market dwellings are encouraged to achieve this standard.
	Paragraphs 4.12 to 4.15 - concerns raised around the SPD being too prescriptive in its overall affordable housing requirements, particularly the requirement for 40% affordable housing on greenfield sites.	The affordable housing requirements are informed by the Affordable Housing Viability Study which is considered a robust evidence base. Based on the site appraisals the Study concludes that development schemes in the district are capable of supporting the levels of affordable housing detailed	No further action required.

		in the SPD. In the case of greenfield sites, the SPD sets out the expectation of 40% affordable housing but the specific proportion will be determined on a site by site basis.	
	Suggests that the SPD appropriately balance affordable housing requirements against the need to test the viability of housing schemes on a site by site basis in accordance with the National Planning Policy Framework.	The Council is aware that the requirement to provide of affordable housing can have a potentially negative impact on scheme viability. On that basis the SPD makes it clear that the Council requires applicants to provide evidence in support of this position.	No further action required.
	Highlights that the Core Strategy policy of 'Urban Concentration' is currently under revision through preparation of the Land Allocation DPD which proposes allocating large scale greenfield sites for housing. However it considered premature to adopt an SPD ahead of the DPD as there is a serious risk that its requirements will have a cumulative impact and jeopardise implementation of the Local Plan.	The emerging Local Plan (currently at draft preferred options stage) proposes the allocation of greenfield sites for residential development. The SPD has been prepared in the context of the adopted Core Strategy particularly Policy SC4 and will be reviewed following adoption of the new Local Plan, anticipated for late 2014.	Insert additional text that clarifies this position.
	Concerns raised around the impact of affordable housing, affordable tenure mix, design, phasing and integration requirements on viability. Therefore a more flexible approach is required.	The Council is aware that factors such as the affordable tenure mix, design, phasing and integration can have a potentially negative impact on scheme viability. They should be addressed as per the SPD but in some cases will need to be addressed on a site by site basis.	Insert additional text that clarifies this position.
	Supportive of the approach to Affordable Housing Statements and Section 106 Legal Agreement clauses in principle, however flexibility should however be provided in the SPD to enable applicants at the outline stage to fix the percentage of affordable housing and tenure mix.	<p>Outline applications need to identify the housing need for the specific location based on the 2011 Housing Needs Survey.</p> <p>Applicants should assume 30% affordable housing provision on site unless they can prove that this level will be unviable. In such cases, applicants should demonstrate what level of provision is viable.</p> <p>Applicants should also assume a 50:50 affordable tenure mix.</p> <p>Applicants should also liaise with appropriate registered providers to establish the type of affordable dwellings they would take on.</p>	Insert additional text that clarifies this position.

	Supportive of the use of confidential financial viability appraisals as part of the outline planning application process, however the calculation of the profit margin needs corrected.	The Financial Viability Appraisal template is a suggested format and it is accepted that developers will provide such evidence in a range of formats.	Insert additional text that clarifies this position.
Barton Willmore (on behalf of Story Homes)	Points out that the National Planning Policy Framework defines SPDs as capable of being material considerations in planning decisions, but not part of the Development Plan.	Comments noted.	No further action required.
	Concerns raised around the Council's adopted housing requirement of 400 dwellings per annum being based on outdated 1996 DCLG household projections.	The 400 dwelling per annum is rooted in the 1996 DCLG Household Projections. However that was only one element of the arithmetic that informed the figure in the Regional Strategy, which was also informed by consideration of economic growth predictions. The 400 dwellings figure has had the benefit of two independent examinations through the preparation of the Regional Strategy and Core Strategy. Thus the extent of the requirement, contained within two adopted Development Plan Documents, is considered to be robust.	No further action required.
	Paragraph 1.14 – the Council should undertake a full, “objective assessment” of need for both market and affordable housing and review their plans in line with National Planning Policy Framework.	The 2011 Housing Needs Survey is a full, “objective assessment” of need for both market and affordable housing.	No further action required.
	Housing requirement should be based on the most recent population and household projections published by the ONS and DCLG, which have not been considered by the Core Strategy housing target.	The 400 dwelling per annum is rooted in the 1996 DCLG Household Projections. However that was only one element of the arithmetic that informed the figure in the Regional Strategy, which was also informed by consideration of economic growth predictions. The 400 dwellings figure has had the benefit of two independent examinations through the preparation of the Regional Strategy and Core Strategy. Thus the extent of the requirement, contained within two adopted Development Plan Documents, is considered to be robust.	No further action required.

	<p>The POPGROUP demographic model (forecasts population, households and the labour force) shows that growth in households represents a 75% increase from the Council's adopted housing target (400 dwellings per annum), and a 17% rise from the 2008 based CLG household projection. Therefore that the Council's housing target is inadequate in the context of the National Planning Policy Framework's requirements to meet demographic projections.</p>	<p>The 400 dwelling per annum is rooted in the 1996 DCLG Household Projections. However that was only one element of the arithmetic that informed the figure in the Regional Strategy, which was also informed by consideration of economic growth predictions. The 400 dwellings figure has had the benefit of two independent examinations through the preparation of the Regional Strategy and Core Strategy. Thus the extent of the requirement, contained within two adopted Development Plan Documents, is considered to be robust.</p>	<p>No further action required.</p>
	<p>It is considered that in meeting the requirements of the NPPF there would be a requirement for at least 700 new dwellings per annum (2011 to 2031).</p>	<p>The 400 dwelling per annum is rooted in the 1996 DCLG Household Projections. However that was only one element of the arithmetic that informed the figure in the Regional Strategy, which was also informed by consideration of economic growth predictions. The 400 dwellings figure has had the benefit of two independent examinations through the preparation of the Regional Strategy and Core Strategy. Thus the extent of the requirement, contained within two adopted Development Plan Documents, is considered to be robust.</p>	<p>No further action required.</p>
	<p>Paragraph 2.2 - the overwhelming restriction on supply in Lancaster relates to the lack of land releases, therefore the Council must release more land in more locations, to enable developers to access a range of sites in a range of locations.</p>	<p>The emerging Local Plan (currently at draft preferred options stage) proposes the allocation of greenfield sites for residential development. This will increase the range of sites and locations.</p>	<p>No further action required.</p>
	<p>The SPD should address the NPPF requirement to plan for a wide choice of high quality homes to create mixed communities.</p>	<p>The SPD provides guidance on the location, type, size, and tenure of new homes informed by the 2011 Housing Needs Survey.</p>	<p>No further action required.</p>

	<p>Paragraph 3.11 - concerns around the Code for Sustainable Home requirements on the basis that the Code is a non mandatory and local authorities can choose whether they wish to adopt such standards into their Local Plans. Concerns around the financial implications of attaining specific levels of the Code for Sustainable Homes.</p>	<p>Comments noted.</p>	<p>Insert text that clarifies that all affordable dwellings must meet Code for Sustainable Homes Level 3, and all market dwellings are encouraged to achieve this standard.</p>
	<p>Concerns around the need for increased levels of market housing in order to meet the affordable housing need.</p>	<p>The Councils recognises that the majority of affordable housing is delivered via developers on market housing schemes, or via registered providers funded by the Homes and Communities Agency.</p>	<p>No further action required.</p>
	<p>Paragraph 4.15 - concerns raised around the requirement for 40% affordable housing on greenfield sites on the basis this is not set out in the Core Strategy.</p>	<p>The Council considers the provisions of the SPD to be derived from the adopted Core Strategy. The affordable housing provisions in particular are derived from Core Strategy Policy SC4 and informed by the current evidence base. Therefore the SPD seeks to support implementation of this policy with regard to this evidence base that concludes that greenfield sites can potentially support up to 40% affordable housing. The SPD details this requirement acknowledges that the specific proportion of affordable housing will be determined on a site by site basis.</p>	<p>No further action required.</p>
	<p>Concerns around the Council relying on the Housing Needs Survey to set an increased requirement for affordable housing whilst ignoring the need for increased levels of market housing detailed in the same evidence base.</p>	<p>The affordable housing requirements are informed by the Affordable Housing Viability Study not the Housing Needs Survey.</p>	<p>No further action required.</p>
	<p>Concerns around the absence of the CIL viability appraisals in relation to affordable housing provision and deliverability on key sites.</p>	<p>The Council has undertaken CIL viability testing and will shortly be reporting on the outcome of this work. The requirement for affordable housing provision has been built into the testing.</p>	<p>No further action required.</p>

	Concerns raised around the SPD not referencing other developer contributions such as education, public open space, play equipment etc.	Comments noted.	Insert additional text that references other developer contributions.
McAteer Associates Ltd (on behalf of Miller Homes)	Paragraph 2.5 – needs corrected re. the abolition of Regional Spatial Strategies.	Comments noted.	Amend paragraph 2.5.
	Paragraph 2.8 – should refer to the fact that in only one year since 2003/4 has the annual requirement of 400 dwellings been met, as in such circumstances the National Planning Policy Framework requires local planning authorities to provide a 20% buffer. Therefore the annual requirement should therefore be increased to 440 dwellings to make up for the shortfall.	The Council intends to address a 5% buffer based on a successful longer term record of housing delivery prior to the current downturn in activity. The average number of annual dwelling completions over the previous 20 years has been 400 dwellings.	No further action required.
	Paragraphs 3.4 to 3.9 - it is inappropriate for the Council to seek to influence the type of housing provided other than to require an appropriate mix as set out in the National Planning Policy Framework.	The 2011 Housing Needs Survey details the housing needs of Lancaster District and the SPD has been prepared in this context. This reflects the National Planning Policy Framework requirement to identify the size, type, tenure and range of housing that is required in particular locations, reflecting local demand.	No further action required.
	Paragraph 3.11 - the Growth and Infrastructure Bill and the latest Government advice points to the removal of obstacles to development therefore the requirements around the Code for Sustainable Homes should reflect this.	Comments noted.	Insert text that clarifies that all affordable dwellings must meet Code for Sustainable Homes Level 3, and all market dwellings are encouraged to achieve this standard.
	Paragraphs 4.14 & 4.15 – supportive of the desire to ensure an element of affordable housing is provided in appropriate developments, but do not consider that there is any justification for greenfield sites to have a starting position of a requirement for 40%.	The Affordable Housing Viability Study concludes that greenfield sites can potentially support up to 40% affordable housing. The SPD therefore sets out this provision but acknowledges that the specific proportion of affordable housing will be determined on a site by site basis.	No further action required.

	Paragraphs 4.36 to 40 – supportive of the acceptance that the need to provide affordable housing should not render a scheme unviable, and that the most appropriate basis for this assessment is by a financial viability appraisal. However the applicant should not meet the cost if the Council decide to seek independent advice.	The Council will only seek independent advice on a financial viability appraisal if it disagrees with the developers position that the affordable housing provision compromises scheme viability. Therefore it is justified that the developer should meet this cost as part of the planning application process.	No further action required.
	Paragraph 4.41 - objection to the arbitrary phasing proposed by the Council as there is no basis for what is proposed.	Comments noted.	Amend paragraph 4.41 to address the requirement that affordable dwellings are completed pro rata to the completion of the total market housing dwellings.
	Paragraph 7.4 – disagree that failure to provide an Affordable Housing Statement should be a reason to invalidate an application on the basis that affordable housing provision involves negotiation which will take place during the processing of the application.	The Council requires all planning applications for residential development to include an Affordable Housing Statement that sets out how the development will address the issue of affordable housing. Statements can be reviewed and updated accordingly as negotiations take place during the processing of the application.	Insert additional text that acknowledges that Affordable Housing Statements may be reviewed and updated accordingly as negotiations take place during the processing of planning applications.
Signet Planning (on behalf of Satnam Group)	Paragraph 3.6 – suggestion that this should cross-reference with paragraph 4.6 of the SPD and Annex 2 of the NPPF March 2012.	Comments noted.	Insert additional text to cross reference paragraphs on low cost market housing and discounted market housing with Annex 2 of the National Planning Policy Framework.
	Paragraph 3.6 - raises the importance of recognising that low cost market housing plays an important role at the lower end of the scale and can reduce the need for affordable housing, and enable many first time buyers to purchase their first home.	Comments noted.	Insert additional text to acknowledge that low cost market housing can reduce the need for affordable housing, and enable many first time buyers to purchase their first home.
	Paragraph 3.6 – should recognise that discounted sale housing offers an in perpetuity clause in relation to recycling and subsidy created by the home reduction.	Comments noted.	Insert additional text to clarify that the discount applies to the first purchase and all subsequent purchases of discounted

			sale homes. These homes remain affordable in perpetuity unless the vendor can prove that an eligible purchaser has not come forward within 6 months of the home being put up for sale and the criteria would be lifted.
	Paragraph 3.9 (Table 3) – concerns raised around the SPD being too prescriptive and therefore preventing the market determining the most appropriate form of market provision in any given locality.	Table 3 of the SPD seeks to summarise the dwelling types and sizes that are required in the district sub areas. This data is drawn from the 2011 Housing Needs Survey and the Council considers this to be a robust evidence base. Ultimately the dwelling mix is determined on a site by site basis with evidence of local housing need providing important local context and informing the preparation of planning applications.	Insert text that clarifies that the Council expects dwelling mix to be determined on a site by site basis with evidence of local housing providing important local context and informing the preparation of planning applications.
	Paragraph 3.11 – an SPD should not set out that dwellings will be required to meet specific levels of the Code for Sustainable Homes.	Comments noted.	Insert text that clarifies that all affordable dwellings must meet Code for Sustainable Homes Level 3, and all market dwellings are encouraged to achieve this standard.
	Paragraph 4.15 – the Core Strategy sets out a 30% affordable housing target and revision to that target should not be sought through an SPD.	The Council considers the provisions of the SPD to be derived from the adopted Core Strategy. The affordable housing provisions in particular are derived from Core Strategy Policy SC4 and informed by the current evidence base. Therefore the SPD seeks to support implementation of this policy with regard to this evidence base.	No further action required.
	Paragraphs 4.36 to 4.40 – welcomes the provision of general guidance on financial viability appraisals.	Comments noted.	No further action required.

The Planning Bureau (on behalf of McCarthy and Stone Retirement Lifestyles Ltd)	Commends the SPD's positively approach to the projected rise in the elderly population within the district.	Comments noted.	No further action required.
	Concerns raised around solutions to an ageing population being limited to a requirement for all housing to be built to Lifetimes Homes Standard when there are other solutions available.	Comments noted.	Insert text that refers to other accommodations solutions to meet the needs of older people.
	Suggestion that the Council explore the various other forms of specialist accommodation for the elderly.	The Council intends to explore the option for accommodation for older people through the preparation of an Older Person's Housing Strategy.	Insert text to clarify this position.
Garner Planning Associates	Affordable housing should be addressed in a DPD as envisaged by the Core Strategy Inspector and as required by the National Planning Policy Framework.	The SPD has also been prepared in the context of the adopted Core Strategy. Following the adoption of the emerging Lancaster District Local Plan the SPD will be subject to revisions.	
	Concerns around the consultation process being more presentation than consultation.	The Draft SPD has been subject to a comprehensive consultation process carried out in accordance with Regulation 12 (a) of the Town and Country Planning (Local Planning) (England) Regulations 2012, and the Council's Statement of Community Involvement.	No further action required.
	Concerns around the robustness of the evidence base on affordable housing viability.	The Council is satisfied that the Affordable Housing Viability Study was carried out to a robust and proven methodology that will stand up to examination.	No further action required.
	Points out that the low level of dwelling completions is due to the Council not reacting to the economic situation and seeking to stimulate new development by amending affordable housing thresholds.	The Affordable Housing Viability Study was carried out in 2009 and 2010 and therefore in the context of the state of the UK housing market following the sub-prime mortgage crisis in the USA. The affordable housing provisions in the SPD have therefore been developed in this economic context and do not seek to reduce residential development. Where the requirement to provide affordable housing has a potentially negative impact on scheme viability the Council requests applicants to provide evidence in support of this position.	No further action required.

	Queries whether the Code for Sustainable Homes requirements been viability tested.	Comments noted.	Insert text that clarifies that all affordable dwellings must meet Code for Sustainable Homes Level 3, and all market dwellings are encouraged to achieve this standard.
	Queries the evidence that there is a need for more small dwellings.	The housing needs for Lancaster District are detailed in the 2011 Housing Needs Survey and the SPD has been prepared in the context of these needs.	No further action required.
	Points out that developers may resist signing a S106 agreement where the affordable housing contribution is not specified.	The on site affordable housing contribution is always specified in the Section 106 agreement.	No further action required.
	Considers it onerous to require affordable housing contributions to be made prior to commencement due to the detrimental impact on cash flow and development viability.	Comments noted.	Amend paragraph 7.13 to make it clear the Council may agree to flexible financial contribution payments where cash flow is an issue and sufficient evidence is provided in support of this.
Thomas Associates Architects	SPD is a clear but lengthy document with a controlling approach.	Comments noted.	No further action required.
	Terminology and language difficult for non planners to understand.	Comments noted.	No further action required.
	Concerned that factors such as demand and viability are not always possible to control and the outcome of the SPD is likely to be over bearing and result in cumbersome approach lacking direct accountability.	Comments noted.	No further action required.
	Commuted sums viewed as revenue and shouldn't be part of the planning process.	Financial contributions towards affordable housing are an alternative to providing on site affordable housing in development scenarios (i.e. small schemes) where on site provision would not be practical	No further action required.

Harrison Pitt Architects	Does not generally support the SPD on the basis that it places too many restrictions on a currently suppressed housing market. Whilst supportive of affordable housing, the requirement is likely to deter developers in the current economic climate.	Comments noted.	No further action required.
	Concerns around the length of the SPD, when it should be more concise.	Comments noted.	No further action required.
	Not supportive of the approach to calculating financial contributions from smaller developments as this will deter small developments and conversions that contribute to the local economy and ease under occupation.	The Affordable Housing Viability Study shows that scheme size does not determine viability and therefore smaller sites are no more or less viable than larger ones. Hence there is no viability reason why smaller sites should not make an appropriate, carefully judged, financial contribution towards affordable housing. The Council has secured over £75,000 of commuted sums through unilateral undertakings on smaller schemes, with 12 separate contributions paid so far, totaling over £37,000.	No further action required.
	Supportive of the consideration if financial viability and each site should be considered on its own merits.	Comments noted.	No further action required.
	The definition of key services in a rural context should be widened and should include public houses.	The Council recognises that a local service, whether a key service (as per Core Strategy Policy SC3) or another that is equally valued by the local community can play an important part in the maintaining or enhancing the vitality of communities living in rural settlements.	No further action required.
	Support for encouraging new development such as market housing for families to sustain existing services such as schools.	Comments noted.	No further action required.

	Support for the Unilateral Undertaking template and request that it be made available in Word format for use by applicants.	The inclusion of the Unilateral Undertaking template seeks to inform applicants of the basic clauses, however the draft Unilateral Undertaking will first be prepared by the Council's Legal Services before being provided to the applicant's appointed legal representatives.	No further action required.
	Request that the number of registered providers that applicants should contact regarding purchasing affordable housing units should be reduced to 3 on the basis that it can be difficult to obtain responses from them.	The SPD seeks to ensure that developers approach as many registered providers as possible to ensure that affordable units are purchased. Where registered providers do not respond then developers are required to evidence this.	No further action required.
Great Places	Paragraph 4.28 - size, type and tenure of affordable housing should be determined on a site by site basis to ensure affordable provision meets the demands/ needs of the local community.	The affordable housing tenure mix is informed by the 2011 Housing Needs Survey. Ultimately the mix is determined on a site by site basis influenced by factors such as evidence of local affordable housing need and the requirements of registered providers taking on the affordable dwellings.	Insert additional text that clarifies that the Council's expectations around affordable housing tenure mix.
	Paragraph 4.32 – supportive of achieving HCA compliance to ensure size of bedrooms does not lead to future issues as a result of welfare reform but standards should reflect what is current at the time of delivery.	Comments noted.	Insert additional text that clarifies that affordable housing units should comply with the current HCA standards at the time of delivery.
	Suggestion that the SPD should consider overall running costs of affordable housing (estate management, service charges and ground rent) as these can impact on outgoings particularly in light of proposed changes to housing benefit.	Comments noted, however these considerations are outside the scope of this SPD.	No further action required.
Natural England	Welcomes the opportunity to comment, however the SPD does not significantly relate to the remit of Natural England.	Comments noted.	No further action required.
Arnside & Silverdale AONB	In principle support for the SPD and the approach to meeting housing needs.	Comments noted.	No further action required.

Partnership	Request that correct full name of the designated area is used (Arnside and Silverdale AONB).	Comments noted.	Amend text.
	Suggestion that the definition of an AONB is amended to emphasise the <i>national</i> landscape and environmental importance of AONBs and that the statutory purpose of AONBs is referred to.	Comments noted.	Amend text.
	Request that the SPD should include additional information relating to proposals within AONBs and identifying the key considerations as set out in the National Planning Policy Framework.	Comments noted.	Insert additional text that clarifies the Council's position in relation to proposals within the AONB.
National Trust	In principle support for the preparation of the SPD and its broad scope and approach to meeting housing needs.	Comments noted.	No further action required.
	Recognition that the subject area is complex and therefore non-planners may find it difficult to read the SPD.	Comments noted.	No further action required.
	Paragraph 4.53 – support for the approach to accommodation for rural enterprise workers, however more clarity is required around the approving accommodation that meet the necessary financial functions test.	Comments noted.	Insert additional text that clarifies the Council's position on proposals for rural enterprise worker accommodation and the necessary functional test.
	Paragraph 5.5 – no reference to AONBs or their relevance to the SPD outside of the Glossary. Suggestion for additional text relating to the considerations specific to proposals in AONBs and identifying the key considerations as set out in the National Planning Policy Framework.	Comments noted.	Insert additional text that clarifies the Council's position in relation to proposals within the AONB.
United Utilities PLC	Suggestion that development management policies should consider the impact on community health and well-being its community and the environment; and ensure that infrastructure capacity is available.	Comments noted, however this is outside of the intended scope of the SPD.	No further action required.

	Suggestion that where infrastructure deficiencies cannot be addressed, alternative locations and/or timescale are sought where infrastructure capacity is available and development needs are met.	Comments noted, however this is outside of the intended scope of the SPD.	No further action required.
	Request that planning application processes protect and secure land for infrastructure use, to ensure that United Utilities PLC can provide the additional capacity required to support development.	Comments noted, however this is outside of the intended scope of the SPD.	No further action required.
	Request that the planning application process requires applicants to demonstrate the availability of infrastructure capacity.	Comments noted, however this is outside of the intended scope of the SPD.	No further action required.
	Concerns around the SPD key objectives being too generic.	Comments noted.	Insert additional text to provide greater detail of the SPD objectives.
	Queries how the Council will address affordable housing need in light of Government's recent announcement to remove the affordable housing requirement from schemes that are stalled due to sites being commercially unviable.	The SPD makes it clear that the Council requires applicants to provide supporting evidence where there are concerns around the impact of affordable housing provision on viability.	Insert additional text to clarify the Council's position regarding requests to remove the affordable housing requirement from previously negotiated schemes.
	Query around how the 2011 census data has been considered in relation to housing need.	The 2011 Housing Needs Study uses household numbers sourced from Council Tax data to assess housing need rather than population numbers. When the household numbers from the 2011 Census are released the difference this will make is likely to be minute.	No further action required.
	Paragraph 3.11 – queries how the forthcoming changes to Code for Sustainable Homes levels will this be managed and enforced, and this will be managed for development phased over the over the longer term.	Comments noted.	Insert text that clarifies that all affordable dwellings must meet Code for Sustainable Homes Level 3, and all market dwellings are encouraged to achieve this standard.

	Request that in the future a pdf Comments Form is avoided.	Comments noted.	No further action required.
Network Rail	No definitive comments on the locations for proposed new development in the absence of locations plans. However, raises the issue of growth areas or significant housing allocations close to existing rail infrastructure will require an assessment of the potential impacts.	Comments noted, however this is outside of the intended scope of the SPD.	No further action required.
	Suggestion that the SPD include provisions to ensure that developer contributions can deliver appropriate improvements to the rail network.	Comments noted, however this is outside of the intended scope of the SPD.	No further action required.
	A concern raised around the SPD does not mention the potential impact upon level crossings caused by new development, and that this should be mitigated.	Comments noted, however this is outside of the intended scope of the SPD.	No further action required.
Highways Agency	Satisfied with the content of the SPD therefore no additional comments provided.	Comments noted.	No further action required.
Lancashire County Council	Concerns raised around increasing birth rates and housing developments causing increasing pressure on the availability of school places in the context of local authority and school budgets being cut. Therefore the Council will need to work in partnership with Lancashire County Council to secure education contributions which can be offset against the shrinking basic need funding received from Government.	Comments noted.	No further action required.
Wyre District Council	Page 6 – Definition of greenfield, should read “Greenfield land is often but not exclusively characterised by open countryside...”	Comments noted.	Amend text.
	Paragraph 5.7 – reference to Table 7 needs corrected.	Comments noted.	Amend text.
	Paragraph 5.18 – final sentence needs corrected.	Comments noted.	Amend text.
Hornby-with-Farleton Parish Council	Believe there is still a need for affordable housing in the parish, although clarity is required on what constitutes affordable housing.	The definition of affordable housing is set out in the SPD glossary.	No further action required.

	Concerned that affordable housing does not remain affordable in perpetuity.	<p>The affordable housing definition requires affordable housing to include provisions to remain at an affordable price for future eligible households or for the subsidy to be recycled for alternative affordable housing provision.</p> <p>In the case of discounted sale housing, the initial discount applies to the first occupant and all subsequent occupants. Therefore these homes remain affordable in perpetuity. Discounted market homes are available for purchase according to an eligibility criteria agreed between the Council and the developer as part of the planning process (the criteria may differ slightly for each housing schemes). There are circumstances where the vendor of a discounted market home will apply to the Council to have the affordable eligibility criteria lifted if they have been unable to find a buyer for the dwelling after 6 months. In such cases the discount on the dwelling still applies and the eligibility criteria will be applied to the next sale of the dwelling.</p>	.
David Alexander	Broadly supportive of the SPD as it usefully sets out the position on meeting local housing needs.	Comments noted.	No further action required.
	SPD is generally easy to read and understand, although concern that Chapter 4 is harder to grasp. Suggestion that local case studies might help.	Comments noted.	No further action required.
	SPD should include details of the timescale of negotiations and the range of problems and issues.	Comments noted.	No further action required.
	SPD should refer to Clause 5 of the Growth and Infrastructure Bill, covering affordable housing provision.	The Council agrees that the SPD should make reference to Clause 5 of the Growth and Infrastructure Bill which relates to the modification or discharge of affordable housing requirements.	Insert text to clarify the position in relation to Clause 5 of the Growth and Infrastructure Bill which relates to the modification or discharge of affordable housing requirements.
	The glossary is useful, but a clearer link between the Localism Act and Neighbourhood Planning would assist.	Comments noted.	Insert text to clarify the link between the Localism Act and Neighbourhood Planning.

Concern that the Core Strategy is over 5 years old and that an update would be worthwhile.	The Council is revising the housing delivery elements of the adopted Core Strategy through the preparation of the new Local Plan.	No further action required.
Notes that there are still uncertainties around the forthcoming Growth and Infrastructure Bill.	Comments noted.	No further action required.
Paragraph 1.18 – needs corrected.	Comments noted.	Amend paragraph 1.18.
Paragraph 2.1 – Concern that the 7,200 housing figure is no longer valid.	Comments noted.	No further action required.
Concerned that housing needs surveys are largely aspirational in an ideal world, with many people willing to consider more than a single option of housing type.	The Council considers the 2011 Housing Needs Survey to be a robust evidence base. All data relates to genuine housing need, e.g. a household living in accommodation that is too small or a newly formed household with adequate income to purchase a new home.	No further action required.
Queries the validity of the district housing need figure and suggests a range of 250 to 300 to be more realistic.	Comments noted.	No further action required.
Enquires of evidence of local housing needs surveys being any more accurate and helpful.	The Council is aware of parish councils in the district that are gathering evidence of local housing need and this will be considered through the Parish Partnerships Project.	No further action required.
Paragraph 3.8 - should more be done to tackle under-occupation?	The Council recognises that strategies to reduce under occupation can have a positive impact on the existing housing stock and this will be dealt with through the preparation of an Older Persons Housing Strategy.	No further action required.
Paragraphs 3.10 and 3.11 – support for the Lifetime Homes Standard and for increasing levels of the Code for Sustainable Homes	Comments noted.	No further action required.
Paragraph 3.12 - market housing needs can be given a considerable boost by making better use of existing homes and buildings.	The Council recognises that strategies to make maximise the existing housing stock will have a positive impact on meeting housing needs. This will be addressed through the preparation of a Housing Action Plan.	No further action required.

	Concerns around discrepancy between the current annual shortfall of affordable housing completions and Core Strategy target.	Comments noted.	No further action required.
	Paragraph.4.15 – suggests that the 40% affordable housing target for Greenfield sites may discourage the development of Greenfield sites in all but the last resort.	The Affordable Housing Viability Study concludes that greenfield sites can potentially support up to 40% affordable housing. The SPD therefore sets out this provision but acknowledges that the specific proportion of affordable housing will be determined on a site by site basis.	No further action required.
	Queries the rationale for a commuted sum from schemes up to 4 dwellings, and how successful this approach has been to date.	The Affordable Housing Viability Study shows that scheme size does not determine viability and therefore smaller sites are no more or less viable than larger ones. Hence there is no viability reason why smaller sites should not make an appropriate, carefully judged, financial contribution towards affordable housing. The Council has secured over £75,000 of commuted sums through unilateral undertakings on smaller schemes, with 12 separate contributions paid so far, totaling over £37,000.	No further action required.
	Guidance Boxes 4 & 5 - strong support for this approach.	Comments noted.	No further action required.
	Paragraph 4.52 – queries how long the exemption from affordable housing provision will continue in central Morecambe and the West End, and what the mechanism for review will be.	Comments noted.	Insert text to clarify that exemptions will be reviewed through the SPD monitoring arrangements.
	Paragraph 5.4 – supportive of the evidence for rural housing needs, but queries how the Council can influence the sustainability of rural settlements as this can vary considerably across a district, depending on local circumstances.	The Council will take account of sustainability issues through the Parish Partnerships Project as part of the process of identifying housing sites that meet local housing needs through a partnership-led approach.	No further action required.

	<p>Queries raised around the influence of key services on the sustainability of rural settlements and how this is starting to evolve.</p>	<p>The Council recognises that the influence of key services on the sustainability of rural settlements is evolving and this is being dealt with through the preparation of the new Local Plan.</p>	<p>No further action required.</p>
	<p>Queries raised around the extent to which local planning authorities should support rural settlements that are clearly unsustainable in the generally accepted sense of the word.</p>	<p>The Council will take account of sustainability issues through the Parish Partnerships Project as part of the process of identifying housing sites that meet local housing needs through a partnership-led approach.</p>	<p>No further action required.</p>
	<p>Paragraph 5.13 – needs to reflect the Glossary definition for localism and neighbourhood planning.</p>	<p>Comments noted.</p>	<p>Amend glossary and paragraph 5.13.</p>
	<p>Guidance Box 9 – general query around how local authorities judge existing family connections or employment connections, given that these may and do change over time.</p>	<p>Local connection is normally determined by immediate family living in the area, i.e. parents, grandparents, siblings or children. Other criteria are previous or current residence or employment in the area (current or proof of offer of employment). If circumstances change over the longer term then the Council considers tenants to have a local connection by virtue of them living in the location.</p> <p>For the purposes of intermediate housing schemes supported by the HCA through Plumlife, the income threshold is £60k per annum.</p>	<p>No further action required.</p>
	<p>Paragraph 5.17 – concerns raised over current proposals within Clause 5 of the Growth and Infrastructure Bill, resulting in uncertainty over market housing on exception sites.</p>	<p>The Council agrees that the SPD should make reference to Clause 5 of the Growth and Infrastructure Bill which relates to the modification or discharge of affordable housing requirements.</p>	<p>Insert text to clarify the position in relation to Clause 5 of the Growth and Infrastructure Bill which relates to the modification or discharge of affordable housing requirements.</p>
	<p>Appendix 2 - concerns raised around setting out funding criteria for the Affordable Housing Commuted Sums Fund but also stating that funding requests that do not meet the criteria may also be considered.</p>	<p>The Council recognises that issues such affordable housing needs or external funding arrangements may change in the future and it is therefore important that the Council can respond accordingly.</p>	<p>No further action required.</p>

	Appendix 4 – suggestion that the Affordable Housing templates could be supplemented with some good practice examples.	The Affordable Housing Templates provided are based on good practice examples.	No further action required.
	Appendices 5 & 6 – suggestion that they could be supplemented with some good practice examples.	The Council has considered providing good practice examples, however each development proposal is different and therefore examples are often confusing to applicants.	No further action required.
Christine Quinn	Does not support the SPD because it does not focus on affordable housing provision to enable young people and growing families, and low wage earners to remain living in the district.	Chapter 4 of the SPD provides of details on affordable housing needs. Specific issues such as the housing needs of young people and those on low wages will be dealt with through the preparation of a Housing Action Plan.	No further action required.
	The SPD should focus on development on Brownfield sites and the re use of empty properties, and expediting developments with planning permission with priority given to affordable housing schemes.	The SPD is intended to provide guidance on specific Core Strategy policies and specific issues such development on brownfield sites are dealt with by the Core Strategy and will also be addressed through the preparation of the new Local Plan.	No further action required.
	Concerns around the housing issues of disadvantaged young people and growing families being underrepresented in the SPD.	Chapter 4 of the SPD provides of details on affordable housing needs. Specific issues such as the housing needs of disadvantaged young people and growing families will be dealt with through the preparation of a Housing Action Plan.	No further action required.
	Concerns around there being a shortage of affordable housing for older people and people with disabilities.	The Council intends to explore the options for accommodation for older people through the preparation of an Older Person's Housing Strategy.	Insert text to clarify this position.
Dr Paul Tynan	Concerns around the SPD being difficult to process and the suggestion that public consultation should have included alternative formats.	The Draft SPD has been subject to a comprehensive consultation process carried out in accordance with Regulation 12 (a) of the Town and Country Planning (Local Planning) (England) Regulations 2012, and the Council's Statement of Community Involvement.	No further action required.
	Support for prioritising brownfield sites over greenfield, and concentrating development in the centre of Lancaster.	Comments noted.	No further action required.

	Concerns raised around congestion on the A6 and in Galgate.	Comments noted.	No further action required.
Simon Gershon	Table 9 – the high number of households with a mobility restriction should influence the location of accommodation for such households, allowing access to open space.	The Council intends to explore the options for accommodation for households with mobility restrictions through the preparation of a Housing Action Plan and an Older Person's Housing Strategy.	Insert text to clarify this position.
	Support for prioritising brownfield sites over greenfield where the former exist. Suggestion that where greenfield sites are developed in urban areas, they should be subject to planning obligations secured via a S106 agreement that would contribute towards remediating contaminated land.	Comments noted, however this is out of the remit of the SPD.	No further action required.
	Suggestion that new homes are made more versatile and adaptable, despite the higher costs involved.	Comments noted.	No further action required.
	Suggestion that cohousing schemes should be encouraged to create strong and resilient communities and make better use of space.	Comments noted. The Council will address proposals for cohousing schemes through the planning process, and recognises that Neighbourhood Planning may encourage more proposals of this nature.	No further action required.
	Suggestion that cost-effective renewable technologies can support on site electricity generation.	Comments noted.	No further action required.
Phil Howden	Supportive of the need for additional housing in the district in particular, affordable housing.	Comments noted.	No further action required.
	Objects to development on greenfield sites, when more suitable brownfield sites in the city have been identified and are available for development.	Comments noted. Issues such development on brownfield sites are dealt with by the Core Strategy and will also be addressed through the preparation of the new Local Plan.	No further action required.

Eric Ollerenshaw MP	Generally supportive of the approach of the SPD, which seeks to identify and meet particular housing needs across the district.	Comments noted.	No further action required.
	Concerns raised around housing need predictions driving solutions and guiding developers when a more flexible approach is required.	Comments noted.	No further action required.
	Extensive consultation is welcomed but there needs to be continuous public consultation around how effectively housing needs are being met.	Comments noted.	No further action required.
	Queries the lack of estimated income from the New Homes Bonus and Right to Buy purchases.	New Homes Bonus monies are not ring fenced for spending on affordable housing. In terms of receipts raised through Right to Buy sales, the housing self financing settlement means that a maximum of 30% of receipts raised from sales are ring fenced to meet the cost of replacement affordable dwellings. The remainder of the receipts are split between the Council to cover amounts reflected in the settlement, the business plan and other costs, and the Government to reflect the income which the Treasury assumed from RTB sales in the settlement. The remainder of the cost of new affordable rented housing (at least 70% of the total scheme costs) would therefore need to be funded from the Council's other resources and/or by a registered provider of social housing.	No further action required.
	Paragraph 3.7 – requires clarification around smaller dwellings meaning fewer bedrooms in rather than smaller amounts of living space.	Comments noted.	Insert text to provide more clarity on paragraph 3.7.
	Supportive of affordable housing being part of market housing developments and on site provision in as many cases as possible.	Comments noted.	No further action required.

	Concerns raised around specific affordable housing targets for specific sized developments as this might deter new development, therefore flexibility is required.	The Council believes it is important to set targets for the delivery of affordable housing so that applicants are clear on what is required of them. The SPD makes it clear that there is a process that applicants should follow where there are concerns around the impact of affordable housing provision on viability.	No further action required.
	Paragraph 4.33 – suggestion of reference to good design, in keeping with the character of surrounding areas.	The design of affordable housing will be dealt with through development management policies.	No further action required.
	Paragraphs 4.36 to 4.40 – concerns around developers buying land and speculating on the increasing values rather than developing.	Comments noted.	No further action required.
	Paragraphs 4.50 to 4.54 – concerns around exemptions to affordable housing being too restrictive.	Comments noted.	No further action required.
	Chapter 5 – supportive of the requirement to increase affordable housing in rural areas, however some concerns around restricting development in rural settlements without key services.	The Council recognises that greater flexibility is required around permitting residential development that meets rural housing need and this is being dealt with through the preparation of the new Local Plan.	No further action required.
	Would like to ensure that the local community is involved at every stage on the basis they are best qualified to say how relevant the approaches to meeting rural housing needs to their settlements.	The Council will take account of community engagement through the Parish Partnerships Project as part of the process of identifying housing sites that meet local housing needs through a partnership-led approach.	No further action required.
	Suggestion that the Council should allocate New Homes Bonus monies to parish councils or local communities in rural settlements where new development happens to mitigate any negative effects of this development.	New Homes Bonus monies and income raised from Right to Buy purchases are not ring fenced and would therefore be subject to a corporate decision on whether they should be allocated to parish councils.	No further action required.

	Chapter 6 – suggests that whilst there might be a need identified for sheltered housing, clarification is required regarding whether this is the type of older persons accommodation required.	The Council intends to explore the options for accommodation for s people through the preparation of an Older Person’s Housing Strategy.	Insert text to clarify this position.
	Suggestion that clarification is required around extending homes to create a ‘granny flat’.	Comments noted.	Insert text to clarify this position.
Cllr Chris Coates, Scotforth West Ward (on behalf of North Lancs Green Party)	Concerns around the population growth data used to calculate the overall housing need for the district representing a significant overestimate compared to the 2011 census data, and therefore the housing needs figures should be revised downwards. Otherwise this will lead to a potential over supply of sites that will hamper the redevelopment of the harder to develop brownfield sites.	The 2011 Housing Needs Study uses household numbers sourced from Council Tax data to assess housing need rather than population numbers. When the household numbers from the 2011 Census are released the difference this will make is likely to be minute.	No further action required.
	Welcomes the focus on affordable housing, but requires more emphasis on designating sites specifically for affordable dwellings, a wider range of affordability products, and all affordable homes to meet level 5 of the Code for Sustainable Homes.	With the exception of exception sites, the designation of land for affordable housing is outside of the scope of the SPD. However the identification and use of Council owned land for affordable housing will be dealt with through the preparation of a Housing Action Plan.	No further action required.
	Concerns that the approach to meeting rural housing needs through allowing development in 8 rural settlements based on sustainability has not met the need for affordable housing for young people in rural areas and therefore more imaginative solutions are required, such as working with parish councils to identify exemption sites; providing land to Community Land Trusts; encouraging development that contributes to the sustainability; developing an SPD on low impact rural.	The Council recognises that greater flexibility is required around permitting residential development that meets rural housing need and this is being dealt with through the preparation of the new Local Plan.	No further action required.

Anne Chapman	Concerns raised around requesting commuted sums from conversions that result in a net increase on the basis this will act as a disincentive to people.	The Affordable Housing Viability Study shows that scheme size does not determine viability and therefore smaller sites are no more or less viable than larger ones. Hence there is no viability reason why smaller sites should not make an appropriate, carefully judged, financial contribution towards affordable housing. However the Council is aware that the affordable housing provision can have a potentially negative impact on scheme viability and on that basis the SPD makes it clear that the Council requires applicants to provide evidence in support of this position.	No further action required.
	Acknowledges that applicants can provide evidence that a commuted sum has a negative impact on viability, but concerned that this requires a reasonable amount of effort.	Comments noted, however the Council has prepared the SPD so that applicants have sufficient guidance on how to demonstrate that affordable housing provision has a negative impact on scheme viability. The Council also provides officer support in terms of preparing evidence in support of this position.	No further action required.
	Suggestion that given the current economic climate this requirement should not apply to conversions, and also development on brownfield land where a negative impact on viability can be proven.	The Affordable Housing Viability Study was prepared in the context of the economic downturn and it shows that scheme size does not determine viability. Therefore smaller sites are no more or less viable than larger ones.	No further action required.
Graham Marsh	A flawed document written to support an agenda rather than truly identify local housing needs.	Comments noted.	No further action required.
	Concerned with robustness and validity of the Housing Needs Survey.	The Council considers the 2011 Housing Needs Survey to be a robust evidence base carried out using a tried and tested methodology by experienced external consultants. The survey captures the genuine housing needs of existing and concealed households and planned household moves. Surveys were posted to 11,500 random households with 2,950 completed and a further 200 face to face interviews conducted to ensure proper representation of hard to reach groups or in areas with high levels of deprivation. This information was supplemented by an on line survey of those	No further action required.

		traveling to the district for work, and a range of other secondary sources such as the Land Registry and Halifax databases, the Housing Register data, the 2001 Census, household & population projections, and an internet survey of estate agents (cost of access level property & supply & cost of PR housing). 5% of all households in the district took part in the survey, which was a 25% response rate ensuring that the sample was statistically valid and representative of the district population.	
	Council should pay more attention to existing stock rather than requiring new development.	The SPD is intended to provide guidance how planning proposals can meet housing needs and encourages the reuse of existing buildings such as empty homes. At any one time there are around 900 properties empty in the district that have been so for a period of 6 months or more. This level of empty properties is typical. Unfortunately empty properties cannot be considered when determining the supply of homes that become available through households moving to new accommodation because the timescale of when and if they will be put up for sale or used for private rent cannot be determined.	
	Concerned that the SPD is linked to policy documents prepared before the National Planning Policy Framework (NPPF) and the Localism Act.	The SPD has also been prepared in the context of the adopted Core Strategy as well as the National Planning Policy Framework (NPPF) and relevant provisions of the Localism Act. Following the adoption of the emerging Lancaster District Local Plan the SPD will be subject to revisions.	No further action required.
	Too many references to other documents which must be read for a full understanding of the SPD.	Comments noted.	No further action required.
	Disagrees that the economic downturn has driven low levels of development, and that low demand is the real reason.	Comments noted.	No further action required.

Cecilia Finnerty	Table 3 - Concerns raised around the need for more detached dwellings in Morecambe and the impact this will have on existing stock, particularly smaller dwellings.	Comments noted.	No further action required.
	Paragraph 4.10 - Acceptance of the principle of a commuted sum, but concerns around applying it to smaller developments, especially conversions of empty properties as it may disincentive smaller developers.	The Affordable Housing Viability Study shows that scheme size does not determine viability and therefore smaller sites are no more or less viable than larger ones. Hence there is no viability reason why smaller sites should not make an appropriate, carefully judged, financial contribution towards affordable housing.	No further action required.
	Paragraph 4.16 - Reference to paragraph 6.21 needs amended. Clarity required on what will occur if the developer cannot secure a registered provider to purchase a single affordable dwelling.	The SPD seeks to ensure that developers approach as many registered providers as possible to ensure that affordable units are purchased. It is considered to be unlikely that a developer will not be able to secure a registered provider providing follow the SPD provisions in a timely fashion.	No further action required.
	Paragraph 4.17 - Replace "Should" with "Must", include penalty form failure to comply. Concerns around alternative sites may have a preponderance of affordable housing.	Comments noted.	Insert text to provide more clarity on paragraph 4.17.
	Paragraph 4.19 - Ceiling of 45% affordable housing on any one site and that a commuted sum be paid for the remainder.	Comments noted.	Insert text to provide more clarify on paragraph 4.19.
	Paragraph 4.35 - Stronger wording to ensure clarity.	Comments noted.	Insert text to provide more clarity on paragraph 4.45.
	Paragraph 4.52 - Requires clearer indication of the type of dwelling that developers are expected to provide in Morecambe. Remove requirement of developers to provide evidence of viability issues in Morecambe.	Table 3 provides of a summary of the dwelling types and sizes required in the district sub areas, including Morecambe. This data is drawn from the 2011 Housing Needs Survey	No further action required.
	Chapter 5 - Agree with need to address rural housing needs but must ensure key services support increased populations.	Comments noted.	No further action required.

Ruth Haigh	Generally supportive of the Meeting Housing Needs SPD.	Comments noted.	No further action required.
	Supportive of encouraging developers to make use of existing building particularly empty homes to increase the supply of homes.	The Council recognises that strategies to make maximise the existing housing stock will have a positive impact on meeting housing needs. This will be addressed through the preparation of a Housing Action Plan.	No further action required.
	Supportive of there being Code for Sustainable Homes minimum standards, and of the requirement for Lifetime Homes.	Comments noted.	No further action required.
	Supportive of consideration of the needs of older people and people with disabilities.	Comments noted.	No further action required.



Morecambe Town Council
Morecambe Town Hall
Marine Road
Morecambe
LA4 5AF.

Contact: David Croxall
Telephone: 01524 422929
Email: clerk@morecambe.gov.uk
Our Ref: TC/FC 2011
Your Ref:

Mr M. Cullinan,
Chief Executive,
Lancaster City Council,
Town Hall,
Dalton Square,
Lancaster.
LA1 1PJ

7th November, 2012

Dear Mr Cullinan,

Flagpole on Stone Jetty

The Town Council included a sum of money in the current year's budget to support the provision of a mizzenmast flagpole to be placed on the end of Stone Jetty (now called Trafalgar Point by the City Council) capable of displaying Nelsons fleet signal at Trafalgar.

This project was proposed by Councillor Dennison who informs me had spoken to City Council officers.

I have started the process to apply for planning permission as required. Part of this process requires formal land owner permission to do this should planning permission be granted. I have nothing in writing from the City Council to grant permission for the flagpole. I am aware that the Engineers may have an issue and Mr McAllister has advised me to put the request formally in writing to the City Council.

I would therefore be grateful if the City Council could consider this request at its earliest convenience.

If permission was granted the Town Council acknowledges that it would be responsible for the cost of the flagpole, mounting the pole and maintenance and insurance in subsequent years.

Yours sincerely,



David Croxall
Clerk to the Council



LANCASTER CITY COUNCIL
Promoting City, Coast & Countryside

Parking Strategy

October 2008

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Foreword

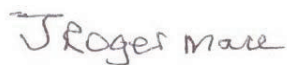
Modes of travel in the United Kingdom are influenced by convenience to the places where people live and work. The increase in car ownership and the failure to match this with improved and competitive public transport alternatives in recent decades has led to poorly sustainable transport systems. Increased commuting by car has led to gridlock and bottlenecks in many urban areas and on primary traffic routes. The serious traffic congestion in this District around Lancaster's one way system, and between the centres of Morecambe, Lancaster and Carnforth reflects this national problem.

The need to change travel patterns was recognised in a major shift in national planning policy with the Introduction of the Government's Planning Policy Guidance Note 13 "Transport" in 1994. The guidance argued that changing the way people travel and persuading people to live and work more sustainably would only be achieved if the use of the car were reduced.

The availability of parking influences people's decisions about where to live and work. In recent years access to ample parking spaces near homes has encouraged multi-car families and may have contributed to a willingness to commute longer distances to work. Restricting access to this form of parking in circumstances where suitable public transport is available is likely to make people think again about where they want to live and work, and about their choice of modes of travel. Such measures are intended to make a positive contribution to sustainable communities by reducing greenhouse gas emissions and inessential energy consumption in the hope of improving the quality of our local environment, and slowing down the rate of use of finite fossil fuels.

This Strategy document recognises that change in travel modes is desirable and important, and that effective management of our parking assets can contribute to encouraging this change. The Strategy draws on the advice and guidance contained within the Lancaster District Local Plan, the Joint Lancashire Structure Plan and the Local Transport Plan for Lancashire. The document will be used as a development framework to guide council officers and influence and direct the City Council in managing the parking assets in the district. It is not like a planning document that necessarily looks at wider issues arising in the local development framework.

It is recognised that the termination of the Lancashire Highways Partnership on 30 June 2006 has meant that the City Council may not be in a position to deliver some of the proposals contained in the strategy and action plan. Nevertheless, the strategy described in this document contributes to the priority to "Promote and enhance sustainable forms of transport and reduce private car use in urban areas throughout the district" that is set out in the Sustainable Community Strategy of the Lancaster District Local Strategic Partnership. Acknowledging the needs of shoppers, tourists and residents, it clearly places commuters at the bottom of the hierarchy of users of the scarce parking space in our urban areas.



Signed: _____

Councillor J R Mace, Cabinet Member with Responsibility for Community Planning and Transport – including Parking Policy

A PARKING STRATEGY FOR LANCASTER CITY COUNCIL

1.0 Introduction

- 1.1 For some time, the City Council has been aware that a comprehensive approach to parking management could improve the service provided directly to customers while meeting the wider public needs of sustainability and amenity.
- 1.2 The City Council's Transport Task Group carried out the first comprehensive review of parking in 2003/04. The outcome of the review was approved by Cabinet in March 2004, and resulted in a number of new initiatives being implemented e.g. permission for resident permit holders in Lancaster city centre to park in pay and display spaces before 1000 and after 1600 and all day Sunday at no extra charge.
- 1.3 The City Council's Corporate Plan now includes an undertaking to prepare a Parking Strategy for the district, and to review it annually. The Strategy brings together all aspects of parking management in a single document and provides an action plan.
- 1.4 The Strategy considers parking supply and demand, both on-street and off-street, parking controls used in the district and how the controls are enforced.
- 1.5 The County Council terminated the Lancashire Highways Partnership on 30 June 2006. This resulted in all highway service provision being centralised, with the exception of the local management of Decriminalised Parking Enforcement. The transfer of staff and expertise to the County Council has had an adverse effect on this parking strategy and the City Council may not be in a position to deliver some of the proposals contained in the strategy and the action plan.
- 1.6 It is noted tourism is important to the District and of the 4 million visitors to the area each year, 80% of those arrive by car, with the traditional Summer months the busiest time and Spring and Autumn seeing sustained increases in visitor numbers.

2.0 Policy Context

2.1 Lancaster District Local Plan and LDF Core Strategy

- 2.1.1 The Lancaster District Local Plan was formally adopted in April 2004. It sets out the City Council's policies for the development and use of land. It is based on the assumption that the promotion of public transport, walking and cycling, coupled with appropriate demand management measures, will gradually persuade people to use their cars less, particularly for local journeys within the main urban area. It recognises, however, that because the District covers a wide rural area, travel by car will remain important and many residents will continue to need a car for daily journeys. The Plan seeks to manage the availability of car parking spaces to promote a reduction in the reliance on the car, whilst recognising the need for parking to support the district's position as an important shopping and tourist destination. The policies in the Local Plan aim to achieve this by:

- Maintaining the overall supply of car parking spaces.
- Shifting the balance of use from long stay to short stay in central Lancaster and in Morecambe taking due regard to tourism opportunities within the area.
- Progressively introducing residents parking schemes.
- Improving the provision of coach dropping off points and parking facilities.
- Applying maximum parking standards for new developments.
- Examining the case for park and ride facilities at a number of sites.
- Carefully controlling the provision of on-site visitor parking facilities in rural areas.

In September 2007, most Local Plans policies were “saved” until replaced by LDF documents (see below). The Local Plan, therefore, remains a relevant background document for this strategy.

2.1.2 The Council has prepared a number of Supplementary Planning Guidance Notes. Some Guidance strengthens policy issues in relation to specific areas – for example:

- SPG6 – Lancaster City Centre Strategy
- SPG11 – Morecambe Town Centre Strategy

Other Guidance relates to the redevelopment of land which contains car parking and seeks to preserve the provision – for example:

- SPG3 – Kingsway Development Brief
- SPG8 – Canal Corridor North Development Brief
- SPG9 – Canal Corridor South Development Brief
- SPG17 – Morecambe Central Promenade Development Brief

This strategy recognises the policies and constraints imposed by the Guidance.

2.1.3 The Local Plan is being progressively replaced by new Local Development Framework (LDF) documents. The first of these, the Lancaster District Core Strategy, was adopted by the Council in July 2008. The Core Strategy sets out guiding principles for spatial planning in the District and will be complemented by more detailed documents dealing with land allocations and development policies.

The Core Strategy carries forward the Local Plan’s approach to car parking and commits the Council to integrating the provision and management of parking and park and ride in Lancaster and Morecambe and managing parking (including disabled parking) in association with development. (Policy E2).

The Parking Strategy is, therefore, an important element in implementing this aspect of the Core Strategy.

2.2 Joint Lancashire Structure Plan

- 2.2.1 The Structure Plan proposes that the provision of car parking in town centres will not be increased and may be reduced by controls on the location, type and duration of car parking. Preference will be given to short stay parking in town centres by measures including the introduction of on-street parking charges and consideration of the needs of residents.
- 2.2.2 The supply of long stay commuter and private non-residential parking will be progressively reduced in Lancaster. In other town centres, the provision of additional long stay commuter parking and private non-residential parking will be resisted.
- 2.2.3 The Joint Lancashire Structure Plan, adopted in March 2005, includes detailed guidance on the parking standards for new developments. These have been included in the Lancaster District Local Plan.

2.3 Local Transport Plan 2006-2011

- 2.3.1 The Local Transport Plan sets out a number of measures to support the policies sets out in the planning documents. These include:
- Introduce further residents parking schemes
 - Gradually reduce uncontrolled parking provision
 - Introduce further on-street parking charges
 - Reduce long stay parking provision in town centres
 - Manage parking availability and cost to encourage efficient travel and maintain commercial prosperity
 - Introduce Park and Ride operations on the busiest corridors

2.4 National and Regional Planning Guidance

- 2.4.1. The Government set out its policy for the future of transport in the White Paper "A New Deal for Transport: Better for Everyone". Planning Policy Guidance Note 13 (PPG13) provides the national framework for parking issues. It recommends that:
- Local authorities should adopt parking measures to complement land use policies.
 - Car parking charges should be used to encourage the use of alternative modes of transport.
 - Local authorities should set out appropriate levels and charges for parking which do not undermine the vitality of other town centres.
 - Controls over public parking (both on-street and off-street) need to be backed up by adequate enforcement measures.
- 2.4.2 Regional Planning Guidance 13 (RPG13) interprets national policy for the North West Region and sets out how these policies must be implemented through local transport plans and other relevant regional strategies and development plans.

The policies set out at this level can be summarised as:

- Develop a co-ordinated approach to the use of parking charges, enforcement and provision as a demand management tool in support of wider planning and transport objectives.
- Well designed and conceived Park and Ride schemes.
- Introduce maximum parking standards.
- Supply and pricing policies to assist the reduction in commuter parking and encourage the use of public transport.
- Use of on-street parking controls to encourage greater use of alternative modes.

2.5 Parking Hierarchy

2.5.1 In 2003, the City Council's Cabinet resolved to consider parking priorities strategically in order to establish a clear parking hierarchy as follows:

- Residents
- Visitors, shoppers and local business needs
- Commuters

However, since this hierarchy was established, it is now clear that shoppers and local business needs are crucial to the local economy and their status is now viewed as approaching equal first within the hierarchy with commuters being the last priority.

2.6 Lancaster Corporate Plan 2008 - 2009

2.6.1 The Corporate Plan has a number of medium term objectives, including to lead the regeneration of the District with a priority outcome of improving economic prosperity throughout the Lancaster District. Parking is an important supporting element of this regeneration with the provision of improved parking provision for residents, shoppers, visitors and local businesses being of crucial importance.

2.7 This Strategy seeks to reflect the work undertaken by the Transport Task Group and identifies the key issues and sets out some aims and methods by which they may be achieved.

3.0 Parking Stock

3.1 Details of the current stock of off-street parking spaces is given in the table below:

Settlement	Charged		Free	City Council Permit	Total	
	Council					
	S/S	L/S				
Lancaster	777	459	810	1281	53	3380
Morecambe	429	1172	472	818	30	2921
Carnforth	0	0	82	318	0	400
Heysham	0	176	0	24	0	200
Totals	1206	1807	1364	2441	83	6901

- 3.2 All City Council car parks operate on a pay and display control system. Charges are reviewed annually and increased in accordance with the Council's financial policies and demand management objectives.
- 3.3 Annual parking permits are available to residents and businesses and these can be used on a number of specific car parks. A limited number of space specific permits are also available for use by residents and businesses.
- 3.4 There are a number of privately operated car parks in Lancaster and in Morecambe. The City Council has sought to ensure that the charges at some of these car parks are comparable with those at the Council's own car parks.
- 3.5 In order to reduce the adverse effects of on-street commuter parking in residential areas adjacent to the centres of Lancaster and Morecambe, a programme of implementation of residents' parking scheme has been developed. A particular case is around Lancaster Station, as displacement to surrounding streets of commuter parking is occurring. This is due to the charges for parking imposed at the station which has spare capacity daily.
- 3.6 On-street parking charges are set at a level to encourage the use of off-street car parks. The City Council works closely with the County Council to ensure that the differential in the level of on- and off-street charges is maintained.

4.0 Key Issues

4.1 Future levels of Parking Stock

- 4.1.1 It is likely that a number of the existing surface car parks will be identified for development over the next few years. Local Plan policies (T13 and T19) state that such development will only be approved if the level of shopper/visitor parking is not adversely affected.

In the event of substantial redevelopment taking place in Lancaster and Morecambe, it is recognised there may be a case for increased levels of shopper/visitor parking

Aim: 1

To maintain existing levels of short-stay parking to support shoppers, businesses, visitors and residents.

- Retain short stay car parking unless it can be provided in other central locations.
- Where practicable seek replacement short-stay public car parking space as part of the redevelopment of existing car parks.
- To only consider changes in short stay car parking space linked to redevelopment following full impact analysis and due consideration of overall parking and traffic management issues.
- Review the use of existing parking places to ensure the best use of space.

4.2 Parking Provision for Residents

- 4.2.1 The Council recognises that residents expect that they will be able to park in the vicinity of their homes and has determined that the needs of residents have the highest priority within the parking hierarchy.
- 4.2.2 Many residents will require access to long stay parking and an annual permit scheme is available for certain long stay car parks in Lancaster and Morecambe.
- 4.2.3 The Transport Task Group has recognised that commuter parking in residential areas adjacent to the centres of Lancaster and Morecambe has a negative effect on the quality of life of residents living in those areas. The introduction of residents' parking schemes can assist with the resolution of these problems although there is always the risk of the displaced vehicles parking in adjacent residential areas. The needs of residents' visitors and businesses' customers in the area should be considered.
- 4.2.4 The demand for residents parking permits is increasing as more new high occupancy dwellings are constructed in the centres of both Lancaster and Morecambe. In line with Planning Policy Guidance many of these developments have little or no off-street parking provision. The Cabinet has approved amended Traffic Regulation Orders for Residents' Parking Schemes to remove the eligibility for residents of buildings in areas with good accessibility that have been or will be granted planning permission on the basis of reduced off-street parking provision.
- 4.2.5 The transfer of staffing resources to the County Council, following the termination of the Lancashire Highways Partnership, has resulted in the City Council having less influence over the implementation of additional residents' parking schemes. The County Council is also reviewing the priority given to traffic regulation orders for resident's parking schemes and the future approach on the identification, assessment, funding and implementation of additional schemes. Whilst the aims set out below are the Council's preference, it is recognised that these aspirations may not be met without the County Council actively making resources available.

Aim: 2

To make provision for residents to park in the central areas.

- Make provision for annual permits for residents to be available for use on certain short stay car parks.
- Monitor the demand for permits and review the scheme regularly.

Aim: 3

To control the supply/demand for parking in residential areas adjacent to the centres of Lancaster and Morecambe.

- Introduce additional controlled parking where parking by non-residents is impacting on the ability of residents to park.
- Make provision within controlled parking zones for the needs of residents' visitors and local businesses.
- Control by cost and number of permits the balance between the number of allocated permits and the parking space available.
- Implement the revised Traffic Regulation Orders relating to low car/no car developments and maintain a register of excluded properties.
- In areas where demand for residents' parking spaces exceed the supply, make provision for certain resident permit holders to use designated car parks for overnight parking.
- Liaise with the County Council over the existing programme of additional schemes and on the responsibility for consultation and the implementation of further additional schemes.

4.3 Parking Provision for non-residents

- 4.3.1 The demand for parking spaces in both Lancaster and Morecambe on an increasingly regular basis exceeds supply and there is a need to carefully regulate the way in which space is used. The Cabinet has confirmed that the needs of visitors, shoppers and local businesses have a higher priority than those of commuters. It is acknowledged that 50% of visitors are over the age of 50 and that there is a growth in the short breaks market in the area.
- 4.3.2 The current short stay car park charging structure reflects the principle that short stay parking is less than three hours. Stays longer than this is either prohibited or deterred by a significant increase in the hourly charge.
- 4.3.3 It is recognised that there are those with specific needs and who need a vehicle to conduct their business and there is a need for some provision to be made in the central area car parks for those who meet set criteria.

Aim: 4

To balance the needs of businesses, visitors and shoppers by providing short stay parking spaces in the central areas and longer stay parking spaces in peripheral car parks.

- Restrict on-street parking in the central shopping areas.
- Restrict length of stay in central car parks either by setting a maximum time or increasing the hourly charge for more than three hours by a significant amount.
- Make provision for longer stay parking in peripheral car parks.
- Make provision for business users by contract parking at a limited number of car parks consistent with the parking hierarchy.
- Make parking provision for visitors to local attractions that are within residents parking areas.

4.4 Parking Charges

- 4.4.1 Parking charges are a useful mechanism for assisting with the control of demand for parking space. However, a careful balance needs to be found. If charges are too high then spaces will be underused but, conversely, if they are too low demand for spaces will increase to a level which makes them more difficult to find and increases congestion. Charges should also reflect the importance of shoppers' and local business needs and their high priority within the parking hierarchy.
- 4.4.2 The income from the parking service will also be adversely affected if the balance is not satisfactory. The revenue from parking is important for the Council as it assists with the continuing improvement of the service provided. It is essential that some revenue from parking charges income be reinvested in the parking stock to ensure an adequate maintenance regime and to fund improvements.
- 4.4.3 Charges should, therefore, be set at a level which influences parking behaviour in support of the other objectives of the strategy and which maximises revenue to support the improvement of the service.

Aim: 5

To set charges to meet the Council's transportation policy objectives and budget commitments.

- Set charges to maintain 85% occupancy at busy times in short stay car parks and on-street controlled parking in order to achieve high utilisation whilst maintaining a reasonable level of availability.
- Use charges to deter long stay in short stay car parks.
- Ensure that the cost differential between on- and off-street charges is maintained in order to encourage the use of the off-street facilities and leave the on-street spaces for those prepared to pay a premium for the location.
- Ensure the views of the local Chambers of Commerce and of Trade are taken into account when considering the Annual Review of Parking Charges.

- 4.4.4 There are a number of privately operated car parks within the District. For some the City Council has negotiated management agreements which ensure that the charges are comparable with those at City Council car parks. This is important for both transportation and financial reasons. There are a number of car parks where such agreements are not in place.

Parksafe has an agreement to always charge higher than the Council, Marketgate has a general agreement to match Council charges, but there is no control over other operators of private parking stock.

- 4.4.5 Monitor the effect of evening charges in order to avoid displacement to surrounding on street areas

Aim: 6

To ensure that privately operated car parks have comparable pricing structures

- Where possible, negotiate appropriate agreements with private car park operators.

4.5 **Park and Ride**

- 4.5.1 Park and Ride operations can be very successful in reducing car journeys into city centres, for example York and Cambridge. They effectively reduce the demand for central area parking spaces.
- 4.5.2 The County Council, having introduced two successful schemes in Preston intends to investigate further sites where Park and Ride can reduce congestion on busy corridors into city centres including within the Lancaster district.

Aim: 7

To investigate, in conjunction with the County Council, the viability of Park and Ride schemes

- Identify potential sites
- Assess the economic viability of a scheme

4.6 Coach Parking

4.6.1 Coach Parking is essential to the District as a whole for tourism reasons.

4.6.2 Coach Parking will become more important as Lancaster develops its role as a visitor destination utilising its value as an historical area. There is a need for a dedicated coach parking facility.

4.6.3 In Morecambe adequate coach parking is available at the Frontierland coach park, which is deemed to be sufficient to meet demand. There is also coach parking provision on the private Winter Gardens car park. However, additional coach drop off points are required to service local hotels.

Aim: 8

To ensure adequate provision for tourist coaches.

- Identify a site for a new coach park in Lancaster.
- Improve destination signs to and from the coach parks.
- Investigate options for additional coach dropping off points in Morecambe.

4.7 Lorry Parking

4.7.1 The County Council has identified a need for the provision of adequate and suitable parking facilities for lorries for both short-stay and overnight periods. There is a need to identify suitable sites for lorry parking.

4.7.2 A lack of suitable provision for lorry parking often results in vehicles being parked in unsuitable locations, such as residential areas, and is obstructive parking leading to increase traffic congestion.

Aim: 9

To work with the County Council to assess the need for lorry parking facilities within the District.

- Assess the need for facilities.
- If necessary, identify a suitable site.
- Ensure that indiscriminate lorry parking is prevented.
- Investigate the possibility of an overnight on street lorry parking ban except for designated lorry bays.

4.8 Cycle and Motorcycle Parking

- 4.8.1 The City Council has determined that availability and quality of cycle and motorcycle parking at key destinations is a major element in encouraging a modal shift from private car to more sustainable forms of transport

Aim: 10

To improve the availability and quality of parking at key destinations

- Provide convenient and safe bicycle parking at new points convenient to town centres and at places of interest and amenity, in line with Lancaster District's aspiration to achieve record levels of cycling in the district
- Increase cycle parking provision at existing cycle parking areas to meet increasing demand
- Encourage, where possible, provision of sheltered cycle parking
- Ensure that where appropriate new developments have cycle parking integrated at the design stage through the planning process
- Provide convenient and safe areas for motor cycle parking.

4.9 Parking Enforcement

- 4.9.1 The County Council has co-ordinated the introduction of Decriminalised Parking Enforcement across Lancashire under the title of ParkWise. The primary objectives are to increase parking turnover to improve access to services; to reduce obstruction to vehicles and congestion; and to reduce road casualties and obstruction to pedestrians.

Aim: 11

In conjunction with the County Council and other partners to maintain the quality of decriminalised parking enforcement in accordance with the DPE Agency Agreement.

- Ensure all regulations are properly signed.
- Enforce the regulations consistently and fairly.
- Explain clearly to those who receive penalties why they have been issued and their rights of appeal.
- Reduce opportunities for non-compliance with the regulations.
- Regularly review and assess the appropriate level of enforcement.

4.10 Carnforth and the Rural Areas

- 4.10.1 The traffic and parking problems in Carnforth are long standing. There is a need to maintain the current parking facilities at the railway station as these serve both rail travellers and visitors to the town centre. The car park is privately owned and has a daily flat rate for parking which is causing displacement on street of short term visitors.

Aim: 12

To protect the existing parking facilities in the town.

- Maintain the car parking facility at the railway station
- Review the level of on-street parking in Market Street
- Discuss local needs with the railway station car park operator and other stakeholders and develop a dual use parking charge to encourage short stay parking

- 4.10.2 At many of the District's popular tourist attractions in the rural areas, car parking demand can exceed supply. This can lead to environmentally damaging and obstructive on-road parking. In some locations additional parking facilities may be appropriate.

Aim: 13

To review parking provision at the more popular rural tourist attractions.

- Assess the environmental and road safety impact of existing parking demand.
- Where appropriate consider the provision of additional facilities.
- Investigate the potential improvements available for parking at Glasson Dock which is in private ownership of British Waterways Board.

4.11 **Parking Standards on New Developments**

- 4.11.1 The Council has adopted the Lancashire County Council Car Parking Standards published in the Structure Plan.

Aim: 14

To ensure compliance with the detailed standards set out in the Lancaster District Local Plan, Appendix 6. Lancaster is classified as one of the Level 1 areas where traffic congestion is most serious and where it is necessary to impose stricter controls on the amount of car parking.

- Impose maximum standards for non-residential development, using the criteria for parking provision and operational parking set out in the Structure Plan.
- Encourage developer contributions to ensure adequate accessibility to new developments by all modes with the emphasis on achieving the greatest degree of access by public transport, walking and cycling.

4.12 **Quality Parking Management**

- 4.12.1 The public expectation of the quality of car parks has increased in recent years and the customer now expects a well managed, clean, attractive and secure car park. For visitors the car park often provides the first impression of the destination and can colour their whole experience of the visit; frequently determining whether or not they return on second and subsequent occasions. The impression, therefore, is important in economic terms to the City.

Aim: 15

To provide a high quality parking service which is efficient, responsive to people's needs, providing assets of the highest design and appearance and as secure and safe as possible, whilst identifying the impact on budgets

- Where possible respond to enquiries within 7 working days
- Provide a freephone number for customer enquiries, linked to the Council's Customer Services Centre
- Consult with representative groups on proposed changes to parking schemes
- Ensure that all car parks are adequately surfaced
- Provide a high standard of lighting in car parks, whilst avoid unnecessary light pollution
- Ensure that routes to car parks are clearly signed
- Introduce an Urban Traffic Management and Control scheme which provides car park space information to drivers and reduces unnecessary journeys on high volume traffic routes
- Ensure that all the car parks, where possible, are adequately covered by CCTV
- Provide regular car park patrols to enhance security and provide a service to customers
- Ensure that all car parks are regularly cleaned; that landscaped areas are well maintained and that any graffiti is promptly removed
- Ensure that pedestrian routes to and from and within car parks are attractive, secure and safe
- Undertake regular customer satisfaction surveys
- Implement a programme of re marking to ensure a minimum space width of 2.4m, whilst recognising this may reduce the allocation of parking spaces
- Provide suitable management information on usage, parking trends and occupancy rates
- Provide suitable and efficient payment options for all parking transactions
- Ensure effective and efficient maintenance arrangements are in place for pay and display machines
- Work towards all car parks achieving the Park Mark award.
- Ensure continuous improvement in parking stock

4.13 **Improving Access**

- 4.13.1 Whilst the majority of this strategy relates to parking of the private car, consideration should be given to the needs of all users and types of transport.
- 4.13.2 Those with mobility impairments should be catered for by reserving an adequate number of appropriately dimensioned parking spaces for "Blue Badge" holders in the central areas.

- 4.13.3 The needs of those with young families, motorcyclists and pedal cyclists should be taken into consideration.
- 4.13.4 Vehicular access to the pedestrian zone is dealt with under Lancaster Pedestrian Zone Traffic Regulation Order, and whilst recognising that access issues fall outside the remit of this Strategy, the City Council will continue to support the provision of vehicular access to Lancaster Pedestrian Zone through the use of a permit system for severely disabled drivers who meet certain criteria.

Aim: 16

To seek to meet the needs of all users and types of transport.

- Set aside 6% of the total off street car parking space for “Blue Badge” holders in car parks where a demand is proven
- Improve public information on parking provision
- Consider the provision of wider “family” spaces at certain central car parks and the implications for enforcement

4.14 Asset Management

- 4.14.1 The City Council has recently approved a Corporate Property Strategy to provide the framework for the management of its assets to deliver its key service priorities.
- 4.14.2 The overriding objective of the Corporate Property Strategy is to challenge and review the use, provision and performance of property as a positive approach to ensuring assets are fit for purpose and their retention, investment and utilisation is focused on the needs of the customer and the achievement of the Council’s corporate objectives.
- 4.14.3 Off-street car parks are a valuable asset and their management and future use should be in accord with the Corporate Property Strategy.

Aim: 17

To manage parking as a significant City Council asset and in accord with the Corporate Property Strategy.

- Major improvements requiring capital expenditure are managed in accordance with the guidelines approved by the Asset Management Working Group
- Parking assets will be included in the development of the Asset Management Plan for Property Services as required by the Corporate Property Strategy
- Asset management planning proposals impacting on parking issues should be considered in line with the Parking Strategy and the Corporate Property Strategy

4.15 Strategic Risk Register

4.15.1 This parking strategy is in direct accord with the requirements of the 2004/05 Corporate Plan to “Undertake a comprehensive review of car parking arrangements leading to the production of a strategy that incorporates on and off street parking schemes in accordance with the identified parking hierarchy”.

4.15.2 The subsequent Strategic Risk Register approved by the Council included the following strategic issues. Whilst these are not in the current version of the register they are still relevant to this strategy:

Objective: to improve parking provision for residents, local businesses and visitors (cp/3/03)

Risk R/0055 Failure to address customer satisfaction and undertake public consultation

Risk treatment actions stated :

- Commitment in the capital programme to an improvement programme based on condition surveys.
- Stakeholder surveys linked to programme of improvement.

Objective: to improve parking provision for residents, local businesses and visitors (cp/3/03)

Risk R/0056 Failure to reinvest in off street parking provision.

Risk treatment actions stated:

- Develop rolling programme of improvement
- Ensure funding available for the rolling programme

4.15.3 The current Strategic Risk Register includes the following strategic risk that has already been addressed in para 4.2 Parking Provision For Residents:

Risk R/1182 Failure to further progress residents’ parking schemes

Risk treatment actions stated:

- Complete current rounds of consultation and, where agreed, progress schemes
- Determine with the County Council how they will take forward requests for further schemes within the district

PARKING ACTION PLAN

The following actions are proposed to meet the aims of the Strategy

Note:

The capacity to achieve the aims, objectives and actions contained within the Parking Action Plan has been reduced following the termination of the Lancashire Highways Partnership (LHP). The actions affected have been highlighted within the LHP column for information.

Ref:	Aim	Objective	Action	L H P	Timescale Short-term (up to 2 years) Medium-term (2-5 years) Long-term (5-10 years)
1	Future Levels of Parking Stock <i>Aim: To maintain existing levels of short-stay parking to support shoppers, businesses, visitors and residents, whilst recognising major redevelopment may warrant increased levels to be considered</i>	<ul style="list-style-type: none"> Retain short-stay car parking unless it can be provided in other central locations Where practicable seek replacement short-stay public car parking Only consider changes in short stay parking capacities for major redevelopment Review the use of existing parking places to ensure the best use of space 	<p>Investigate the availability of alternative sites</p> <p>In both Lancaster and Morecambe maintain the existing levels of shopper/visitor parking in new developments</p> <p>Work with developers to ensure equivalent compensatory parking provision is made where parking is lost to new development</p> <p>Carry out full impact analysis and consider overall parking and traffic management issues</p> <p>Carry out strategic review of car parking including the provision of interceptor car parks</p> <p>Review the layout of all car parks to maximise the number of spaces</p> <p>Maintain a programme of environmental, security and physical enhancement of the car parks in order to improve the service.</p>		<p>Short-term</p> <p>Short-term</p> <p>Short-term</p> <p>As required</p> <p>As required</p> <p>Short-term</p> <p>Ongoing</p>

Ref:	Aim	Objective	Action	L H P	Timescale Short-term (up to 2 years) Medium-term (2-5 years) Long-term (5-10 years)
2	Parking Provision for Residents <i>Aim: To make provision for residents to park in the central areas</i>	<ul style="list-style-type: none"> Make provision for annual parking permits for residents to be available for use on certain short stay car parks 	Maintain a scheme for permit issue		Ongoing
		<ul style="list-style-type: none"> Monitor the demand and review the scheme regularly 	Monitor and review annually Review the suitability of car parks included in the scheme		Ongoing Ongoing
3	<i>Aim: To control the supply/demand for parking in residential areas adjacent to the centres of Lancaster and Morecambe</i>	<ul style="list-style-type: none"> Introduce additional controlled parking where parking by non-residents is impacting on the ability of residents to park 	Respond to requests from residents for action		Medium-term
			Develop a priority assessment process		Medium-term
			Consult affected residents and seek majority approval		Medium-term
			Ensure that displacement to adjacent residential areas is minimised		Medium-term
			Ensure an adequate process for the issue of visitor permits		Medium-term
			Ensure the adequate provision of short-stay limited waiting for local businesses		Medium-term
<ul style="list-style-type: none"> Control by cost and number of permits the balance between the number of allocated permits and the parking space available 	Assess the demand in each scheme and the parking space available		Medium-term		
	Set the permit issue criteria to suit the supply and demand assessment		Medium-term		

Ref:	Aim	Objective	Action	L H P	Timescale Short-term (up to 2 years) Medium-term (2-5 years) Long-term (5-10 years)
3	Contd	<ul style="list-style-type: none"> Remove eligibility for residents' permits from new developments with good accessibility and reduced off-street parking 	Implement the revised Traffic Regulation Orders relating to low car/no car developments and maintain a register of excluded properties		Short-term
		<ul style="list-style-type: none"> In areas where the demand for residents parking spaces exceeds the supply, make provision for certain residents permit holders to use designated car parks for overnight parking 	Amend the Off Street Parking Place Orders to suit the requirement so the individual schemes		Medium-term
4	Parking Provision for non-residents <i>Aim: To balance the needs of businesses, visitors and shoppers by providing short stay parking spaces in the central areas and longer stay parking in peripheral car parks</i>	<ul style="list-style-type: none"> Liaise with the County Council over the existing programme of additional schemes and the responsibility for consultation and the implementation of further additional schemes 	Liaise with the County Council over the existing programme of additional schemes Address any concerns arising from the priority given to associated traffic regulation orders and the funding and implementation of future schemes		Medium-term
		<ul style="list-style-type: none"> Restrict on-street parking in the central shopping areas 	Review the on-street parking provision and, in conjunction with the County Council, assess whether bays are properly designated		Ongoing
		<ul style="list-style-type: none"> Restrict length of stay in central car parks through the charging structure 	Monitor the use of the car parks to assess whether the tariff is appropriate		Annual review of charges

Ref:	Aim	Objective	Action	L H P	Timescale Short-term (up to 2 years) Medium-term (2-5 years) Long-term (5-10 years)
4.	<i>Contd</i>	<ul style="list-style-type: none"> Make provision for longer stay parking in peripheral car parks 	Monitor use to ensure continued appropriateness		Ongoing
		<ul style="list-style-type: none"> Make provision for business users by contract parking at a limited number of car parks consistent with the parking hierarchy 	Review and set "business user" criteria and amend the Off Street Parking Places Orders accordingly		Short-term
		<ul style="list-style-type: none"> Improve control of on street parking on Morecambe Promenade 	Seek to reduce to a minimum the number of such permits issued		Short-term
		<ul style="list-style-type: none"> Make parking provision for visitors to local attractions that are within residents parking areas 	Introduce on street parking charging on the Promenade at Morecambe		Short-term
		<ul style="list-style-type: none"> Set charges to maintain 85% occupancy at busy times in short stay car parks and on-street controlled parking in order to achieve high utilisation whilst maintaining a reasonable level of availability 	Investigate the use of short term visitor permits and dual use residents parking bays		Medium-term
		<ul style="list-style-type: none"> Use charges to deter long stay in short stay car parks 	Review charges and usage in car parks to meet objective		Annually Annually Short-term
5	Parking Charges <i>Aim: To set charges to meet the Council's transportation policy objectives and budget commitments</i>		Review charges Review occupancy levels Introduce Monitoring		Annually Annually Short-term

Ref:	Aim	Objective	Action	L H P	Timescale Short-term (up to 2 years) Medium-term (2-5 years) Long-term (5-10 years)
5.	Contd	<ul style="list-style-type: none"> Set evening charges to avoid displacement to surrounding on street areas. Ensure that the cost differential between on-street and off-street parking is maintained Ensure the views of the local Chambers of Commerce and of Trade are taken into account when considering the Annual Review of Parking Charges Negotiate appropriate agreements where possible within private car park operators Identify potential sites Assess the economic viability of a scheme 	<p>Review evening charges Monitor evening parking patterns</p> <p>In conjunction with the County Council review on-street charges</p> <p>Seek amendments to the Parking Place Orders</p> <p>Consult with the Chambers of Commerce and of Trade over proposals to amend parking fees and charges</p> <p>Commence negotiations</p> <p>Undertake a comprehensive review of potential sites, including assessing the availability for purchase</p> <p>Develop a financial model to assess the viability; including an assessment of the financial implications for the Council's own parking operations</p>		<p>Annually Short-term</p> <p>Short-term /Annually</p> <p>Annually</p> <p>Annually</p> <p>Medium-term</p> <p>Long-term</p> <p>Long-term</p>
6	<i>Aim: To ensure that privately operated car parks have comparable pricing structures</i>				
7	Park and Ride <i>Aim: To investigate, in conjunction with the County Council, the viability of Park and Ride schemes</i>				

Ref:	Aim	Objective	Action	L H P	Timescale Short-term (up to 2 years) Medium-term (2-5 years) Long-term (5-10 years)
8	Coach Parking <i>Aim: To ensure adequate provision for tourist coaches</i>	<ul style="list-style-type: none"> Identify a site for a new coach park in Lancaster Improve destination signs to and from the coach parks Investigate options for additional coach dropping off points in Morecambe 	<p>Work with the County Council and Coach Operators to identify a site and ultimately provide modern facilities.</p> <p>Undertake regular reviews of signage</p> <p>Work with the County Council and coach operators to identify suitable locations</p>		Short-term
9	Lorry Parking <i>Aim: To work with the County Council to assess the need for lorry parking facilities within the District</i>	<ul style="list-style-type: none"> Assess the need for facilities If necessary, identify a suitable site Ensure that indiscriminate lorry parking is prevented Investigate the possibility of an overnight on street lorry parking ban except for designated lorry bays. 	<p>Survey current levels of lorry parking</p> <p>In conjunction with the County Council assess the suitability of potential sites</p> <p>Survey problem areas and introduce appropriate Traffic Regulation Orders</p> <p>Enter into discussions with County to identify any suitable sites on street and pursue an overnight ban Traffic Regulation Order.</p>		<p>Medium-term</p> <p>Long-term</p> <p>Ongoing</p> <p>Medium-term</p>

Ref:	Aim	Objective	Action	L H P	Timescale Short-term (up to 2 years) Medium-term (2-5 years) Long-term (5-10 years)
10	Cycle and Motor Cycle Parking <i>Aim: To improve the availability and quality of parking at key destinations</i>	<ul style="list-style-type: none"> Provide increased and improved cycle parking in town centres and places of interest and amenity to achieve record levels of cycling in the district 	<p>Increase cycle parking provision and provide additional facilities including sheltered parking where possible</p> <p>Ensure where appropriate new developments have cycle parking integrated through the planning process</p>		Ongoing
11	Parking Enforcement <i>Aim: To maintain the quality of decriminalised parking enforcement in accordance with the DPE Agency Agreement</i>	<ul style="list-style-type: none"> Provide improved motor cycle parking facilities 	Provide convenient and safe areas for motor cycle parking		Ongoing
		<ul style="list-style-type: none"> Ensure all regulations are properly signed 	Ensure that all defects are quickly identified and promptly rectified - on-street		Ongoing
		<ul style="list-style-type: none"> Enforce the regulations consistently and fairly 	Monitor regularly to ensure that all enforcement staff follow the agreed operational procedures		Ongoing
		<ul style="list-style-type: none"> Explain clearly to those who receive penalties why they have been issued and their rights of appeal 	Review all standard documentation and promote Plain English		Short-term
		<ul style="list-style-type: none"> Reduce the opportunities for non-compliance with the regulations 	Consider the introduction of "pay-on-foot" controls at larger car parks		Medium-term
		<ul style="list-style-type: none"> Regularly review and assess the appropriate levels of enforcement 	Effective monitoring of the parking process		Annually

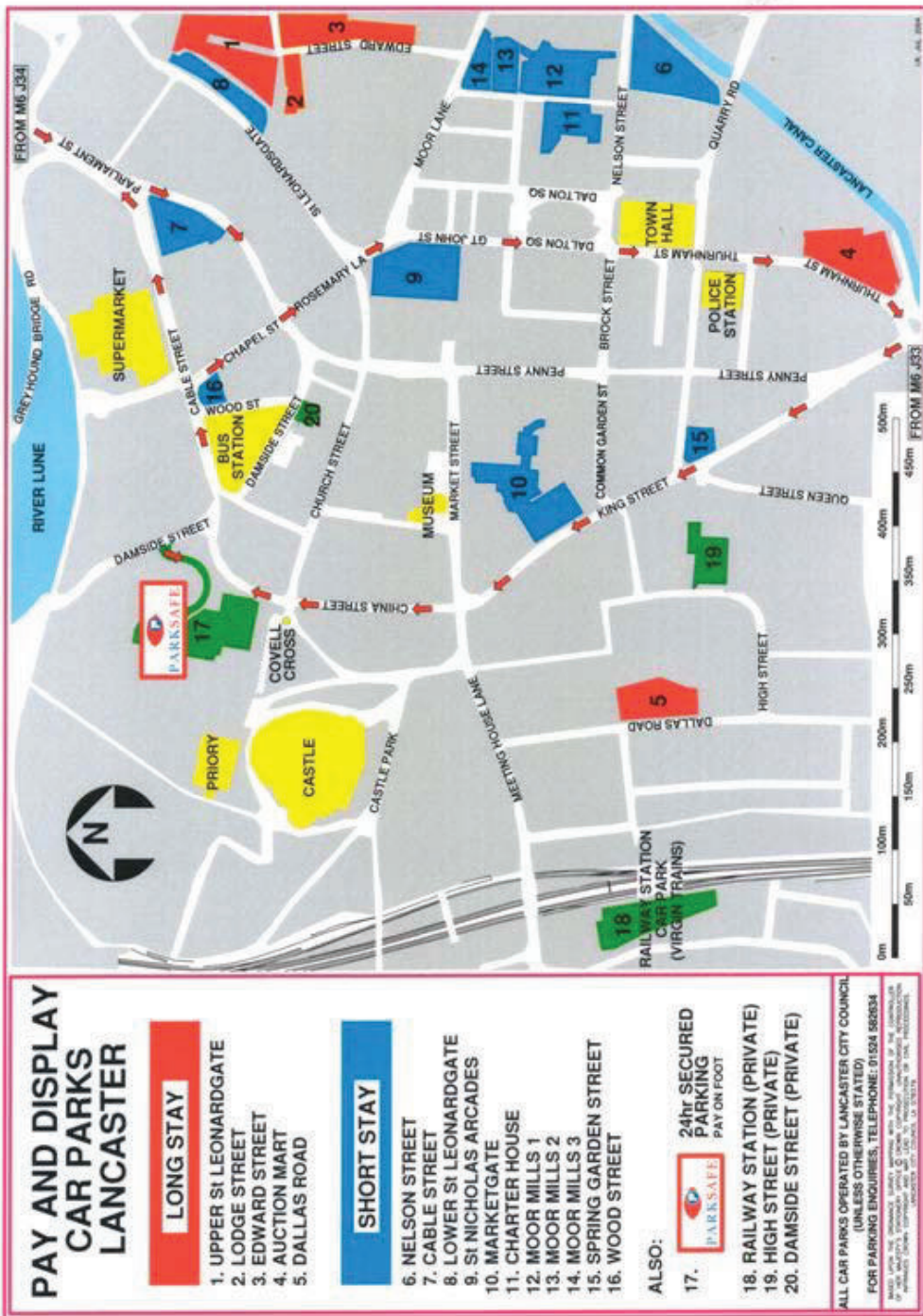
Ref:	Aim	Objective	Action	L H P	Timescale Short-term (up to 2 years) Medium-term (2-5 years) Long-term (5-10 years)
12	Carnforth and the Rural areas <i>Aim: To protect existing parking facilities in the town</i>	<ul style="list-style-type: none"> Maintain the car parking facility in the town 	<p>In conjunction with partners, work to protect and improve the car parking facilities at Carnforth Station .</p> <p>Discuss local needs with the car park operator and other stakeholders and develop a dual use parking charge to encourage short stay parking</p> <p>In conjunction with the County Council undertake a review of the on-street parking.</p>		Short-term
13	<i>Aim: To review parking provision at the more popular rural tourist attractions</i>	<ul style="list-style-type: none"> Review the level of parking in Market Street Assess the environmental and road safety impact of existing parking demand where appropriate consider the provision of additional facilities Investigate the potential improvements available for parking at Glasson Dock which is in private ownership of British Waterways Board. Impose maximum standards for non-residential development 	<p>Survey parking at popular tourist attractions and prioritise actions required</p> <p>Prepare and implement improvements to parking at identified problem locations</p> <p>Open discussion with the owner and explore possibilities for the site</p>		Short-term Medium-term Medium-term
14	Parking Standards on New Developments <i>Aim: To ensure compliance with the detailed standards set out in the Lancaster District Local Plan, Appendix 6.</i>		<p>Implement parking standards in accordance with the Local Plan</p> <p>Encourage developer contributions by site specific negotiations</p>		Ongoing Ongoing

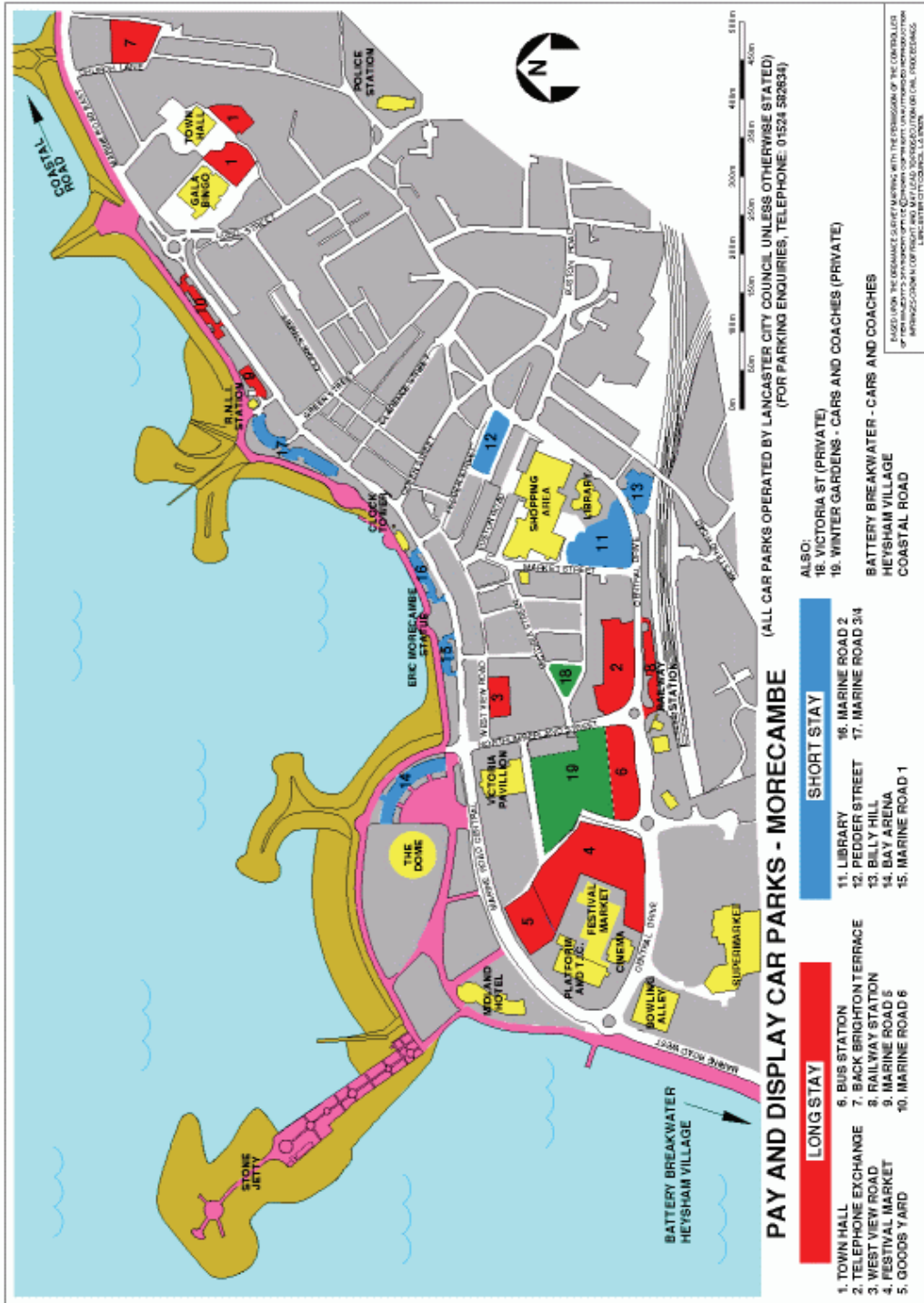
Ref:	Aim	Objective	Action	L H P	Timescale Short-term (up to 2 years) Medium-term (2-5 years) Long-term (5-10 years)
15	Quality Parking Management <i>Aim: To provide a high quality parking service which is efficient, responsive to people's needs, providing assets of the highest design and appearance and as secure and safe as possible, whilst identifying the impact on budgets</i>	<ul style="list-style-type: none"> Where possible respond to enquiries within 7 working days Provide a freephone number for customer enquiries linked to the Council's Customer Services Centre Consult with representative groups on proposed changes to parking schemes Ensure all car parks are adequately surfaced Provide a high standard of lighting in car parks Ensure that routes to car parks are clearly signed Introduce UTM scheme Ensure that all the car parks, where possible, are adequately covered by CCTV Provide regular car park patrols to enhance security and provide a service to customers 	<p>Review on a regular basis and adjust as necessary</p> <p>Establish the facility and advertise widely, including on signage at car parks</p> <p>Formal and informal public consultation exercises</p> <p>Continue condition assessments and link to the rolling programme of improvements.</p> <p>Implement a review of all existing lighting schemes</p> <p>Review all parking signs having regard to the sensitivity of town centre and conservation areas</p> <p>In conjunction with the County Council provide special information to drivers</p> <p>Review current provision</p> <p>Identify funding and develop a programme of improvements</p> <p>Review the patrolling rotas and routes to ensure maximum coverage, particularly at peak times</p> <p>Ensure that the patrolling officers are trained as City Ambassadors</p>		<p>Short-term</p> <p>Short-term</p> <p>Ongoing</p> <p>Ongoing</p> <p>Short-term</p> <p>Medium-term</p> <p>Ongoing</p> <p>Short-term</p> <p>Medium-term</p> <p>Short-term</p> <p>Medium-term</p>

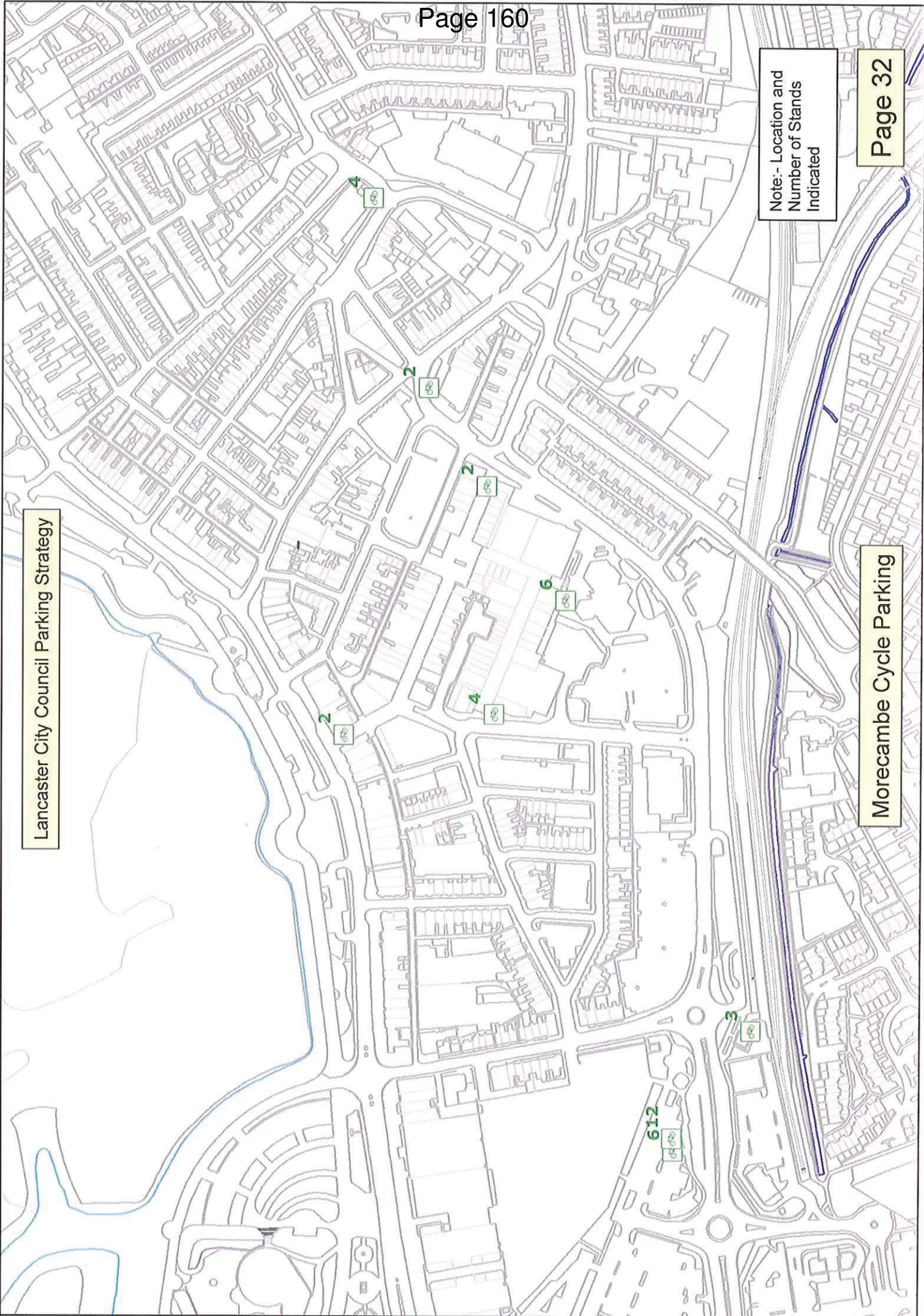
Ref:	Aim	Objective	Action	L H P	Timescale Short-term (up to 2 years) Medium-term (2-5 years) Long-term (5-10 years)
15	Contd	<ul style="list-style-type: none"> Ensure that all car parks are regularly cleaned, that landscaped areas are well maintained and that any graffiti is promptly removed Ensure that pedestrian routes to and from and within car parks are attractive, secure and safe Undertake regular customer satisfaction surveys Implement a programme of re-marking to ensure a minimum space width of 2.4m whilst recognising this may reduce the allocation of parking spaces Provide suitable management information on usage, parking trends and occupancy Provide suitable and efficient payment options for all parking transactions Ensure effective and efficient maintenance arrangements are in place for pay and display machines 	<p>Review maintenance regime and improve if necessary</p> <p>Undertake a review of all pedestrian routes and prioritise a programme of necessary improvements</p> <p>Implement an annual programme of surveys</p> <p>Undertake a survey of existing bay markings and layout</p> <p>Review present systems and investigate new technology and software</p> <p>Investigate suitability of additional options including hardware, software and web-based solutions</p> <p>Review existing arrangements and investigate remote monitoring and notification of pay and display machine faults</p>		<p>Short-term</p> <p>Short-term</p> <p>Annually</p> <p>Long-term</p> <p>Medium-term</p> <p>Medium-term</p> <p>Medium-term</p>

Ref:	Aim	Objective	Action	L H P	Timescale Short-term (up to 2 years) Medium-term (2-5 years) Long-term (5-10 years)
15	<i>Contd</i>	<ul style="list-style-type: none"> Work towards all car parks achieving the Park Mark award Ensure continuous improvement in parking stock 	<p>Carry out healthchecks at all car parks and determine actions required to achieve awards</p> <p>Implement a programme of improvements</p> <p>Undertake regular full condition assessment surveys in all car parks</p> <p>Interrogate accident and incident report statistics</p> <p>Implement reactive and planned maintenance and minor improvements</p>		<p>Short-term</p> <p>Medium-term</p> <p>Annually</p> <p>Annually</p> <p>Annually</p>
16	Improving Access <i>Aim: To meet the needs of all users and types of transport</i>	<ul style="list-style-type: none"> Set aside 6% of total off street car parking space for "Blue Badge" holders in car parks where a demand is proven Consider the provision of wider "family" spaces at certain central car parks and the implications for enforcement 	<p>In consultation with disabled groups, undertake surveys to assess demand and identify appropriate car parks</p> <p>Review layouts of car parks and re-mark if necessary</p> <p>Improve public information on parking provision</p> <p>Survey the central car parks and determine if the provision of such spaces is a feasible option</p> <p>Quantify the financial implications</p>		<p>Short-term</p> <p>Medium-term</p> <p>Medium-term</p> <p>Medium-term</p> <p>Medium-term</p>

Ref:	Aim	Objective	Action	L H P	Timescale Short-term (up to 2 years) Medium-term (2-5 years) Long-term (5-10 years)
17	Asset Management <i>Aim: To manage parking as a significant City Council asset and in accord with the Corporate Property Strategy</i>	<ul style="list-style-type: none"> Identify major improvements requiring capital expenditure Include parking assets in the Engineering Services' Asset Management Plan Ensure development proposals affecting parking issues are fully considered 	<p>Ensure capital bids submitted are in line with Asset Management Working Group and Capital Investment Strategy Guidelines</p> <p>Ensure Asset Management Plan meets the recommended format</p> <p>Maintain close links with the Corporate Landlord and Project Managers to ensure parking implications are considered at an early stage</p>		Short-term
18	Strategic Risk Register	<ul style="list-style-type: none"> To improve parking provision for residents, local businesses and visitors (cp/3/03) 	<p>Commitment in the capital programme to an improvement programme based on condition surveys</p> <p>Stakeholder surveys linked to programme of improvement</p> <p>Develop rolling programme of improvement</p> <p>Ensure funding available for the rolling programme</p>		Short-term Ongoing Medium-term Ongoing







Note:- Location and Number of Stands Indicated