



**LANCASTER
CITY COUNCIL**

Promoting City, Coast & Countryside

INDIVIDUAL CABINET MEMBER AND OFFICER DELEGATED DECISIONS

TUESDAY, 17 JANUARY 2023

Please find enclosed Decision Notice in connection with the following:

**ICMD14 SCOTFORTH RURAL PARISH NEIGHBOURHOOD PLAN AREA DESIGNATION
(Pages 2 - 11)**

Please note that this is subject to call-in.

Queries regarding these documents

Please contact Liz Bateson, Democratic Services - email ebateson@lancaster.gov.uk.

Democratic Services,
Town Hall,
Dalton Square,
Lancaster,
LA1 1PJ

Published on TUESDAY, 17 JANUARY 2023



Promoting City, Coast & Countryside

**EXECUTIVE DECISIONS TAKEN BY CABINET PORTFOLIO HOLDER OR DELEGATED OFFICER
NOTICE OF DECISION**

TITLE OF DECISION: SCOTFORTH RURAL PARISH NEIGHBOURHOOD PLAN AREA DESIGNATION			
NAME OF DECISION TAKER:		COUNCILLOR DOWDING	
POSITION AND RESPONSIBILITY HELD:		CABINET MEMBER WITH RESPONSIBILITY FOR PLANNING AND PLACE MAKING	
CONTACT OFFICER:		FIONA CLARK	
TELEPHONE:		01524 582222	
E-MAIL:		fjclark@lancaster.gov.uk	
Details of Decision:			
<p>To accept the application by Scotforth Parish Council and designate the Scotforth Rural Parish Neighbourhood Plan Area.</p> <p>To delegate authority to the Head of Financial Services / Section 151 Officer in consultation with the Chief Executive to update the General Fund Revenue Budget to reflect the MHCLG funding and associated expenditure.</p>			
Reasons for the decision:			
<p>If a 'whole' parish area application is made by a parish council, the local authority must designate the proposed area.</p>			
IS THE DECISION URGENT			
No			
<p>I confirm that I have taken account of the options proposed by officers, the various implications set out in the report and the comments of the Monitoring and Section 151 Officers and am authorising the decision as set out above.</p>			
SIGNATURE OF DECISION TAKER:		Cllr Gina Dowding	
DATE:		17.1.23	
<i>THIS SECTION TO BE COMPLETED BY DEMOCRATIC SERVICES</i>			REF NO.
DATE DECISION TAKEN:	16.1.23	DATE RECEIVED BY DEMOCRATIC SERVICES:	16.1.23
DATE DECISION PUBLISHED:	17.1.23	IMPLEMENTATION DATE (publication day + 5 working days):	25.1.23

CABINET

**Scotforth Rural Parish Neighbourhood Plan Area
Designation Application**

**Report of the Service Manager - Planning and Housing
Strategy**

PURPOSE OF REPORT				
To accept the application by Scotforth Parish Council and designate the Scotforth Rural Parish Neighbourhood Plan Area.				
Key Decision	<input type="checkbox"/>	Non-Key Decision	<input checked="" type="checkbox"/>	Referral from Cabinet Member
Date of notice of forthcoming key decision	N/A			
This report is public				

RECOMMENDATIONS OF COUNCILLOR DOWDING

- (1) **Accept the application by Scotforth Parish Council and designate the Scotforth Rural Parish Neighbourhood Plan Area.**
- (2) **To delegate authority to the Head of Financial Services / Section 151 Officer, in consultation with the Chief Executive to update the General Fund Revenue Budget to reflect the Ministry of Housing, Communities & Local Government (MHCLG) funding and associated expenditure.**

1.0 Introduction

- 1.1 Neighbourhood planning gives communities the chance to decide where new development should be located and what it should look like. This ranges from new housing to commercial development. A Neighbourhood Plan must be in line with the district's Local Development Plan, national policy and national planning guidance. It is subject to an independent examination and a community referendum. If approved by the local community then a Neighbourhood Plan forms part of the district's Local Development Plan. The documents that make up the Local Development Plan are used when making decisions on planning applications.
- 1.2 The designation of a Neighbourhood Area by the City Council is the first stage in producing a Neighbourhood Plan. It establishes the geographical area to be covered by the Plan.
- 1.3 The first stage of the Neighbourhood Plan process is to agree which area the plan will relate to. It can apply to the whole parish area or just part of it, or it may include more

than one parish if appropriate to do so. Guidance on defining the boundaries of a neighbourhood area is provided in National Planning Practice Guidance (NPPG). The NPPG suggests that in areas with parishes, a local planning authority is required to have regard to the desirability of designating the whole of the area of a parish or town council as a neighbourhood area. Where a Parish Council applies for the whole area of the parish to be designated as a neighbourhood area, then the local authority must designate the whole of the area applied for.

- 1.6 The Council will be required to publish the name, map of the neighbourhood plan area and the name of the organisation that applied.
- 1.7 The application was received on 24th November 2022. Once the designation area application has been accepted, the Parish Council will continue to develop a neighbourhood plan for their area. This is likely to start with engaging local stakeholders to develop a vision, values and objectives. On request, Lancaster City Council will provide advice, guidance and support via an initial meeting, provision of background data/evidence, professional advice and assistance and once complete review the draft neighbourhood development plan.

2.0 Proposal Details

- 2.1 Scotforth Parish Council has applied to designate the whole of the Parish of Scotforth Rural Parish Neighbourhood Plan Area.

3.0 Details of Consultation

- 3.1 Following national legislative changes in 2016, local authorities are not required to carry out a formal consultation at this stage of the process. The Cabinet Member is therefore requested to accept the Scotforth Rural Parish Neighbourhood Plan Area Designation.

4.0 Options and Options Analysis (including risk assessment)

	Option 1: Accept the designation of the Scotforth Rural Parish Neighbourhood Plan Area	Option 2: Decline the designation of the Scotforth Rural Parish Neighbourhood Plan Area
Advantages	This option would accord with national guidance and enable the community to proceed with a Neighbourhood Plan to meet the needs of their community.	None
Disadvantages	None	This option would not accord with national guidance and would fail to provide the community with the opportunity to pursue localism.
Risks	None	Potential legal challenge as the decision being contrary to national guidance.

5.0 Officer Preferred Option (and comments)

5.1 Scotforth Parish Council has applied for their whole parish area to be designated, and there are no reasonable grounds for not accepting the application. Therefore, the Council must designate the whole of the area applied for.

6.0 Conclusion

6.1 The Scotforth Rural Parish Neighbourhood Plan Area Designation is in line with the current parish boundary and therefore must be accepted, in accordance with the NPPG.

6.2 Once accepted, it is anticipated that the qualifying body (Scotforth Parish Council) will work through the more detailed stages of Neighbourhood Plan preparation and consultation.

RELATIONSHIP TO POLICY FRAMEWORK

Neighbourhood Planning contributes to the Council's corporate plan priorities, in particular, healthy and happy communities and being a co-operative, kind and responsible council.

Once adopted, neighbourhood plans will form part of the Council's Lancaster District Local Plan.

CONCLUSION OF IMPACT ASSESSMENT

(including Health & Safety, Equality & Diversity, Human Rights, Community Safety, HR, Sustainability and Rural Proofing)

A neighbourhood plan will directly impact local communities. This impact depend upon the focus of the plan e.g. housing, local facilities, green/open space etc. Equality and diversity and sustainability impact assessments will be required as part of the neighbourhood plan development process.

Neighbourhood planning provides communities with an opportunity to shape future development in their area, as well as helping to protect and conserve their heritage and environment (in line with the district's Local Plan and national planning policy and guidance).

LEGAL IMPLICATIONS

The designation must be made in accordance with legislation and guidance.

FINANCIAL IMPLICATIONS

Lancaster City Council has a duty to provide officer support to a community preparing the plan and as a result will incur costs to cover;

- (1) various stages of publicity,
- (2) independent examination and
- (3) a referendum.

Local planning authorities can claim funds from the MHCLG to offset the costs of undertaking this work.

A payment of £20,000 becomes eligible once the local authority has set a date for the

referendum following a successful examination. This is not claimable if the Inspector does not endorse the Neighbourhood Plan. The local authority will not be reimbursed if the Neighbourhood Plan group decide not to take a successful plan to referendum.

The cost of an independent examination is determined by the time spent on the matter by the independent inspector appointed by the Neighbourhood Plan group. The length of the examination reflects the scale of the ambition of the plan, the complexity of the planning policy environment and the extent of support or objection received. Whilst it is not possible at this stage to state what an examination would cost, recent examination costs have ranged from £4,500 for Aldcliffe with Stodday to £10,154.60 for Slyne with Hest. There will also be costs associated with publicity of the examination, these have previously been around £1,000.

In relation to the referendum costs, these will vary depending on the number of voters, the geography of the area and the number of polling stations required. To provide an illustration of the likely scale of the costs for a referendum the council's democratic service officers have advised that the estimated direct costs of holding a referendum in the Scotforth Parish Council area (comprising printing and posting of voting materials, the Poll Station day staff and count voters) would be in the region of £2290.85.

The total combined cost of the examination and referendum would therefore be £7,500-£13,500. The remaining grant (from the total grant of £20,000) would cover existing staff resources or fall into General Balances.

The support and advice for neighbourhood has been provided through the use of existing Economic Growth and Regeneration staff resources and for now is expected to continue through 2022/23. Managing a referendum will also need the resources of democratic services officers, this would need to be funded from the grant, and may require additional staff resources if it impacts on other elections.

It is difficult to estimate with any certainty when this application will come forward to the referendum stage, if at all, as it is very much led by the relevant parish council. Where possible officers will work with the parish to avoid a referendum taking place around any elections.

General fund revenue budgets will be updated under delegated authority.

OTHER RESOURCE IMPLICATIONS

Human Resources:

Some officer support has been put in place for neighbourhood planning.

Information Services:

None.

Property:

None.

Open Spaces:

Scotforth Parish Council may decide to include open spaces within their neighbourhood plan.

SECTION 151 OFFICER'S COMMENTS

S151 officer has been consulted and has no additional comments to add.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no further comments, save that no timescales have been identified and it is recommended close attention is paid to the programme management of these applications to ensure capacity is maintained for any future council elections

BACKGROUND PAPERS

Scotforth Rural Parish Neighbourhood Plan
Area Designation Application
Scotforth Parish Boundary Map

Contact Officer: Fiona Clark

Telephone: 01524 582222

E-mail: fjclark@lancaster.gov.uk



LANCASTER DISTRICT LOCAL PLAN 2011 – 2031

APPLICATION TO DESIGNATE A NEIGHBOURHOOD AREA

Town and Country Planning Act 1990

Neighbourhood Planning (General) Regulations 2012

Publication of applications on the planning authority website

Please note, as required under the Neighbourhood Planning (General) Regulations 2012, a copy of this form and accompanying information will be published on the Lancaster City Council website.

However, all personal information, with the exception of the name and address of the main contacts will be redacted from the website. The complete form will be available to view in the council's officers during office open times. If you require any further information, please contact the Planning and Housing Strategy Team on planningpolicy@lancaster.gov.uk.

1. Parish Clerk Details				2. Additional Details			
Title:	Mrs	First Name:	Diane	Title:	Mr	First Name:	Paul
Last Name:	Coward			Last Name:	Holland		
Address:	49 Farmdale Road Lancaster			Address:	Bumble Cottage Bailrigg Lane Lancaster		
Post Code:	LA1 4JB			Post Code:	LA1 4XP		
Email:	scotforthparishcouncil@gmail.com			Email:	pandcholland92@gmail.com		

3. Relevant Body				
Please confirm that you are the relevant body to undertake neighbourhood planning in your area in accordance with Section 61G of the 1990 Act and Section 5C of the 2012 Regulations.				
Yes	X	No		Name of the Parish Council
				Scotforth Parish Council

4. Name of Neighbourhood Area
Please give a name by which your neighbourhood area will be formally known:
Scotforth Rural Parish

5. Extent of the Area	
Please indicate below and attach a map identifying the extent of the area to which the area application relates to.	
Whole Parish Boundary Area	X
Part of the Parish	
Joint with Neighbouring Parish	
(Please complete details in Section 7 below if applying as joint parishes)	

6. Intention of Neighbourhood Area	
Please indicate which of the following you intend to undertake within your Neighbourhood Area	
Neighbourhood Development Plan	X
Neighbourhood Development Order	
Community Right to Build Order	

7. Additional Joint Parish Details
If you are applying with an adjoining parish or parishes, please give the clerk's details for each parish.

8. Statement
Please explain below (or on an attached sheet) why this area is considered appropriate to be designated as a neighbourhood area. This element of the submission should include a plan which identifies the boundaries of the designated area.
<p>Scotforth Rural is the civil parish that consists of the sparsely populated greenspace immediately south of the urban housing of Lancaster city (including the suburban district named Scotforth) encompassed by the Lancaster Canal to the west and River Condor to the east and Lancaster University and Galgate to the south. The Lancaster District Local Plan envisages 3500 houses, predominately in a garden village, in a "Broad Location of Growth" that largely overlaps with the parish. The shaping of this enormous expansion in the population is being considered by Lancaster City Council (LCC) through its Lancaster South Area Action Plan (AAP), which Scotforth Parish Council is actively engaging with. However, it is apparent that the AAP is focusing upon the garden village development and LCC's priority subject areas and heavily relying upon evidence and input from consultants external to the area. Therefore, there is a real risk that the local needs, priorities and aspirations of the whole parish will not be addressed. In addition, a Neighbourhood Plan (NP) can provide an extra level of detail to complement the AAP, filling gaps and clarifying points that the local community deems important, as well as addressing areas outside of the garden village.</p> <p>The development of the Neighbourhood Plan is likely to run in parallel with the AAP. This timing, rather than to wait until the AAP is approved, is deliberate because it enables the Parish Council to collect and present evidence from its own local community consultation into the AAP process, whilst efficiently and economically using more technical evidence collected from the AAP process to inform the Neighbourhood Plan. As a result, the NP will be consistent with the AAP, which is a legal condition of a NP, but also enable policies and projects to be developed which address the nuanced needs of the parish community and which will carry far more weight and influence in planning matters than the consultation submissions that the Parish Council is currently allowed to submit. It is understood that the NP does not have to match the thousands of pages and tomes of documents associated with the Local Plan and AAP; it is envisaged that on many agreed points it will either reference the AAP or be silent to avoid duplication, but it will concentrate what the AAP</p>

overlooks, ignores or skims over but which are important to the local community.

The Neighbourhood Plan is not intended to frustrate the strategic development of the Local Plan or the AAP but it is intended to ensure that the parish continues to provide vital greenspace and sustainable community development and that other local needs and issues are recognised and addressed. The Parish Council recognise the significant time, energy and resources needed of a small council but believe that it is worthwhile to ensure both the current and emerging communities and environment get the right facilities, infrastructure and development with the right level of detail in the right place at the right time.

9. Declaration

I/we hereby apply to designate a neighbourhood area as described on this form and the accompanying plan.

In the case of joint parish applications, a name from each parish is required

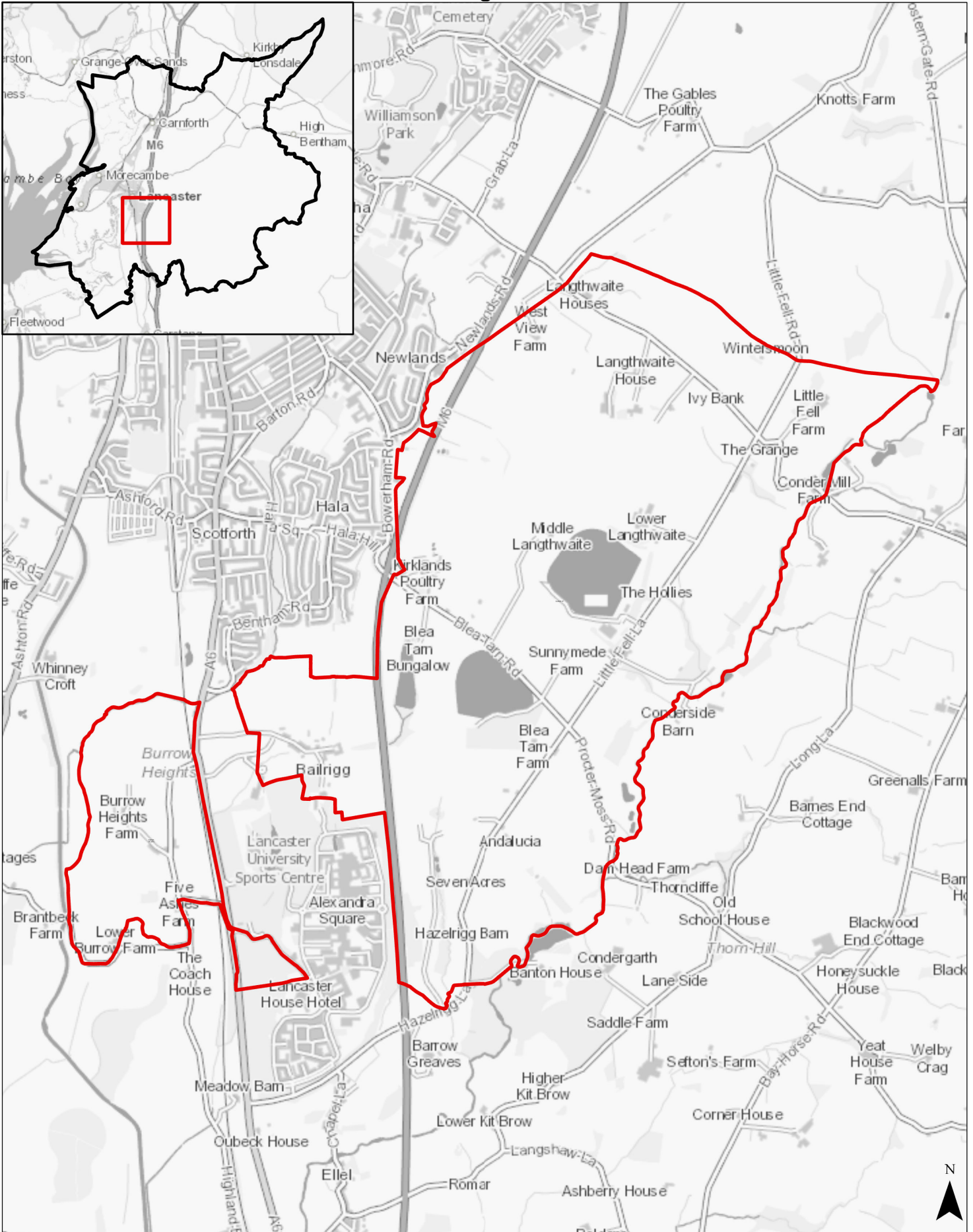
Name:	Diane Coward	Date:	14/09/2022
Name:		Date:	

Please submit the completed form to:

The Planning and Housing Strategy Team, Lancaster City Council, PO Box 4, Town Hall, Dalton Square, Lancaster, LA1 1QR or planningpolicy@lancaster.gov.uk

For further information please contact the Planning and Housing Strategy Team using the details above or on 01524 582329

If you need this information in a different format, or need help filling in this form, please contact the council.



Legend

 Scotforth Parish Boundary

