

A Local Plan for

# Lancaster District

2020 – 2031

Plan period 2011 - 2031



## Statement of Consultation Shopfronts and Advertisements Supplementary Planning Document [Published February 2025]

Shaping  
a better future

LANCASTER  
CITY COUNCIL  
Promoting City, Coast & Countryside

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## 1. Introduction

- 1.1 The Consultation Statement has been prepared in accordance with Regulation 12 of the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2012. The Consultation Statement sets out how the Council considers it has fulfilled its duty to consult and engage with the stakeholders in the preparation of a Viability Protocol Supplementary Planning Document (SPD).
- 1.2 Supplementary Planning Documents (SPDs) relate to specific sites or specific planning issues. Unlike Development Plan Documents, they are not subject to Independent Examination and do not have Development Plan status. However, SPDs are given due consideration within the decision-making process and provide more detailed advice and guidance on policies in the adopted local plan.

## 2. Purpose of this document

- 2.1 This Consultation Statement provides a summary of the stages of engagement and consultation which the Council has undertaken to inform the preparation of the SPD.
- 2.2 The Consultation Statement outlines:
  - Section 3: Who we consulted
  - Section 4: What we consulted on
  - Section 5: How we have engaged
  - Section 6: What issues were raised at the pre-Regulation 12 consultation stage and how the issues have been addressed

## 3. Who we consulted

- 3.1 The Council has sought to engage with the widest range of individuals, communities, organisations and stakeholders who may hold an interest in, or may be affected by the content of the SPD and make clear:
  - The purpose of the SPD, the process of preparing it and how and when they may be affected.
  - How and when they can comment on and get involved and what they can and can't influence.
  - How and when their comments will be taken into account by the Council; and
  - The remaining stages in preparing of the SPD and further opportunities to comment.
- 3.2 The Statement of Community Involvement (SCI) was reviewed and adopted in January 2019 and reflects the 2012 Regulations. Temporary COVID-19 and social distancing related updates were made in June 2020. The SCI sets out the Council's approach to engaging in preparing planning document and in considering planning applications. It identifies who we engage with. The table below is not exhaustive and is amended or added to as required.
- 3.3 In addition to the organisations set out in the table below, the Council also consulted with the general public, all Council Members, agents, developers, education establishments, 3<sup>rd</sup> sector and local businesses who sign up to the Council's Planning Consultation Database.

Who we consulted	
Specific Bodies	
The Coal Authority	
The Environment Agency	
Historic England (Historic Buildings and Monuments Commission for England)	
Marine Management Organisation	
Natural England	
Office of Rail and Road (now called Office of Rail Regulation)	
Highways England	
Homes England	
Adjoining Local Planning Authorities	Barrow Council Craven District Council Lake District National Park Authority Ribble Valley Borough Council South Lakeland District Council Wyre Borough Council Yorkshire Dales National Park Authority
Area of Outstanding Beauty	Arnside and Silverdale AONB Forest of Bowland AONB
County Council	Cumbria County Council (+ libraries in the Lancaster District) Lancashire County Council
Parish Councils	
Lancaster City Councillors	
Local policing body	Lancashire Police and Crime Commissioner Lancashire Constabulary
Relevant telecommunications companies	PO Broadband, BT Openreach, Vodophone, O2, EE
Primary Care Trust or successor body	Clinical Commissioning Group
Relevant electricity and gas companies	National Grid (Electricity) National Grid (Gas) Electricity North West E.on British Gas
Relevant water and sewerage companies	United Utilities
Others	Members of public Developer / Agents Landowners Businesses 3 <sup>rd</sup> Sector Advocate groups Educational establishments Government organisations (NHS)

## 4. What we consulted on

### Pre-Regulation 12 Consultation 20<sup>th</sup> July-1<sup>st</sup> September 2023

- 4.1 For an eight-week period between 20<sup>th</sup> July and 1<sup>st</sup> September 2023 the Council carried out public consultation on the draft SPD.

- 4.2 The aim was to carry out consultation with stakeholders and provide an opportunity for comments on the draft SPD. The aim was to gather feedback on the content of the SPD and how this may be amended to better address the way in which viability assessments in respect of planning applications can be dealt with.
- 4.3 Two survey responses were received.

## 5. How we have engaged

- 5.1 Table 5.1 below outlines the consultation methods adopted for the Pre Regulation 12: Public participation stage (in order to satisfy the requirements of regulation consultation and to ensure that the requirements of the Council's Statement of Community Involvement have been met.

Requirements of Regulation	How the Council satisfied the requirement
Which bodies and persons the local planning authority invited to make representations	<p>Consultation Database <a href="http://www.lancaster.gov.uk/ppcl">www.lancaster.gov.uk/ppcl</a>) consultees were notified on the opportunities to participate in preparation of the draft SPD.</p> <p>The database consisted of residents and organisations who had been consulted on previous policy matters, those that had requested for inclusion and statutory bodies for which the Council must satisfy commitments to engage in ongoing duty to co-operate obligations.</p>
How those bodies and persons were invited to make representations.	<p>Consultation ran for eight weeks from 20<sup>th</sup> July to 1<sup>st</sup> September 2023</p> <p>Further details on the publicity methods are set out in more detail within <a href="#">Appendix B</a>.</p> <p>Emails sent to over 2,500 consultees on the consultation database</p> <p>Information on the consultation was published on the Council webpages and copies of the consultation documents were made available at the 'Principal Offices'.</p>
A summary of the main issues raised by the representations made	<p>The main issues raised in the representations are summarised in <a href="#">Section 6</a> of this document.</p> <p>Full details on the main issues raised and an officer responses are set out in Appendix A: Summary of Consultation Responses</p>
How any representations made pursuant to regulation 18 have been taken into account.	<p>The Council has responded to each comment submitted to the Council following the period of consultation. Replies also outlined how the comments have informed the final draft SPD.</p> <p><a href="#">Section 5</a> of this statement outlines how the Council engaged in this round of consultation</p>



Requirements of Regulation	How the Council satisfied the requirement
	<a href="#">Section 6</a> outlines what issues were raised and <a href="#">Section 7</a> outlines how these issues have been addressed.

## 6. What issues were raised at Pre Regulation 12: Public participation and how these issues were addressed in the final draft SPD

- 6.1 Consultation on the Draft SPD provided the first opportunity for members of the public and interested parties to comment on the finer detail of the draft SPD. There were three separate consultee responses raising three comments.

6.2

<b>Representation</b>	"The number of A boards in Lancaster's main shopping area is now out of control. Most of the Design Guidelines set out are being disregarded. Not only do these boards degrade the street scene and create an unwelcome clutter, but they also present a hazard for the elderly, infirm, the blind and partially sighted. The City Council should take action to remove them."
<b>Council Response</b>	The draft SPD includes provisions for minimising the number and size of A-boards under section 5.1. This section can be removed from the text of the proposed SPD to avoid encouragement of A-boards.

<b>Representation</b>	"The Council should not be encouraging the use of A-boards for advertising."
<b>Council Response</b>	The draft SPD includes provisions for minimising the number and size of A-boards under section 5.1. This section can be removed from the text of the proposed SPD to avoid encouragement of A-boards.

<b>Representation</b>	"Supporting the guidance for the proposals."
<b>Council Response</b>	Noted

## Appendix A: Summary of Consultation Responses

REF NU MBE R	NAME	ORGANISATION (IF APPLICABLE)	SUPPORT, OBJECTION OR GENERAL COMMENT	SUMMARY OF COMMENTS	OFFICER RESPONSE	ACTION – Noted / Change Made / No Change
001	Jean Nelson	n/a	Support	Expression of support for the content of the SPD	Noted	No Change
002	Hugh Roberts	n/a	Comment	Suggestion that the SPD should restrict the number of A-boards in central Lancaster	The draft SPD has been amended to remove reference to A-boards under section 5.	Change Made
003	Clr Sally Maddocks	Lancaster City Council	Comment	Suggestion that the SPD should not encourage the use of A-boards	The draft SPD has been amended to remove reference to A-boards under section 5.	Change Made

## Appendix B: Publicity Methods

Methods	Main consideration
<b>Documents made available for inspection</b>	This is a minimum requirement as set out in the Regulations. Relevant documents will be made available for inspection during consultation period at the Council's offices in the Lancaster and Morecambe Town Hall and libraries in the Lancaster District. Public access to these documents is available via PCs in the reception areas
<b>Website</b>	Each consultation stage will feature prominently on the homepage of the council's consultation and planning policy webpages. This will link directly to information on document production, providing access to the consultation material and advice on how and when comments can be made. Articles providing updates on plan production, which may include consultation and engagement opportunities, may be published in the Council's online news section periodically but it will not be solely relied upon as a means of communication.
<b>Adverts/public notices</b>	Notices will be placed in a local newspaper advertising consultation and engagement opportunities, where appropriate. Statutory requirements to publish notices advertising certain planning applications
<b>Mailing List – Email / Letter</b>	The Council operates a database of individuals and organisations that have expressed an interest in the plan-making process, have previously been actively involved in policy development or are statutory consultees. Those who wish to be involved will be directly notified at each stage either through email or letter of opportunities to comment. Those who are interested in planning policy development and wish to be notified can be included on the Council's mailing list at any time
<b>Press release</b>	To be undertaken in accordance with the Council's media team, Media briefings/press releases will be issued to local media. Although items may only be reported if they are considered newsworthy by the newspaper editors, therefore publication is not guaranteed.
<b>Parish and Town Council and Community Group publications</b>	These types of publications are distributed to local residents at least quarterly. The Council will work with relevant organisations to utilise these publications to notify residents of consultation and engagement opportunities, where possible. Consideration will need to be given to the timing of the consultation, and the timing and circulation of any publications outside the Council's control.
<b>Posters</b>	Posters may be sent to relevant Parish and Town Councils and libraries to be displayed on notice boards to raise awareness of any public consultation and engagement opportunities. Posters may also be displayed in other appropriate locations across the District.
<b>Leaflets</b>	Leaflets may be used to gain wider public awareness of a consultation or engagement opportunity, for example leaflets may



Methods	Main consideration
	be distributed at key attractors/destinations such as train stations and local schools.
<b>Social Media</b>	Media such as Twitter and Facebook will be used to highlight public consultations on planning policy documents with direct links to the Council's website and information on how to comment, and any engagement events. Such messages may be retweeted periodically throughout the consultation period. However, comments will not be accepted via social media.
<b>Events</b>	Such events may include drop-in sessions, public exhibitions and/or targeted workshops. Parish and Town Council meetings will be utilised where possible. The type of event undertaken will be dependent on a number of factors, including the consultation stage, and time and resource constraints. Careful consideration will be given to the timing, venue and format of events to ensure accessibility and inclusivity.
<b>Key stakeholder Groups</b>	We will liaise with key stakeholder groups at key stages in the plan making process, to discuss issues and keep them informed of progress.
<b>Questionnaires / surveys</b>	Questionnaires / surveys may be used to focus comments and to help ensure that feedback relates to issues that are within the scope of the document being consulted upon.