



Jacqui Sinnott-Lacey
Chief Operating Officer

52 Derby Street
Ormskirk
West Lancashire
L39 2DF

Tuesday, 1 February 2022

**TO: COUNCILLORS D O'TOOLE, J FINCH, MRS P BAYBUTT, A BLUNDELL,
N DELANEY, S EVANS, A FENNELL, G JOHNSON, I MORAN,
G OWEN, E POPE, J THOMPSON, J UPJOHN AND
MRS M WESTLEY**

Dear Councillor,

A meeting of the **PLANNING COMMITTEE** will be held in the **COUNCIL CHAMBER - 52 DERBY STREET, ORMSKIRK, L39 2DF** on **WEDNESDAY, 9 FEBRUARY 2022** at **7.00 PM** at which your attendance is requested.

Yours faithfully

A handwritten signature in black ink, appearing to be 'JS', written over a light blue horizontal line.

Jacqui Sinnott-Lacey
Chief Operating Officer

AGENDA
(Open to the Public)

- 1. APOLOGIES**
- 2. MEMBERSHIP OF THE COMMITTEE**
To be apprised of any changes to the membership of the Committee in accordance with Council Procedure Rule 4.
- 3. URGENT BUSINESS, IF ANY INTRODUCED BY THE CHAIRMAN**
Note: No other business is permitted unless, by reason of special circumstances, which shall be specified at the meeting, the Chairman

is of the opinion that the item(s) should be considered as a matter of urgency.

- 4. DECLARATIONS OF INTEREST** 729 - 730
If a member requires advice on Declarations of Interest, he/she is advised to contact the Legal and Democratic Services Manager in advance of the meeting. (For the assistance of members a checklist for use in considering their position on any particular item is included at the end of this agenda sheet.)
- 5. DECLARATIONS OF PARTY WHIP**
Party Whips are not to be used by this Committee in respect of its functions concerning the determination of applications, approval of consents, the taking of enforcement action and the exercise of powers and duties with regard to highways, hedgerows, the preservation of trees and high hedge complaints. When considering any other matter which relates to a decision of the Cabinet or the performance of any member of the Cabinet, in accordance with Regulatory Committee Procedure 9, Members must declare the existence of any party whip, and the nature of it.
- 6. MINUTES** 731 - 734
To receive as a correct record the minutes of the meeting held on the 12 January 2022.
- 7. PLANNING APPLICATIONS** 735 - 746
To consider the report of the Corporate Director of Place and Community.
- 7a 2021/1057/FUL - CHORLEY CONCRETE LIMITED, SKULL HOUSE LANE, APPLEY BRIDGE** 747 - 752
To consider the report of the Corporate Director of Place and Community.
- 7b 2021/1268/FUL - 2 HARDACRE STREET, ORMSKIRK** 753 - 756
To consider the report of the Corporate Director of Place and Community.
- 7c 2021/1307/WL3 - 5 HOLMESWOOD ROAD, RUFFORD** 757 - 762
To consider the report of the Corporate Director of Place and Community.
- 7d 2021/1383/FUL - LAND TO THE WEST OF TODDS LANE, BANKS** 763 - 770
To consider the report of the Corporate Director of Place and Community.
- 7e 2021/0332/FUL - THE FOOD SHOP, 26 BEARNCROFT, SKELMERSDALE** 771 - 778
To consider the report of the Corporate Director of Place and Community.

- 7f **2021/1308/WL3 - 7 MANOR CRESCENT, BURSCOUGH** 779 - 782
To consider the report of the Corporate Director of Place and Community.
8. **PLANNING SERVICE REVIEW - UPDATE** 783 - 796
To consider the report of the Corporate Director of Place and Community.

We can provide this document, upon request, on audiotape, in large print, in Braille and in other languages.

FIRE EVACUATION PROCEDURE: Please see attached sheet.

MOBILE PHONES: These should be switched off or to 'silent' at all meetings.

For further information, please contact:-

Jill Ryan on 01695 585017

Or email jill.ryan@westlancs.gov.uk

**FIRE EVACUATION PROCEDURE FOR:
COUNCIL MEETINGS WHERE OFFICERS ARE PRESENT
(52 DERBY STREET, ORMSKIRK)**

PERSON IN CHARGE: Most Senior Officer Present
ZONE WARDEN: Member Services Officer / Lawyer
DOOR WARDEN(S) Usher / Caretaker

IF YOU DISCOVER A FIRE

1. Operate the nearest **FIRE CALL POINT** by breaking the glass.
2. Attack the fire with the extinguishers provided only if you have been trained and it is safe to do so. **Do not** take risks.

ON HEARING THE FIRE ALARM

1. Leave the building via the **NEAREST SAFE EXIT**. **Do not stop** to collect personal belongings.
2. Proceed to the **ASSEMBLY POINT** on the car park and report your presence to the **PERSON IN CHARGE**.
3. **Do NOT** return to the premises until authorised to do so by the **PERSON IN CHARGE**.

NOTES:

Officers are required to direct all visitors regarding these procedures i.e. exit routes and place of assembly.

The only persons not required to report to the Assembly Point are the Door Wardens.

CHECKLIST FOR PERSON IN CHARGE

1. Advise other interested parties present that you are the person in charge in the event of an evacuation.
2. Make yourself familiar with the location of the fire escape routes and inform any interested parties of the escape routes.
3. Make yourself familiar with the location of the assembly point and inform any interested parties of that location.
4. Make yourself familiar with the location of the fire alarm and detection control panel.
5. Ensure that the zone warden and door wardens are aware of their roles and responsibilities.
6. Arrange for a register of attendance to be completed (if considered appropriate / practicable).

IN THE EVENT OF A FIRE, OR THE FIRE ALARM BEING SOUNDED

1. Ensure that the room in which the meeting is being held is cleared of all persons.
2. Evacuate via the nearest safe Fire Exit and proceed to the **ASSEMBLY POINT** in the car park.
3. Delegate a person at the **ASSEMBLY POINT** who will proceed to **HOME CARE LINK** in order to ensure that a back-up call is made to the **FIRE BRIGADE**.
4. Delegate another person to ensure that **DOOR WARDENS** have been posted outside the relevant Fire Exit Doors.

5. Ensure that the **ZONE WARDEN** has reported to you on the results of his checks, **i.e.** that the rooms in use have been cleared of all persons.
6. If an Attendance Register has been taken, take a **ROLL CALL**.
7. Report the results of these checks to the Fire and Rescue Service on arrival and inform them of the location of the **FIRE ALARM CONTROL PANEL**.
8. Authorise return to the building only when it is cleared to do so by the **FIRE AND RESCUE SERVICE OFFICER IN CHARGE**. Inform the **DOOR WARDENS** to allow re-entry to the building.

NOTE:

The Fire Alarm system will automatically call the Fire Brigade. The purpose of the 999 back-up call is to meet a requirement of the Fire Precautions Act to supplement the automatic call.

CHECKLIST FOR ZONE WARDEN

1. Carry out a physical check of the rooms being used for the meeting, including adjacent toilets, kitchen.
2. Ensure that **ALL PERSONS**, both officers and members of the public are made aware of the **FIRE ALERT**.
3. Ensure that **ALL PERSONS** evacuate **IMMEDIATELY**, in accordance with the **FIRE EVACUATION PROCEDURE**.
4. Proceed to the **ASSEMBLY POINT** and report to the **PERSON IN CHARGE** that the rooms within your control have been cleared.
5. Assist the **PERSON IN CHARGE** to discharge their duties.

It is desirable that the **ZONE WARDEN** should be an **OFFICER** who is normally based in this building and is familiar with the layout of the rooms to be checked.

INSTRUCTIONS FOR DOOR WARDENS

1. Stand outside the **FIRE EXIT DOOR(S)**
2. Keep the **FIRE EXIT DOOR SHUT**.
3. Ensure that **NO PERSON**, whether staff or public enters the building until **YOU** are told by the **PERSON IN CHARGE** that it is safe to do so.
4. If anyone attempts to enter the premises, report this to the **PERSON IN CHARGE**.
5. Do not leave the door **UNATTENDED**.

Agenda Item 4

MEMBERS INTERESTS 2012

A Member with a disclosable pecuniary interest in any matter considered at a meeting must disclose the interest to the meeting at which they are present, except where it has been entered on the Register.

A Member with a non pecuniary or pecuniary interest in any business of the Council must disclose the existence and nature of that interest at commencement of consideration or when the interest becomes apparent.

Where sensitive information relating to an interest is not registered in the register, you must indicate that you have an interest, but need not disclose the sensitive information.

Please tick relevant boxes

Notes

	General		
1.	I have a disclosable pecuniary interest.	<input type="checkbox"/>	<i>You cannot speak or vote and must withdraw unless you have also ticked 5 below</i>
2.	I have a non-pecuniary interest.	<input type="checkbox"/>	<i>You may speak and vote</i>
3.	I have a pecuniary interest because it affects my financial position or the financial position of a connected person or, a body described in 10.1(1)(i) and (ii) and the interest is one which a member of the public with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice my judgement of the public interest or it relates to the determining of any approval consent, licence, permission or registration in relation to me or a connected person or, a body described in 10.1(1)(i) and (ii) and the interest is one which a member of the public with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice my judgement of the public interest	<input type="checkbox"/> <input type="checkbox"/>	<i>You cannot speak or vote and must withdraw unless you have also ticked 5 or 6 below</i> <i>You cannot speak or vote and must withdraw unless you have also ticked 5 or 6 below</i>
4.	I have a disclosable pecuniary interest (Dispensation 20/09/16) or a pecuniary interest but it relates to the functions of my Council in respect of: (i) Housing where I am a tenant of the Council, and those functions do not relate particularly to my tenancy or lease. (ii) school meals, or school transport and travelling expenses where I am a parent or guardian of a child in full time education, or are a parent governor of a school, and it does not relate particularly to the school which the child attends. (iii) Statutory sick pay where I am in receipt or entitled to receipt of such pay. (iv) An allowance, payment or indemnity given to Members (v) Any ceremonial honour given to Members (vi) Setting Council tax or a precept under the LGFA 1992	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<i>You may speak and vote</i> <i>You may speak and vote</i> <i>You may speak and vote</i> <i>You may speak and vote</i> <i>You may speak and vote</i> <i>You may speak and vote</i>
5.	A Standards Committee dispensation applies (relevant lines in the budget – Dispensation 15/09/20 – 14/09/24)	<input type="checkbox"/>	<i>See the terms of the dispensation</i>
6.	I have a pecuniary interest in the business but I can attend to make representations, answer questions or give evidence as the public are also allowed to attend the meeting for the same purpose	<input type="checkbox"/>	<i>You may speak but must leave the room once you have finished and cannot vote</i>

'disclosable pecuniary interest' (DPI) means an interest of a description specified below which is your interest, your spouse's or civil partner's or the interest of somebody who you are living with as a husband or wife, or as if you were civil partners and you are aware that that other person has the interest.

Interest

Employment, office, trade, profession or vocation

Sponsorship

Prescribed description

Any employment, office, trade, profession or vocation carried on for profit or gain.

Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M.

	This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either— (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

"body in which the relevant person has a beneficial interest" means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest; "director" includes a member of the committee of management of an industrial and provident society;

"land" excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income; "M" means a member of a relevant authority;

"member" includes a co-opted member; "relevant authority" means the authority of which M is a member;

"relevant period" means the period of 12 months ending with the day on which M gives notice to the Monitoring Officer of a DPI;

"relevant person" means M or M's spouse or civil partner, a person with whom M is living as husband or wife or a person with whom M is living as if they were civil partners;

"securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

'non pecuniary interest' means interests falling within the following descriptions:

- 10.1(1)(i) Any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;
- (ii) Any body (a) exercising functions of a public nature; (b) directed to charitable purposes; or (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union), of which you are a member or in a position of general control or management;
- (iii) Any easement, servitude, interest or right in or over land which does not carry with it a right for you (alone or jointly with another) to occupy the land or to receive income.
- 10.2(2) A decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a connected person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward, as the case may be, affected by the decision.

'a connected person' means

- (a) a member of your family or any person with whom you have a close association, or
- (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
- (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- (d) any body of a type described in sub-paragraph 10.1(1)(i) or (ii).

'body exercising functions of a public nature' means

Regional and local development agencies, other government agencies, other Councils, public health bodies, council-owned companies exercising public functions, arms length management organisations carrying out housing functions on behalf of your authority, school governing bodies.

A Member with a personal interest who has made an executive decision in relation to that matter must ensure any written statement of that decision records the existence and nature of that interest.

NB Section 21(13) of the LGA 2000 overrides any Code provisions to oblige an executive member to attend an overview and scrutiny meeting to answer questions.

Agenda Item 6

PLANNING COMMITTEE

HELD: Wednesday, 12 January 2022

Start: 7.00 p.m.

Finish: 7.55 p.m.

PRESENT:

Councillor: D O'Toole (Chairman)
A Finch (Vice-Chairman)

Councillors: A Blundell G Owen
N Delaney J Thompson
D Evans D Westley
S Evans Mrs M Westley
A Fennell Mrs J Witter
G Johnson

In attendance: Councillor J Howard

Officers: Alan Houghton, Interim Head of Growth and Development
Catherine Thomas, Development, Heritage and Environment Manager
Ann Veevers, Principal Planning Officer
David Delaney, Legal Assistant (Planning)
Jill Ryan, Senior Member Services Officer

87 APOLOGIES

Apologies for absence were received from Councillor James Upjohn.

88 MEMBERSHIP OF THE COMMITTEE

In accordance with Council Procedure Rule 4, the Committee noted the termination of Councillors Mrs Baybutt and Pope and the appointment of Councillors Mrs Witter and D Westley for this meeting only, thereby giving effect to the wishes of the Political Groups.

89 URGENT BUSINESS, IF ANY INTRODUCED BY THE CHAIRMAN

There were no items of urgent business received.

90 DECLARATIONS OF INTEREST

Councillor O'Toole declared a pecuniary interest in respect of planning application 0734/FUL relating to 38 Granville Park, Aughton as he lived in close proximity to the application site and that he would leave the Chamber during consideration of this application and take no part in the decision making process.

91 DECLARATIONS OF PARTY WHIP

There were no Declarations of Party Whip.

92 **MINUTES**

RESOLVED: That the minutes of the meeting held on the 25 November 2021 be approved as a correct record and signed by the Chairman.

93 **PLANNING APPLICATIONS**

The Corporate Director of Place and Community submitted a report on planning applications (all prefixed 2021 unless otherwise stated) as contained on pages 645 to 723 of the Book of Reports and also on pages 725 to 728 of the Late Information Report.

(Notes:-

1. The Chairman had declared a pecuniary interest in respect of planning application 0734/FUL relating to 38 Granville Park, Aughton and therefore left the Chamber during consideration of this item.
2. A Parish Councillor from Lathom Parish Council and the Applicant spoke in connection with planning application 0179/FUL relating to Taylor's Farm, Hall Lane, Lathom).

94 **2021/0734/FUL - 38 GRANVILLE PARK, AUGHTON, LANCASHIRE**

RESOLVED: That planning application 0734/FUL relating to 38 Granville Park, Aughton be approved subject to the conditions and reasons as set out on pages 651 to 653 of the Book of Reports.

95 **2020/1134/FUL - YEW TREE FARM, HIGGINS LANE, BURSCOUGH**

This application had been withdrawn by Officers.

96 **2021/1063/ARM - FORMER HUNTERS AND SONS WAREHOUSE, MOORGATE, ORMSKIRK, LANCASHIRE**

RESOLVED: That reserved matters relating to planning application 1063/ARM relating to Former Hunters and Sons Warehouse, Moorgate, Ormskirk be approved subject to the conditions and reasons as set out on pages 666 to 671 of the Book of Reports.

97 **2021/1142/FUL - 6-8 AUGHTON STREET, ORMSKIRK, LANCASHIRE**

RESOLVED: That planning application 1142/FUL relating to 6-8 Aughton Street, Ormskirk be approved subject to the conditions and reasons as set out on pages 679 to 682 of the Book of Reports.

98 **2021/0179/FUL - TAYLORS FARM, HALL LANE, LATHOM, LANCASHIRE**

RESOLVED: That planning application 0179/FUL relating to Taylors Farm, Hall Lane, Lathom be approved subject to the conditions and reasons as set out on pages 692 to 693 of the Book of Reports

and with an additional condition as set out below:-

Additional Condition

No grain, beans or other products to be stored/ processed in the hereby approved grain processing building shall be transported to or despatched from the site by Heavy Goods Vehicle between the hours of 23.00 hrs and 06.00 hrs.

Reason

To safeguard local residents from noise and disturbance, and to comply with Policy GN3 in the West Lancashire Local Plan 2012-2027 Development Plan Document.

99 2021/0991/FUL - EDEN TEA ROOMS AND GALLERIES, COURSE LANE, NEWBURGH, LANCASHIRE

RESOLVED: That planning application 0991/FUL relating to Eden Tea Rooms and Galleries, Course Lane, Newburgh be approved subject to the conditions and reasons as set out on pages 706 to 708 of the Book of Reports and with the amendment to Condition 1 as set out on page 727 of the Late Information Report.

100 2019/1199/FUL - SITE OF FORMER GREAVES HALL HOSPITAL, GREAVES HALL AVENUE, BANKS

RESOLVED: That planning application 2019/1199/FUL relating to the Site of Former Greaves Hall Hospital, Greaves Hall Lane, Lathom be approved subject to the conditions and reasons as set out on pages 720 to 723 of the Book of Reports.

.....
Chairman



Report of: Corporate Director of Place and Community

Contact: Mrs. C. Thomas (Extn.5134)
Email: catherine.thomas@westlancs.gov.uk

SUBJECT: PLANNING APPLICATIONS

Background Papers

In accordance with Section 100D of the Local Government Act 1972 the background papers used in the compilation of reports relating to planning applications are listed within the text of each report and are available for inspection in the Planning Division, except for such documents as contain exempt or confidential information defined in Schedule 12A of the Act.

Equality Impact Assessment

There is no evidence from an initial assessment of an adverse impact on equality in relation to the equality target groups.

Human Rights

The relevant provisions of the Human Rights Act 1998 and the European Convention on Human Rights have been taken into account in the preparation of this report, particularly the implications arising from Article 8 (the right to respect for private and family life, home and correspondence) and Article 1 of Protocol 1 (the right of peaceful enjoyment of possessions and protection of property).

CONTENT SHEET

<u>Report No</u>	<u>Ward</u>	<u>Appn No</u>	<u>Site Location & Proposal</u>	<u>Recommendation</u>
1	Wrightington	2021/1057/FUL	<p>Chorley Concrete Ltd Skull House Lane Appley Bridge Wigan Lancashire WN6 9DR</p> <p>Retention of: Concrete Silo; Industrial Canopy Shelter; Site Office; Storage Silo; Water Storage Tank; Shipping Containers and Weighbridge.</p>	Planning permission granted. be
2	Scott	2021/1268/FUL	<p>2 Hardacre Street Ormskirk Lancashire L39 2XD</p> <p>Single storey rear extension and alteration to rear including bricking up of external storage area.</p>	Planning permission granted. be
3	Rufford	2021/1307/WL3	<p>5 Holmeswood Road Rufford Ormskirk Lancashire L40 1TY</p> <p>Single storey rear extension for bedroom and level access shower room. Ramped access to rear and alterations to driveway</p>	Planning permission granted. be
4	North Meols	2021/1383/FUL	<p>Land To The West Of Todds Lane Banks Lancashire</p> <p>Variation of Condition No. 3 imposed on planning permission 2019/0371/OUT to vary the approved plans.</p>	Planning permission granted. be
5	Digmoor	2021/0332/FUL	<p>The Food Shop 26 Bearncroft Digmoor Skelmersdale Lancashire WN8 9HG</p> <p>Demolition of existing building and erection of 3 no. retail units and stopping up of part of the highway under section 257 of the Town and Country Planning Act 1990.</p>	Planning permission granted. be

6	Burscough West	2021/1308/WL3	7 Manor Crescent Burscough Ormskirk Lancashire L40 7TW Single storey side and rear extension for bedroom and level access shower room. Ramped access to front and rear.	Planning permission granted.	be



PLANNING COMMITTEE

9th February 2022

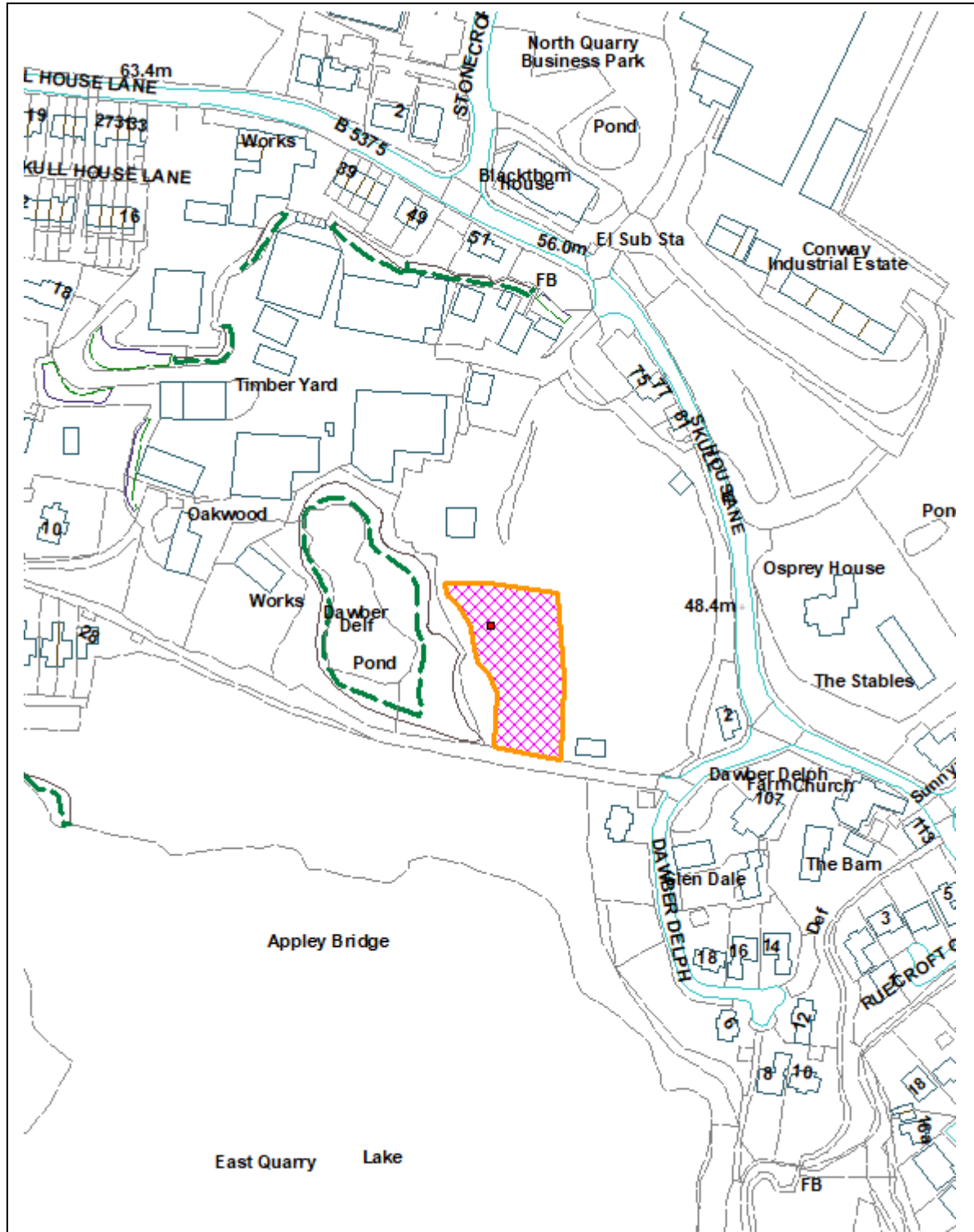
(Agenda Item 7)

PLANNING APPLICATION ITEMS

LOCATION PLANS

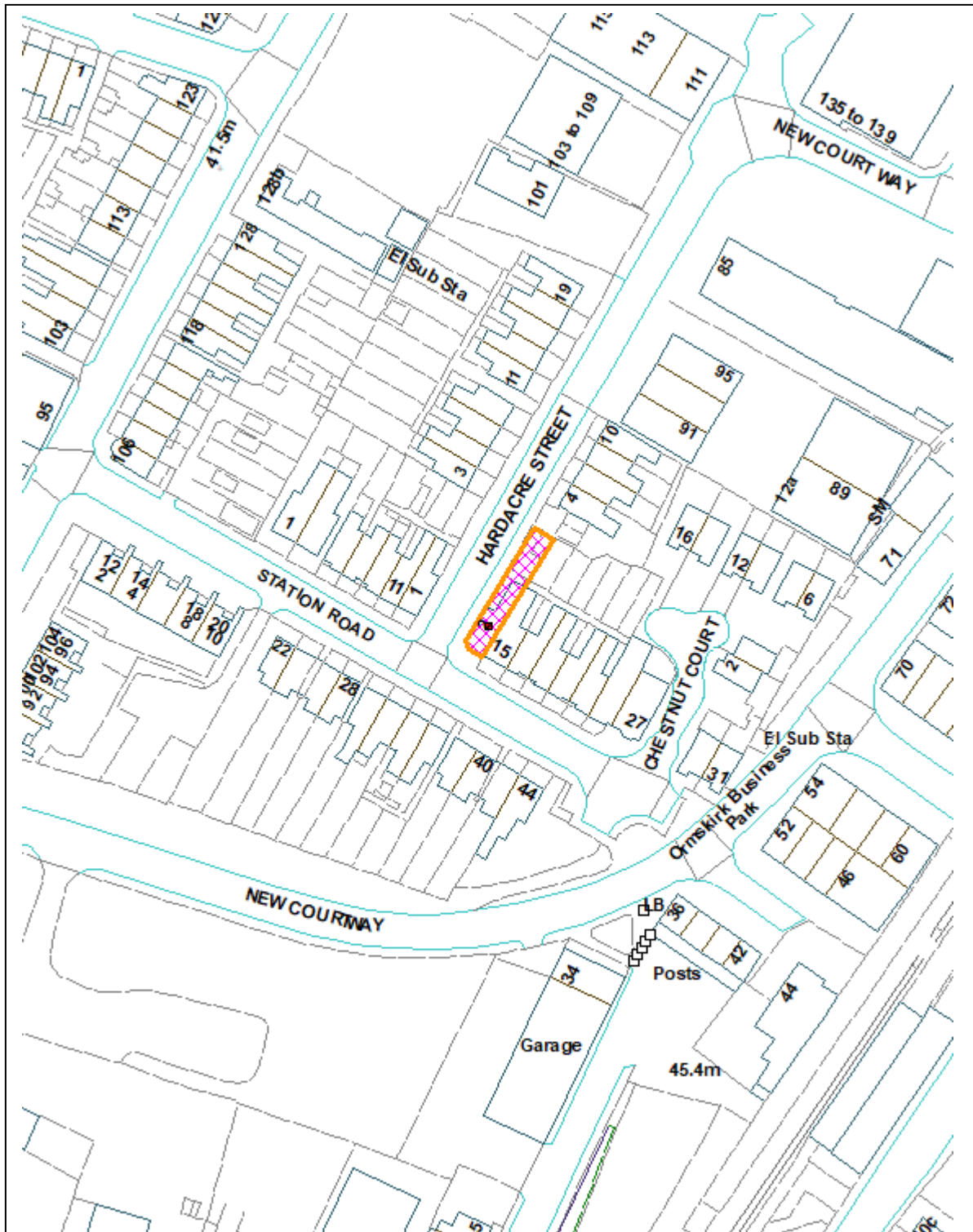
Report 1 : 2021/1057/FUL

Chorley Concrete Ltd, Skull House Lane, Appley Bridge, WN6 9DR.



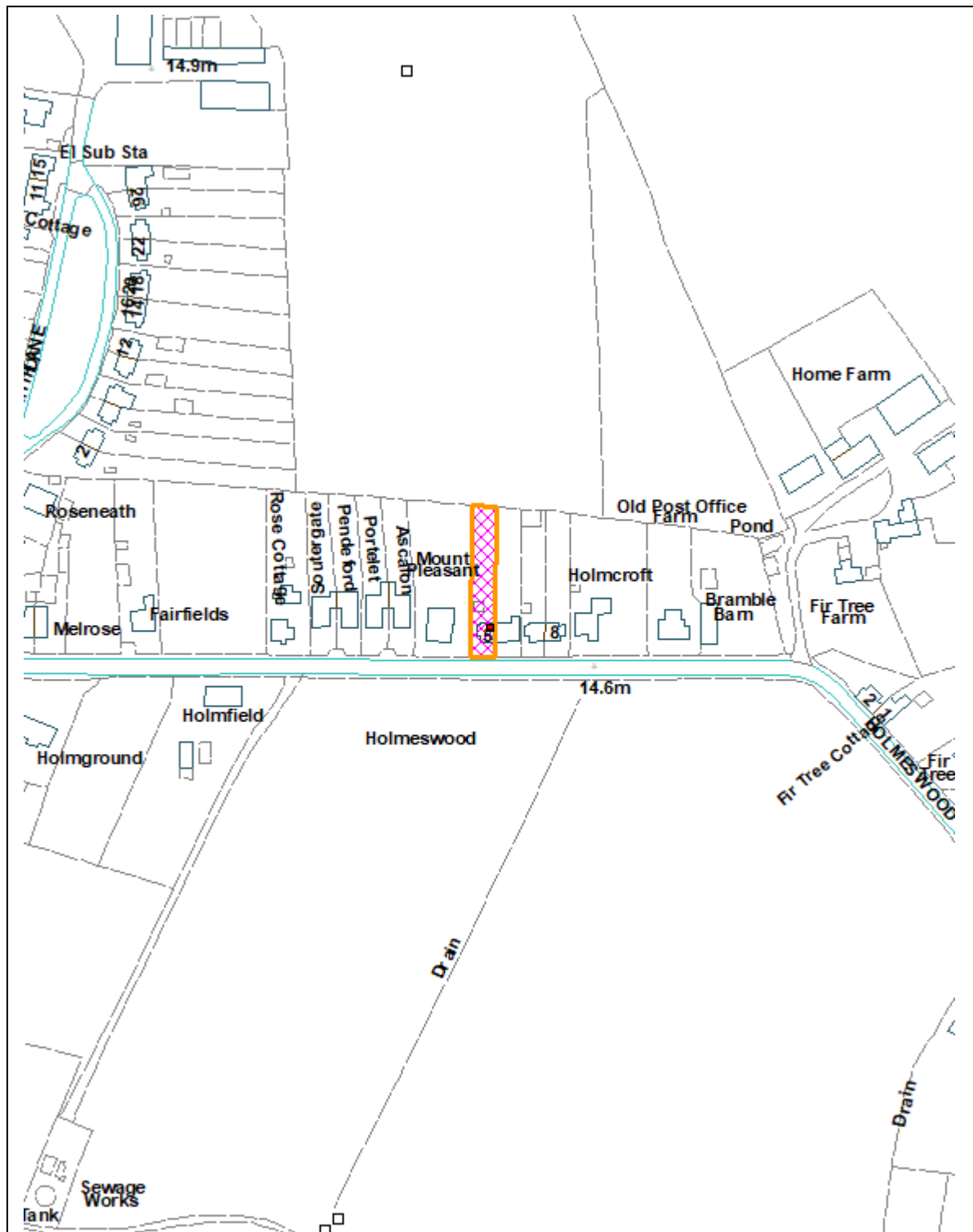
Report 2 : 2021/1268/FUL

2 Hardacre Street, Ormskirk, L39 2XD

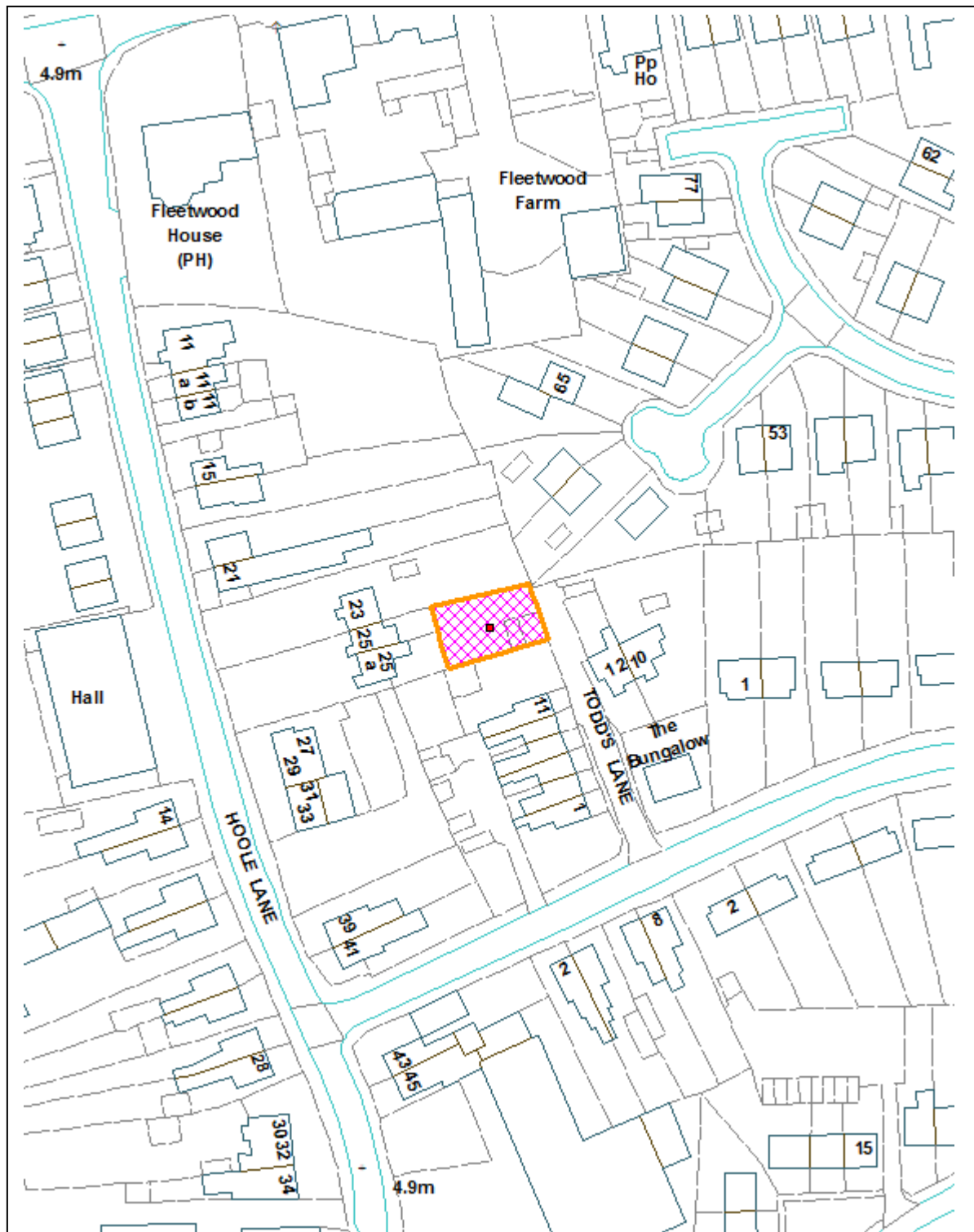


Report 3 : 2021/1307/WL3

5 Holmeswood Road, Rufford, L40 1TY

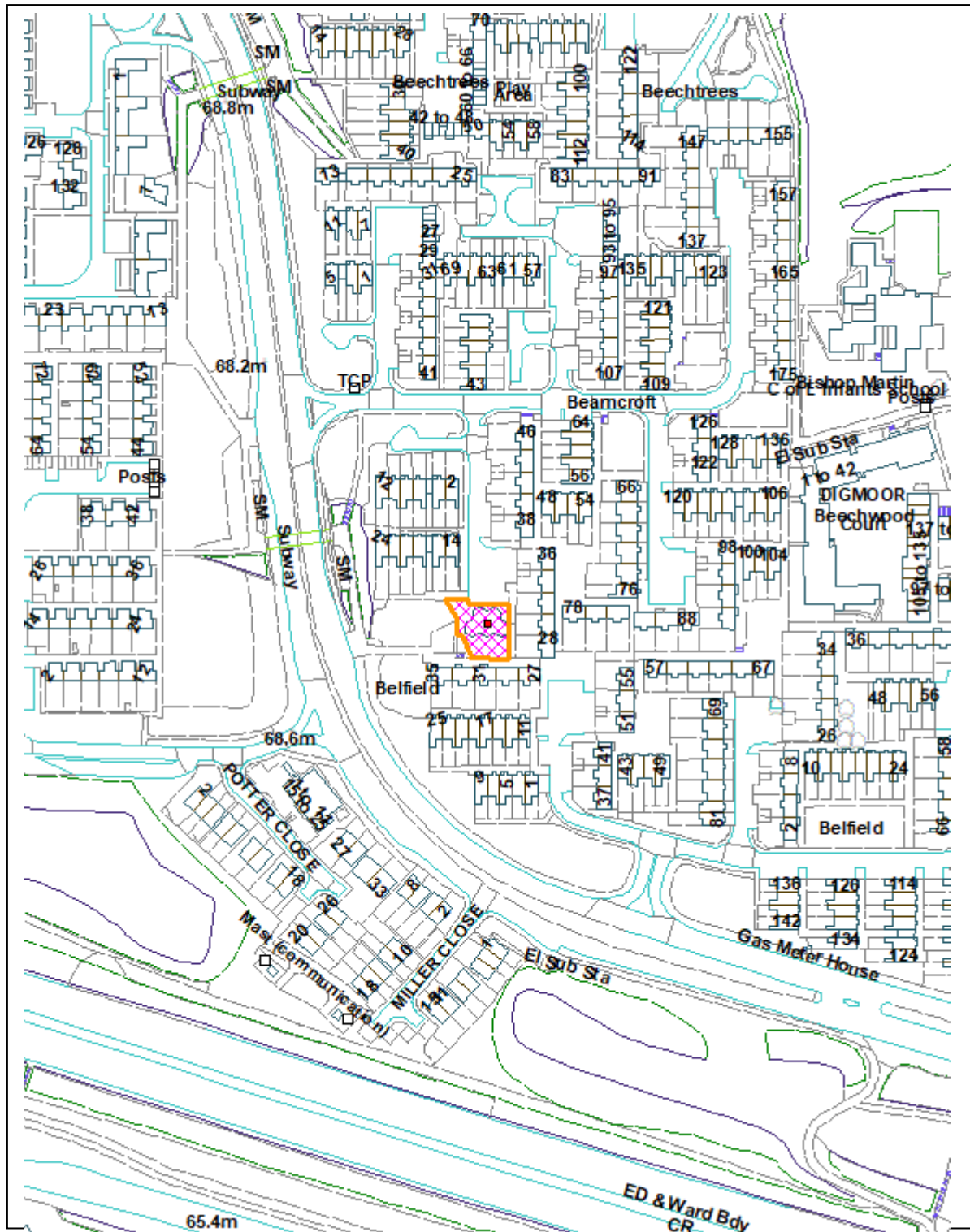


Land To The West Of, Todds Lane, Banks, PR9 8BE.

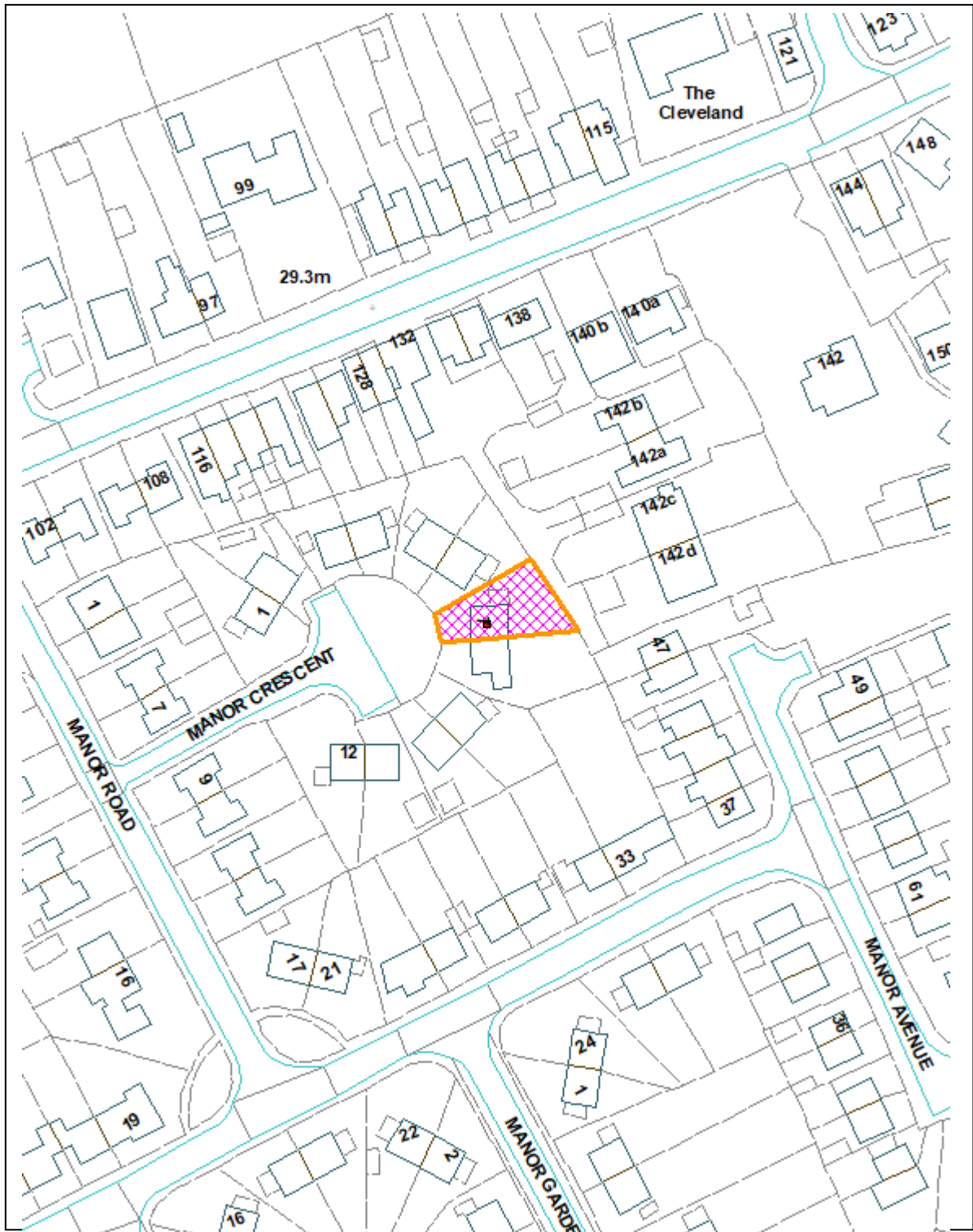


Report 5 : 2021/0332/FUL

The Food Shop, 26 Bearcroft, Digmoor, Skelmersdale, WN8 9HG



7 Manor Crescent, Burscough, L40 7TW



Agenda Item 7a

No.1	APPLICATION NO.	2021/1057/FUL
	LOCATION	Chorley Concrete Ltd Skull House Lane Appley Bridge Wigan Lancashire WN6 9DR
	PROPOSAL	Retention of: Concrete Silo; Industrial Canopy Shelter; Site Office; Storage Silo; Water Storage Tank; Shipping Containers and Weighbridge.
	APPLICANT	Chorley Concrete Ltd
	WARD	Wrightington
	PARISH	Wrightington
	TARGET DATE	10th November 2021

1.0 **REFERRAL**

- 1.1 This application was to be determined under the Council's delegation scheme however Councillor Jukes has requested it be referred to Committee to consider noise impacts of the business and concerns regarding the site access.

2.0 **SUMMARY**

- 2.1 The proposed development is acceptable in principle as it comprises industrial development on an allocated industrial area. Subject to condition it is considered that the residential amenity of neighbouring properties can be protected. The proposal is considered to be of an appropriate design, size and materials for the location and would not adversely impact on highway safety or result in adverse impacts on drainage/flooding in the locality. The proposed development is considered to be compliant with the NPPF and Policies EC1, IF2, GN1 and GN3 of the West Lancashire Local Plan 2012-2027 DPD.

3.0 **RECOMMENDATION - APPROVE with conditions.**

4.0 **SITE DESCRIPTION**

- 4.1 The application site is located within the Dawber Delf Industrial Area in Appley Bridge. The Industrial Area is allocated within the Local Plan as part of the North Quarry Significant Employment Site.
- 4.2 An outline application was approved in 1996 for "*Industrial Development, demolition of existing buildings and reducing site levels (including details of means of access)*". However, a planning history search has revealed that no subsequent application for reserved matters appears to have been submitted to the Council. On that basis the Dawber Delf Industrial Area does not benefit from planning permission for industrial use.
- 4.3 However following investigations, officers are aware that the site has been in use for industrial purposes for a period in excess of 10 years. As such the current use of the land for industrial purposes is considered to be immune from enforcement action and has become lawful through the passage of time.
- 4.4 A company called Chorley Concrete Ltd currently occupy this part of the industrial area and have recently built various structures which form part of this application.

5.0 PROPOSAL

- 5.1 The application is retrospective in form and proposes the erection of several structures namely Concrete Silo; Industrial Canopy Shelter; Site Office; Storage Silo; Water Storage Tank; Shipping Containers and Weighbridge.
- 5.2 Other than the concrete silo which would be 9.6m high the remaining structures would be 5.3m or lower as follows: industrial canopy shelter 5.3m, shipping container 5.25m, storage silo 3.96m, site office 2.85m and weighbridge 0.75m.

6.0 PREVIOUS RELEVANT DECISIONS

Enforcement history

- 6.1 E/2021/0017/UAU - Change of use of land for concrete business without planning permission - Pending consideration

Planning history

- 6.2 8/96/0614 - Outline - Industrial Development, demolition of existing buildings and reducing site levels (including details of means of access) - Granted

7.0 OBSERVATIONS OF CONSULTEES

- 7.1 LCC Highways

The site is located within an existing industrial site which has an existing vehicular access off Skull House Lane. There are no proposed alterations to the existing access therefore LCC Highway Development Control has no objection in principle to this application and is of the opinion that the proposed development should have a negligible impact on highway capacity and highway safety within the immediate vicinity of the site.

- 7.2 Environmental Health Officer

The key sources of sound (noise) associated with the development are Heavy Goods Vehicle (HGV) movements, deliveries, material movement and loading of HGVs. The World Health Organisation guidelines state that noise, even for a short duration, can be extremely intrusive after 7pm. Starting work before 7am has potential to cause noise complaints in what is a quiet, semi – rural location. Hours of operation condition recommended.

Environmental Permit - Where there is a pollution control regime in place for this type of development under other legislation, the Local Planning Authority must assume that such a regime will operate effectively, be properly applied, and enforced. Planning conditions need not be put on to control the pollution aspects of the proposed operation. An environmental permit would be required for this development and would cover air [dust] pollution.

8.0 OTHER REPRESENTATIONS

- 8.1 Letters of representation have been received which can be summarised as:

- The Planning Statement is incorrect - Chorley Concrete have not occupied the site since mid 2017. They moved to the area from circa August 2019.

- Concerns about noise impacts. With regards to the noise statement - why was this not measured Monday to Friday when the noise levels are at the highest? And surely it should be monitored from 4.30am when they start mixing?
- Vibration and noise from lorries disturbs my household from 4.30 in the morning until 7.30 in the evening.
- Concerns about the highway impacts of the development The road are narrow and not suitable for this level of traffic. Pedestrian safety is also cause for concern.
- Query what will happen if the business expands

9.0 RELEVANT PLANNING POLICIES

- 9.1 The National Planning Policy Framework (NPPF) and the West Lancashire Local Plan 2012-2027 DPD provide the policy framework against which the development proposals will be assessed.

The site is located within the Rural Sustainable Village of Appley Bridge as designated in the West Lancashire Local Plan 2012-2027 DPD.

National Planning Policy Framework

Promoting healthy and safe communities
Achieving well-designed places
Building a strong, competitive economy

West Lancashire Local Plan Policies

SP1 - A Sustainable Development Framework for West Lancashire
GN1 - Settlement Boundaries
GN3 - Criteria for Sustainable Development
IF2 - Enhancing Sustainable Transport Choice
EC1 - The Economy and Employment Land

Supplementary Planning Document - Design Guide (January 2008)

10.0 OBSERVATIONS OF DIRECTOR OF DEVELOPMENT AND REGENERATION

Principle of development

- 10.1 The National Planning Policy Framework (NPPF) and the West Lancashire Local Plan 2012-2027 DPD provide the policy framework against which the development proposals will be assessed.
- 10.2 The site forms part of an allocated Other Significant Employment Site under Policy EC1 of the adopted West Lancashire Local Plan 2012-2027 DPD. As detailed above the current use of the land for industrial purposes is considered to be immune from enforcement action and has become lawful through the passage of time. The development of Use Classes B1 (now Class E(g)), B2 and B8 are encouraged within the North Quarry Employment Site. The proposed buildings are required in connection with the existing industrial use and enable the business to operate from the site.
- 10.3 It is my view that the applicant has provided adequate justification of the need for the proposed structures and I am satisfied the principle of the proposed development is acceptable subject to compliance with other relevant planning policies.

Design/Layout

- 10.4 Policy GN3 along with the Council's SPD Design Guide requires that new development should be of a scale, mass and built form, which responds to the characteristics of the site and its surroundings.
- 10.5 In terms of their size, design and materials, the structures are typical of those found within industrial areas across the borough. The structures are generally screened from public views and can be seen mainly from within the Dawber Industrial Area where they are viewed in the context of the surrounding development. Views from Apple Lane to the south of the site are also screened by existing trees.
- 10.6 I am therefore satisfied that the development would comply with the requirements of local plan policy GN3.

Impact on residential amenity

- 10.7 Policy GN3 of the West Lancashire Local Plan (2012-2027) DPD allows development provided it retains or creates reasonable levels of privacy, amenity and sufficient garden/outdoor space for occupiers of the neighbouring properties.
- 10.8 Several concerns have been raised in regard to the noise impacts of business operations on this site. Due to the planning history of the wider industrial area the majority of the existing operations are unrestricted and, as part of this application, the Council can only assess the impact of the buildings and structures which are detailed within the submission. The site is located within a quiet, semi-rural location where background levels of noise are low particularly overnight and at weekends.
- 10.9 The application has been accompanied by a noise impact assessment along with additional supporting information from the agent that responds to the Environmental Health Officer's comments. The EHO has assessed all of the submitted information and considers that, in order to ensure that the proposed development does not result in a harmful impact on neighbour amenity, the hours of use of the buildings and structures should be restricted. It is my view that such a condition is reasonable and necessary to protect the residential amenity of nearby dwellings. It is noted that the proposed finish times are significantly earlier than the business currently closes. The applicants have agreed to the closing times however they request to start at 7am on Saturday to compensate for the early closing. Whilst I do not consider 7am to be a reasonable time to start I accept that in order to ensure the business is viable additional opening time is needed. Therefore, following a discussion with the EHO, I recommend the opening time on Saturday to be 8am.
- 10.10 Due to the siting of the structures in relation to nearby dwellings I am satisfied that the proposal would not result in harmful impacts from overshadowing or loss of privacy. Subject to the recommended condition I am satisfied that the proposed development would not have any significantly harmful impact on the residential amenity of neighbouring properties and therefore complies with the requirements of local plan policy GN3 1(iii).

Highways

- 10.11 Policy GN3 of the West Lancashire Local Plan 2012-2027 DPD states that development should incorporate suitable and safe access and road layout design in line with latest standards. Parking should be provided in accordance with policy IF2.
- 10.12 The proposal does not include any alterations to the existing highway access onto Skull House Lane. I have consulted the Highway Authority in regard to the proposal. The Highway Officer has raised no objection to the proposal and considers the proposal would

have a negligible impact on highway safety and highway capacity within the immediate vicinity of the site. The applicant has submitted plans to demonstrate suitable parking can be provided on site in accordance with the requirements set out in local plan policy IF2.

10.13 It is my view that the proposal to retain the structures on site complies with the requirements of policies IF2 and GN3.

Drainage

10.14 This area of the Industrial Estate was covered in hardstanding prior to the current business taking occupation of the site. It is my view that the erection of buildings onto the existing hardstanding does not adversely increase the surface water run-off from the site. The submission indicates that foul water would be taken to the mains sewer which is acceptable.

11.0 CONCLUSION

11.1 The principle of the proposed development is considered to be acceptable, and the structures are appropriate to the industrial use of the land. The design and layout of the development is in keeping with the local area and the proposal is not considered to have any adverse impacts on highway safety. Subject to the recommended condition the proposal is not considered to have a harmful impact on residential amenity. I therefore consider that the proposal satisfactorily meets the requirements of Policies EC1, IF2, GN1 and GN3 of the West Lancashire Local Plan 2012-2027 DPD.

12.0 RECOMMENDATION

11.1 That planning permission be GRANTED subject to the following conditions and reasons.

Condition(s)

1. The development hereby approved shall be carried out in accordance with details shown on the following plans:
Site location plan received by the Local Planning Authority on 3rd September 2021
Plan reference 21/118/E01 revA and 21/118/L01 revA received on 18th January 2022.
Reason: For the avoidance of doubt and to ensure compliance with the provisions of Policy GN3 in the adopted West Lancashire Local Plan 2012-2027 Development Plan Document.
2. The on-site business shall not be operated from the buildings and structures hereby permitted outside the hours 0700 - 1900 Monday – Friday, 0800 - 1700 Saturday and 0900 – 1700 Sunday without the prior approval in writing of the Local Planning Authority.
Reason: To safeguard the amenities of nearby residents and to comply with Policy GN3 in the adopted West Lancashire Local Plan 2012-2027 Development Plan Document.

Reason for Approval

1. The Local Planning Authority has considered the proposed development in the context of the Development Plan including, in particular, the following Policy/Policies in the adopted West Lancashire Local Plan 2012-2027 Development Plan Document:

SP1 - A Sustainable Development Framework for West Lancashire
GN1 - Settlement Boundaries
GN3 - Criteria for Sustainable Development
IF2 - Enhancing Sustainable Transport Choice

EC1 - The Economy and Employment Land

together with Supplementary Planning Guidance and all relevant material considerations. The Local Planning Authority considers that the proposal complies with the relevant Policy criteria and is acceptable in the context of all relevant material considerations as set out in the Officer's Report. This report can be viewed or a copy provided on request to the Local Planning Authority.

No.2	APPLICATION NO.	2021/1268/FUL
	LOCATION	2 Hardacre Street Ormskirk Lancashire L39 2XD
	PROPOSAL	Single storey rear extension and alteration to rear including bricking up of external storage area.
	APPLICANT	Chris Taylor
	WARD	Scott
	PARISH	Unparished - Ormskirk
	TARGET DATE	2nd February 2022

1.0 REFERRAL

1.1 This application was to be determined under the Council's delegation scheme, however, Councillor Thompson has requested it be referred to Committee to consider over intensification of the site.

2.0 SUMMARY

2.1 The proposed development is acceptable in principle and will have no significant impact on the amenities of nearby residents or the appearance of the streetscene. The proposal is compliant with the Policies SP1, GN1 and GN3 of the West Lancashire Local Plan 2012-2027 DPD.

3.0 RECOMMENDATION: APPROVE with conditions.

4.0 THE SITE

4.1 The application site relates to a two-storey end terrace dwelling on a corner plot located to the south east of Hardacre Street. The principal elevation is on Station Road with the property's main access off Hardacre Street, with a yard to the rear and a further garden space to the rear. There is a shared access path that runs between the dwelling and the rear garden space. The lawful use of the site is a House in Multiple Occupancy (Class C4).

5.0 THE PROPOSAL

5.1 The application is seeking permission for a single storey rear extension measuring approx. 5.94m in length x 2.29m in width x 2.76m in height and alterations to brick up an external opening to a rear bin storage area. The extension would facilitate the provision of a larger kitchen area and additional bathroom.

6.0 PREVIOUS RELEVANT DECISIONS

6.1 1992/0070 - Change of use from shop to residential use – Granted

6.2 80/974 – Demolish shed & W.C. & erect kitchen extension at rear - Approved

7.0 CONSULTEE RESPONSES

7.1 None

8.0 OTHER REPRESENTATIONS

8.1 Comments received raise the following issues;

Concerns with intention to change the number of bedrooms from 5 to 6 – further exaggerating the existing number imbalance of permanent residents to the student population in Hardacre Street and Station Road;
Noise nuisance in the early hours of the morning is a constant issue.
Extending into the current external bin storage area may impact on the ability of neighbour to access their bin store;
This area already has a large number of students in the vicinity;
Query on the possibility of restricting number of residents to 5.

9.0 SUPPORTING INFORMATION

9.1 Supporting Statement – 12th January 2022

10.0 RELEVANT PLANNING POLICIES

10.1 The application site is located within the Key Service Centre of Ormskirk with Aughton as designated in the West Lancashire Local Plan Proposal Map.

The National Planning Policy Framework (NPPF) and the West Lancashire Local Plan 2012-2027 DPD provide the policy framework against which the development proposals will be assessed.

National Planning Policy Framework

Chapter 2 – Achieving sustainable development

Chapter 8 - Promoting healthy and safe communities

Chapter 12 – Achieving well designed places

West Lancashire Local Plan Policies

SP1 – A Sustainable Development Framework for West Lancashire

GN1 - Settlement Boundaries

GN3 - Criteria for Sustainable Development

Supplementary Planning Document - Design Guide (January 2008)

11.0 OBSERVATIONS OF CORPORATE DIRECTOR OF PLACE AND COMMUNITY

The main considerations for this application are

- i) Design/Layout
- ii) Impact on residential amenity
- iii) Other matters

Design/Layout

11.1 Policy GN3 of the West Lancashire Local Plan 2012-2027 (DPD) requires that new development should be of scale, mass and built form, which responds to the characteristics of the site, its surroundings and also in the case of extensions or alterations to existing buildings, the proposal should relate to the existing building, in terms of design and materials.

11.2 The proposed extension is single storey with a flat roof and will infill part of an existing yard area. The proposed extension will have limited visibility due to the existing boundary wall which encloses the property and forms the party boundary with the pavement on Hardacre Street. An existing external opening to a rear bin store will be bricked up to

enable internal alterations to allow the incorporation of the former bin storage area into the kitchen. Adequate alternative bin storage areas remain within the curtilage of the site, either within the remaining yard area or within the rear garden of the property.

- 11.3 I consider the proposed development would have a scale and built form which responds to the characteristics of the original property. Taking into consideration the location of the proposed extension and alteration and the use of materials to match the existing, I am satisfied the proposed development would have no negative impact on the street scene or area in general. The proposed development complies with Policy GN3 of the West Lancashire Local Plan (WLLP) and SPD Design Guide.

Impact on residential amenity

- 11.4 Policy GN3 of the West Lancashire Local Plan (2012-2027) DPD allows development provided it retains or creates reasonable levels of privacy, amenity, and sufficient garden/outdoor space for occupiers of the neighbouring and proposed properties. The proposed extension would have no new side facing windows facing Hardacre Street. The new bathroom would be served by rooflights. A new kitchen window would be installed in the rear of the property, but this would face into the rear yard. Taking into consideration the location of the proposed single storey extension, I do not consider there would be any detrimental impact caused by loss of privacy, overshadowing, or overbearing to any of the neighbouring properties
- 11.5 In terms of amenity for future occupants of the property, I am satisfied that the extension will not have a negative impact on the level of external amenity space available for future residents, as the property benefits from a rear garden which will not be impacted by the proposed extension.
- 11.6 Comments have been received from the occupants of the adjoining property, 15 Station Road, who have raised concerns regarding access to the external bin store on their own property. This would be a civil matter and is not a material consideration in the assessment of this application.

Other matters

- 11.7 Comments have been raised by local residents that this application will facilitate the property being used as an HMO for up to 6 residents, where previously it has been licensed for 5 residents. The property has been an HMO for many years and was already in use as an HMO prior to the Council introducing the Article 4 Direction which removes permitted development rights for properties to be converted to HMO's. In this case the property has been recently used as a 5 bedroom HMO due to licensing restrictions, although the applicant advises that there have been 6 residents in the past. The lawful planning use of the premises is as a Class C4 HMO. The Town and Country Planning (Use Classes) Order 1987, as amended confirms that Class C4 permits the use of premises as small shared houses occupied by between 3 and 6 unrelated individuals. Therefore, planning permission is not required if the applicant wishes to increase the number of residents to 6.

12.0 CONCLUSION

- 12.1 Given the above I consider that the proposal satisfactorily meets the requirements of Policies SP1, GN1 and GN3 of the West Lancashire Local Plan 2012-2027 DPD and should be recommended for approval.

13.0 RECOMMENDATION

13.1 That the application should be GRANTED subject to the following conditions:

Condition(s)

1. The development must be begun not later than the expiration of three years beginning with the date of this permission.
Reason: To comply with the requirements of Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.
2. The development hereby approved shall be carried out in accordance with details shown on the following plans:
Plan reference 'Drawing No 01 Rev A' received by the Local Planning Authority on 3rd December 2021.
Reason: For the avoidance of doubt and to ensure compliance with the provisions of Policy GN3 in the adopted West Lancashire Local Plan 2012-2027 Development Plan Document.
3. The materials to be used on the external surfaces of the extension hereby permitted shall match those of the existing building in type, size, colour and texture. If the applicant or developer has any doubts as to whether the proposed materials do match they should check with the Local Planning Authority before commencement of the building works.
Reason: To ensure that the external appearance of the building(s) is satisfactory and that the development therefore complies with the provisions of Policy GN3 in the adopted West Lancashire Local Plan 2012-2027 Development Plan Document.

Reason for Approval

1. The Local Planning Authority has considered the proposed development in the context of the Development Plan including, in particular, the following Policy/Policies in the adopted West Lancashire Local Plan 2012-2027 Development Plan Document:

SP1 - A Sustainable Development Framework for West Lancashire

GN1 - Settlement Boundaries

GN3 - Criteria for Sustainable Development

RS3 - Provision of Student Accommodation

together with Supplementary Planning Guidance and all relevant material considerations. The Local Planning Authority considers that the proposal complies with the relevant Policy criteria and is acceptable in the context of all relevant material considerations as set out in the Officer's Report. This report can be viewed or a copy provided on request to the Local Planning Authority.

No.3	APPLICATION NO.	2021/1307/WL3
	LOCATION	5 Holmeswood Road Rufford Ormskirk Lancashire L40 1TY
	PROPOSAL	Single storey rear extension for bedroom and level access shower room. Ramped access to rear and alterations to driveway
	APPLICANT	West Lancashire Borough Council
	WARD	Rufford
	PARISH	Rufford
	TARGET DATE	31st January 2022

1.0 SUMMARY

- 1.1 The proposed single storey rear extension to create a bedroom and level access shower is considered acceptable. The proposals are not considered to create any significant harm to the Green Belt, the character and appearance of the area, or the residential amenity of surrounding properties. The proposed development is therefore considered compliant with Policies GN1 and GN3 of the West Lancashire Local Plan 2012-2027 DPD.

2.0 RECOMMENDATION: APPROVE with conditions

3.0 THE SITE

- 3.1 The application site relates to a two-storey semi-detached property located on Holmeswood Road, Holmeswood. It is positioned within a row of other residential dwellings in the Green Belt with open farmland to the rear. There is a long garden to the rear and off-road parking to the front of the property.

4.0 THE PROPOSAL

- 4.1 It is proposed to construct a single storey extension to the rear (north) elevation of the dwelling house to create a ground floor bedroom and level access shower room. The extension projects approximately 5.6m from the rear of the existing dwelling and is approximately 4m wide with a height to the eaves of 2.4m and 3.4m to the ridge. A ramped access will also be created to the front door and the door to the proposed extension. The existing driveway will be widened to accommodate three off-road vehicles.

5.0 PREVIOUS RELEVANT DECISIONS

- 5.1 None.

6.0 CONSULTEE RESPONSES

- 6.1 LCC Highways (21.12.2021) – no objection subject to condition

7.0 OTHER REPRESENTATIONS

- 7.1 None.

8.0 SUPPORTING INFORMATION

- 8.1 Green Belt assessment.

9.0 RELEVANT PLANNING POLICIES

- 9.1 The National Planning Policy Framework (NPPF) and the West Lancashire Local Plan 2012-2027 Development Plan Document provide the policy framework against which the development proposals will be assessed.
- 9.2 The application site is located within the Green Belt as designated in the West Lancashire Local Plan 2012-2027.
- 9.3 **National Planning Policy Framework – (NPPF)**
Section 7: Requiring Good Design
Section 13: Protecting Green Belt Land
- 9.4 **West Lancashire Local Plan (2012-2027) DPD – (Local Plan)**
GN1 – Settlement Boundaries
GN3 – Criteria for Sustainable Development

Supplementary Planning Document – (SPD)

Design Guide (2008)

Development within the Green Belt (2015)

10.0 OBSERVATIONS OF CORPORATE DIRECTOR OF PLACE AND COMMUNITY

- 10.1 The main considerations for this application are:

Impact upon the Green Belt
Design and Appearance
Impact upon Residential Amenity
Highways/parking

Impact Upon the Green Belt

- 10.2 The NPPF advises that in relation to Green Belts planning permission will not be given except in very special circumstances for the erection of new buildings other than for a limited range of purposes. One such purpose is the extension or alteration of a dwelling – but only where, amongst other things, the extensions do not result in disproportionate additions over and above the size of the original building. The 'original building' being defined as a building as it existed on the 1st July 1948 or, if constructed after 1 July 1948, as it was built originally. The Council's Supplementary Planning Document Development in the Green Belt (October 2015) suggests that once the volume of all extensions exceed about 40% of the volume of the original building, then it is more likely that the development would be considered materially larger and therefore disproportionate.
- 10.3 Volume calculations have supported the application and outline that the proposed extension would amount to a 23.5% increase from the original building. This is well within the guidelines stated in the SPD and the extension is not considered to result in disproportionate additions. Furthermore the extension would be single storey and be located between an existing neighbouring extension and an outbuilding. As such the impact to the openness of the Green Belt is limited.
- 10.4 I am satisfied that the proposal represents appropriate development within the Green Belt and as such is in accordance with Policy GN1 of the Local Plan and the NPPF.

Design and Appearance

- 10.5 Policy GN3 of the West Lancashire Local Plan DPD (2012-2027) states “that in the case of extensions, conversions or alterations to existing buildings, the proposal should relate to the existing building, in terms of design and materials and should not detract from the character of the street scene”.
- 10.6 The proposed single storey rear extension would have a scale, form and design which would be subordinate to and not compromise the architectural integrity of the original dwelling. The extension would be finished in matching materials which would relate well to the overall appearance and composition of the building. A small ramped access would be provided to the rear of the extension and to the existing main front door. In my view, these would not harm the overall appearance of the building.
- 10.7 Within the immediate locality there are similar extensions to the rear of dwellings and as such I am satisfied the proposal would not create any disruption to the overall character or appearance of the area nor impact on the streetscene.
- 10.8 I am satisfied the design and appearance of the proposed extension complies with Policy GN3 of the Local Plan and the West Lancashire Design Guide.

Impact upon Residential Amenity

- 10.9 Policy GN3 of the West Lancashire Local Plan (2012-2027) DPD allows development provided it retains or creates reasonable levels of privacy, amenity and sufficient garden/outdoor space for occupiers of the neighbouring and proposal properties.
- 10.10 The extension projects approximately 5.6m from the existing rear elevation of the dwelling and is off-set slightly from the boundary with No. 6 Holmeswood Road to the east. No windows are proposed along this elevation. There is an existing single storey rear extension along the boundary at No. 6 which projects approximately 3m. Therefore only approximately 2.5m of the proposed extension projects beyond the neighbouring extension. As such, I am satisfied the proposed development would not result in any significant impact upon the amenity this neighbour.
- 10.11 The adjacent property to the west, No 4 Holmeswood Road (Mount Pleasant) is a detached dwelling with a garage located close to the boundary with No. 5. This boundary also incorporates a significant screen of vegetation. Although the proposed extension includes a door and window on the elevation facing this neighbour, due to the distance, intervening boundary treatment and buildings, I am satisfied that the proposal would not result in a significant impact upon the amenity or privacy of this neighbour.
- 10.12 Given the size, design and position of the extension, I am satisfied there would not be any significant detrimental impact upon neighbouring amenity and as such the proposal complies with Policy GN3 of the Local Plan and the West Lancashire Design Guide.

Highways/parking

- 10.13 As a result of the proposal the property would be increased to a four-bedroom property. Policy IF2 of the WLLP recommends properties with four or more bedrooms have three off-street parking spaces per dwelling. The existing driveway will be widened as part of the proposal to create three vehicle spaces with a permeable surface. LCC Highways have raised no objection to this. The proposal in my view would therefore comply with Policy IF2 of the WLLP.

Summary

10.14 Given the above I consider that the proposal satisfactorily meets the requirements of Policies GN1 and GN3 of the West Lancashire Local Plan 2012-2027 DPD and should be recommended for approval.

11.0 RECOMMENDATION

11.1 That planning permission be granted subject to the following conditions and reasons:

Condition(s)

1. The development must be begun not later than the expiration of three years beginning with the date of this permission.
Reason: To comply with the requirements of Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.
2. The development hereby approved shall be carried out in accordance with details shown on the following plans:
Plan reference "Proposed rear extension" received by the Local Planning Authority on 3rd December 2021.
Reason: For the avoidance of doubt and to ensure compliance with the provisions of Policy GN3 in the adopted West Lancashire Local Plan 2012-2027 Development Plan Document.
3. The materials to be used on the external surfaces of the extension hereby permitted shall match those of the existing building in type, size, colour and texture. If the applicant or developer has any doubts as to whether the proposed materials do match they should check with the Local Planning Authority before commencement of the building works.
Reason: To ensure that the external appearance of the building(s) is satisfactory and that the development therefore complies with the provisions of Policy GN3 in the adopted West Lancashire Local Plan 2012-2027 Development Plan Document.
4. Prior to occupation of the extension hereby approved, the driveway shall be extended and appropriately surfaced with permeable tarmac as specified on drawing ref: "Proposed rear extension" received by the Local Planning Authority on 3rd December 2021 and retained as such thereafter.
Reason: To ensure adequate parking provision and to prevent loose surface material from being carried on to the public highway thus causing a potential source of danger to road users in accordance with Policy GN3 of the West Lancashire Local Plan 2012-2027 DPD.

Note(s)

1. This consent requires the construction, improvement or alteration of an access to the public highway. Under the Highways Act 1980 Section 184 (Vehicle crossings over footways and verges) Lancashire County Council as Highway Authority must specify the works to be carried out. Only the Highway Authority or a contractor approved by the Highway Authority can carry out these works. Therefore, before any works can start, the applicant must complete the online quotation form found on Lancashire County Council's website using the A-Z search facility for vehicular crossings at <http://www.lancashire.gov.uk/roads-parking-and-travel/roads/vehicle-crossings.aspx>

Reason for Approval

1. The Local Planning Authority has considered the proposed development in the context of the Development Plan including, in particular, the following Policy/Policies in the adopted West Lancashire Local Plan 2012-2027 Development Plan Document:
GN1 - Settlement Boundaries
GN3 - Criteria for Sustainable Development
together with Supplementary Planning Guidance and all relevant material considerations. The Local Planning Authority considers that the proposal complies with the relevant Policy criteria and is acceptable in the context of all relevant material considerations as set out in the Officer's Report. This report can be viewed or a copy provided on request to the Local Planning Authority.

No. 4	APPLICATION NO.	2021/1383/FUL
	LOCATION	Land To The West Of Todds Lane Banks Lancashire
	PROPOSAL	Variation of Condition No. 3 imposed on planning permission 2019/0371/OUT to vary the approved plans.
	APPLICANT	Mr Rob Slater
	WARD	North Meols
	PARISH	North Meols
	TARGET DATE	21st January 2022

1.0. REFERRAL

- 1.1 The application has been called in for consideration at Planning Committee by Councillor Howard who raises concerns in respect of the impact it will have on local amenities and overdevelopment of the site. The application is a s73 variation application, in effect increasing the width and altering the design of the dwelling approved under outline application 2019/0371/OUT.

2.0. SUMMARY

- 2.1 The principle of the erection of a dwelling house has been established by the outline consent granted under application 2019/0371/OUT. I consider that the revised/amended design of the dwelling house has acceptable access and parking arrangements, residential impacts, and the design meets national and local planning policies.

3.0. RECOMMENDATION: APPROVE with conditions

4.0. SITE DESCRIPTION

- 4.1 The site relates to land at the rear of 25/25A Hoole Lane, Banks, but which fronts onto Todd's Lane. The land is now overgrown with some building rubble. The site measures approximately 20.4m x 13m.
- 4.2 The site is surrounded by residential properties within the settlement of Banks.
- 4.3 The site is accessed via Todd's Lane – a private unadopted road which currently serves 9 dwellings.

5.0. PROPOSAL

- 5.1 The application is a s73 variation of the dwelling to be erected in connection with outline application 2019/0371/OUT. The proposal is for a three-bed dwelling (previously approved 2 bed property) with in effect a 2-storey addition on its southern side.

6.0. PREVIOUS RELEVANT DECISIONS

- 6.1 2019/0371/OUT Erection of 1 no. detached 2-storey dwelling (including details of access, appearance, and scale) with off-street car parking and private amenity space. All other matters reserved. GRANTED
- 6.2 1993/1182 Outline-Detached dwelling including details of siting, design and means of access REFUSED

7.0 OBSERVATIONS OF CONSULTEES

7.1 LCC Highways (17.12.2021 and 06.01.2022) No objections.

8.0 OTHER REPRESENTATIONS

8.1 1 objection received from neighbouring residential property raising the following concerns:

Consultation

No consultation with residents before application

Parking/access

Impossible to get out of garage to no 10 currently will be made worse

my right of access to my garage is at serious risk;

Access for construction disruptive;

Access is possible only via a private unmade road (Todds Lane) and there is dispute re rights of access

Privacy and overlooking

Loss of trees which screen site from no 10 and 12;

2 storey windows 8m away overlooking property and garden (Standard 12m);

Obscure glazing doesn't appear to be in the window of bedroom 3.;

Inadequate space around building

Trees

Loss of trees;

Trees not planted by owner not in ownership of applicant;

Mature hawthorn trees on the northern boundary which are recognised as significant by previous arboricultural survey will be threatened

Visual amenity

The proposed building is completely different from any of the existing properties in the area and completely out of character

Construction

Impossible to see how equipment and materials etc could be delivered and stored on the site when the footprint of the building leaves no space for them.

9.0 RELEVANT PLANNING POLICIES

9.1 National Planning Policy Framework (NPPF) and the West Lancashire Local Plan 2012-2027 DPD (WLLP) provide the policy framework against which the development proposals will be assessed.

9.2 The site is located within a Large Village Centre of Banks as designated in the West Lancashire Local Plan.

National Planning Policy Framework

Delivering a sufficient supply of homes
Achieving well-designed places
Promoting sustainable transport
Meeting the challenge of climate change, flooding, and coastal change
Conserving and enhancing the natural environment

West Lancashire Local Plan 2012-2027 DPD

Policy SP1 – A sustainable development framework for West Lancashire
Policy GN1 – Settlement Boundaries
Policy GN3 – Criteria for Sustainable Development
Policy GN5 - Sequential Tests
Policy RS1 - Residential Development
Policy IF2 – Enhancing Sustainable Transport Choice
Policy EN2 – Preserving and Enhancing West Lancashire’s Natural Environment

Supplementary Planning Document – Design Guide (2008)

10.0 SUPPORTING INFORMATION

10.1 Plans submitted

11.0 OBSERVATIONS OF CORPORATE DIRECTOR OF PLACE AND COMMUNITY

Principle of Development

11.1 The principle of residential development on this site and development in Flood Zone 3 was clearly established by the granting of outline application 2019/0371/OUT. The previous application accepted the loss of trees fronting Todds Lane and considered ecology and drainage impacts to be satisfactory.

11.2 The main considerations for this proposal are as follows:

Highways and Access
Impact on neighbouring properties
Design and character of area

Highway and Access

11.3 Todds Lane has been categorised as a local access road with a 20mph speed limit. Todds Lane runs approximately 70m in an easterly direction from the junction with Hoole Lane. The site is located at the end, roughly of the privately maintained unadopted section of Todds Lane.

11.4 The Highway Authority previously raised no objection to access and parking arrangements for one dwelling.

11.5 The proposed dwelling has a different design and parking arrangements. The dwelling is larger now to have three bedrooms with an integral garage and 1 parking space. Policy IF2 requires 2 parking spaces for both two-to-three- bedroom properties and the highway authority confirm that the garage meets the minimum required dimensions and replaces one of the car parking spaces previously approved. The Highway Authority raises

no objection and is of the opinion that the proposed development would not have a severe impact on highway safety or highway capacity within the vicinity of the site.

- 11.6 As previously the parking and manoeuvring arrangements are tight but access to the garage of no 10 will be marginally improved due to the removal of the existing trees along Todds Lane. I consider the access and parking arrangements meet the requirements of policies GN3 and IF2

Impact on residential amenity

- 11.7 Policy GN3 of the Local Plan states that new development must retain or create reasonable levels of privacy and amenity for occupiers of the proposed and neighbouring properties.
- 11.8 Details have been submitted of layout and floor plans in order to fully understand the proposed relationship to surrounding residential properties and their gardens. This proposal retains the approved building line (2019/0371/OUT) to the north side and rear (west) but proposes to increase/extend at two storey level by approx. 3m to the side (south) and 2m to front (east). The previous design ensured that the principle habitable room windows at both ground and first floor of the proposed 2 storey dwelling were to the rear (west). There is still a separation distance of 21m between windows in rear main/original elevations to no 25a/25 Hoole Lane with a minimum garden depth of 10m. I therefore consider there are no adverse impacts to these properties.
- 11.9 To the front the situation has changed. The front (east) elevations facing across the lane (to no 12) have 2-bathroom windows (obscure glazed) at first floor. The additional bedroom 3 is also to be provided with obscure glazed windows to the front. There is an additional first floor bedroom 3 window to be provided in the side elevation of the extended front part of the proposed dwelling. This window faces northwards towards the rear gardens of no 23 Hoole Lane and 57,59 Fleetwood Drive. Given the distance to the boundary with no 12 at 7m and the obscure glazed windows proposed, which will be secured by condition, I do not consider there would be any adverse impacts on no 12 Todds Lane.
- 11.10 In the north side of the proposed dwelling, there is one small ground floor window in the flank wall, a side facing first floor bedroom window above the garage and garage window at ground floor. In the south elevation, there would be an obscure glazed first floor ensuite bathroom window. Given the relationship with the neighbouring properties, position, and siting of the windows, particularly the inset of the bedroom window forms the party boundary, I do not consider there will be any significant adverse impacts on no 11 Todds Lane or 57, 59 Fleetwood Drive or 23 Hoole Lane.
- 11.11 I consider that the layout of the proposed dwelling has been designed to prevent any adverse impact on the amenity or living conditions of surrounding residential properties and complies with Policy GN3 and the SPD Design Guide.

Design and Character of Area

- 11.12 Policy GN3 and the SPD Design require all new development to have regard to the historic character of the local landscape and have regard to visual amenity and compliment or enhance attractive attributes and local distinctiveness through sensitive design including appropriate siting, orientation, scale, materials landscaping and boundary treatments.

11.13 Todds Lane is characterized by a mix of dwelling types including a 2-storey terrace of 6, a pair of semis and a detached bungalow. The application proposes a revised design for a 2-storey dwelling. The building is to be extended to the side and to the front. Whilst this slightly extends in front of the building line of the terraced properties there is a significant gap of 11m. I consider that in this context, the proposed 2 storey dwelling is of an acceptable scale, massing and design and would not detract from the character of the streetscene and would thereby comply with Policy GN3 of the Local Plan.

12.0 CONCLUSION

12.1 The site lies within the settlement area of Banks and the principle of residential development on this site and development in Flood Zone 3 was established by the granting of outline application 2019/0371/OUT. Despite its extended size I consider that the layout of the amended dwelling has been designed to prevent any adverse impact on the amenity or living conditions of surrounding residential properties and complies with Policy GN3 and the SPD Design. It is of acceptable design and the access and parking arrangements meet the requirements of policies GN3 and IF2.

13.0 RECOMMENDATION

13.1 That planning permission be GRANTED subject to the following conditions and reasons:

Condition(s)

1. Before any part of the development hereby granted permission is commenced, approval shall be obtained from the Local Planning Authority with respect to the reserved matters, namely (the layout and landscaping including details of landscape management and maintenance** (hereinafter called "the reserved matters").
Reason: The application is in outline form only and the matters referred to in the condition are reserved for subsequent approval by the Local Planning Authority.
2. The development hereby approved shall be carried out in accordance with details shown on the following plans:
Site Location Plan 21-08-100
Proposed Site Plan 21-08-102C
Proposed Plans and Elevations 21-08-120A
Proposed Street Scene 21-08-121
received by the Local Planning Authority on 26 November 2021
Reason: For the avoidance of doubt and to ensure compliance with the provisions of Policy GN3 in the adopted West Lancashire Local Plan 2012-2027 Development Plan Document.
3. No development shall take place until a strategy for the separate foul and surface water drainage of the development, including confirmation of which flood mitigation measures discussed in the Residential Development Design & Access Statement (APR 2019 Ref. 829) and accompanying Flood Risk Assessment (Ref: HYD298_TODDS.LANE.BANKS_FRS Revision 1 received by the Local Planning Authority on 9.10.19) are to be employed, has been submitted to and approved in writing by the Local Planning Authority. The surface water drainage strategy must take account of the relevant provisions of this Councils Planning Applications - Drainage, Flood Risk and Sustainability guidance and the Non-Statutory Technical Standards for Sustainable Drainage Systems (March 2015) or any subsequent replacement standards. The drainage scheme shall be completed in accordance with the approved details prior to occupation of the dwelling.

Reason: These details are required prior to the commencement of development to ensure adequate drainage for the proposed development and to ensure that there is no flood risk on- or off-the site resulting from the proposed development and to ensure that the development complies with the provisions of Policy GN3 in the adopted West Lancashire Local Plan 2012-2027 Development Plan Document.

4. The parking spaces and garage shown on Proposed Site Plan Dwg 21-08-102C received by the Local Planning Authority on 26 November 2021 shall be provided prior to first occupation of the dwelling hereby approved. The parking area shall be hardsurfaced and shall be made available for its intended use at all times thereafter. The garage shall be permanently retained for the parking of vehicles and not converted for other ancillary residential use.

Reason: In the interests of highway and pedestrian safety and to ensure that the development complies with the provisions of Policy GN3 and IF2 in the West Lancashire Local Plan 2012-2027 Development Plan Document.

5. No part of the development hereby permitted shall be used or occupied until the proposed first floor windows on the front (east) elevation, the first floor ensuite bathroom window in the side (south) elevation. shown on Dwg Proposed Plans and Elevations 21-08-120A received by the Local Planning Authority on 26 November 2021 have been glazed with obscure glass to a degree sufficient to conceal or hide the features of all physical objects from view (Pilkington level 4). The windows shall be fixed shut/ top hung/ bottom hung/ side hung and shall be retained as such with level 4 obscure glazing at all times thereafter
Reason: To protect the privacy and amenity of adjacent residential properties and so comply with the provisions of Policy GN3 in the adopted West Lancashire Local Plan 2012- 2027 Development Plan Document.

6. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) or any subsequent Orders or statutory provision re-enacting the provisions of these Orders no window or openings shall be added to the property, in the front (east) elevation and side (north/south) elevations, until details of the positioning, size and design have been submitted to and approved in writing by the Local Planning Authority.

Reason: To protect the privacy and amenity of adjacent residential properties and so comply with the provisions of Policy GN3 in the adopted West Lancashire Local Plan 2012- 2027 Development Plan Document.

7. No development on the construction phase shall take place until details and or full specification of the Sustainable Benefits of the scheme (set out in the applicants Design and Access Statement (Aug 2019) Appendix 11 - FRA Exception Test) at Design-stage SAP&EPC showing 15% improvement on current Building Regulations, have been submitted to and approved in writing by the Local Planning Authority. The development shall thereafter be implemented in accordance with the approved details and method of construction.

Reason: To ensure that the development complies with the provisions of Policy GN3 in the adopted West Lancashire Local Plan 2012-2027 Development Plan Document and the requirements of the Exception Test set out in para 164 of the National Planning Policy Framework.

8. Notwithstanding the details shown on the approved drawings, no part of the development shall be occupied until full details of both hard and soft landscaping works, including replacement and compensatory tree planting, have been submitted to and approved in writing by the Local Planning Authority as part of the reserve matter approval. The details shall relate to all land surfaces not built upon and shall include:
- hard surfaced areas and materials,

- planting plans, specifications and schedules, planting size, species and numbers/densities, trees to be retained and a scheme for the timing / phasing of work.

- existing plants / trees to be retained

A detailed regime for the ongoing and long-term maintenance of all soft landscaping is also required to be submitted for approval.

The approved landscaping works shall be implemented and completed prior to the occupation of the dwelling unless otherwise agreed in writing by the Local Planning Authority.

Any trees or shrubs planted or retained in accordance with this condition which are removed, uprooted, destroyed, die or become severely damaged or become seriously diseased within 10 years of planting shall be replaced within the next planting season by trees or shrubs of similar size and species to those originally required to be planted.

Reason: To ensure that the site is satisfactorily landscaped having regard to the character of the area and the nature of the proposed development and to comply with Policy GN3 and EN3 in the West Lancashire Local Plan 2012-2027 Development Plan Document

9. Notwithstanding the Tree survey information shown on Proposed Site Plan 102B received by the Local Planning Authority on 9.10.19 an Arboricultural Impact Assessment with Arboricultural Method Statement in respect of the hawthorne trees/hedge on the sites northern boundary shall be submitted as part of the Reserve Matters application.

The Arboricultural Impact Study shall be approved in writing by the Local Planning Authority prior to the commencement of any development.

The Arboricultural Impact Study shall include the following particulars

a) the precise location of each existing tree and/or hedge on or near the sites northern boundary showing which trees are to be retained and the accurate crown spread of each tree/hedges measured at four points (N, E, S and W), and allocating a reference number to each tree and/or hedge;

b) details of the species, diameter (measured at 1.5m), approximate height and assessment of the general health and stability of each existing tree and/or hedge and an assessment of their desirability to retain as detailed in British Standard 5837 Guide for Trees in relation to construction 2012

c) details of any proposed pruning of any tree and/or hedge to be retained either within or adjacent to the site;

d) details of any likely impact to the retained trees and/or hedges due to alterations in existing ground levels, position and depth of any proposed excavations, location of any proposed buildings, roads, driveways, walls, services or any other development works on or adjacent the site

e) details of all protective measures required to retain the health and stability of all retained trees and/or hedges on or adjacent the site including; fencing, designated washing and mixing areas, designated site cabin areas, access in and out the site, special surfaces and site supervision.

The Arboricultural Method Statement shall include full details of the following:

a) Specification, Implementation, Supervision and Monitoring of the approved Tree and/or Hedge Protection Scheme

b) Specification, Implementation, Supervision and Monitoring of all approved construction works within any area designated as being fenced off or otherwise protected in the approved Tree and/or Hedge Protection Scheme

c) Timing and phasing of all arboricultural works in relation to the approved development. All works identified in the Arboricultural Impact Study shall be in accordance with British Standard documents No's. 3998:2010 and 5837:2012.

No part of the development, or works to trees/hedges, shall be carried out except in accordance with a relevant approval of this condition.

Reason: These details are required prior to the commencement of development to ensure that the proper protection of trees has been carried out and to ensure compensatory tree planting in the interests of visual amenity and to comply with Policies GN3 & EN2 in the adopted West Lancashire Local Plan 2012-2027 Development Plan Document

10. The dwelling shall not be occupied/brought into uses until details of the number and location of bird nesting boxes and bat boxes to be incorporated into the scheme have been submitted to and approved in writing by the Local Planning Authority. The bird and bat boxes shall be installed in accordance with the approved details prior to the first occupation of the dwelling and shall be retained at all times thereafter.

Reason: In the interests of biodiversity and conservation and to comply with Policies GN3 & EN2 in the adopted West Lancashire Local Plan 2012-2027 Development Plan Document.

11. Prior to construction of the dwelling hereby approved and as part of any reserve matters approval a scheme for the provision of an electric vehicle charging point shall be submitted to and approved in writing by the Local Planning Authority.

The dwelling shall not be occupied until an electric vehicle charging point has been installed in accordance with the agreed details.

Reason: In the interests of sustainability and air quality in accordance with Policy GN3 in the West Lancashire Local Plan 2012-2027 Development Plan Document

Reason for Approval

1. The Local Planning Authority has considered the proposed development in the context of the Development Plan including, in particular, the following Policy/Policies in the adopted West Lancashire Local Plan 2012-2027 Development Plan Document:

Policy GN1 - Settlement Boundaries

Policy GN3 - Criteria for Sustainable Development

Policy RS1 - Residential Development

Policy IF2 - Enhancing Sustainable Transport Choice

EN2 - Preserving and Enhancing West Lancashire's Natural Environment

together with Supplementary Planning Guidance and all relevant material considerations.

The Local Planning Authority considers that the proposal complies with the relevant Policy criteria and is acceptable in the context of all relevant material considerations as set out in the Officer's Report. This report can be viewed, or a copy provided on request to the Local Planning Authority.

Agenda Item 7e

No. 5	APPLICATION NO.	2021/0332/FUL
	LOCATION	The Food Shop 26 Bearncroft Digmoor Skelmersdale Lancashire WN8 9HG
	PROPOSAL	Demolition of existing building and erection of 3 no. retail units and stopping up of part of the highway under section 257 of the Town and Country Planning Act 1990.
	APPLICANT	Mr Tony Singh
	WARD	Digmoor
	PARISH	Unparished - Skelmersdale
	TARGET DATE	26th August 2021

1.0 REFERRAL

- 1.1 This application was to be determined under the Council's delegation scheme however Councillor Finch has requested it be referred to Committee to consider concerns regarding loss of amenity; access issues, the impact on parking; the potential for noise and disturbance and the loss of a building with architectural merit which could be an asset for meeting other community/social needs in the future.

2.0 SUMMARY

- 2.1 It is considered that the principle of retail development at this site is acceptable and that the development would not adversely impact on local or town centres. I am satisfied that the proposed building would not result in any significant detrimental impacts on the character of the area, amenity of neighbouring properties or highway safety. Subject to conditions the proposed development is considered to be compliant with the NPPF and Policies IF1, IF2, GN1 and GN3 of the West Lancashire Local Plan 2012-2027 DPD and the application is therefore recommended for approval.

3.0 RECOMMENDATION: APPROVE subject to conditions.

4.0 THE SITE

- 4.1 The site comprises of an irregularly shaped single storey building located within an estate of houses. To the rear (north) of the site is a communal car park and there are pedestrian walkways to all sides of the building. The building is currently vacant; however, its last use was for retail purposes.

5.0 THE PROPOSAL

- 5.1 The application proposes the erection of a single storey rectangular building following the demolition of the existing building. The replacement building would comprise three retail units of approx. 75sqm each. Each unit would have a bin storage area to the rear with double doors leading out to the communal car park/road to the rear. The front of each unit would be glazed with a pedestrian entrance.
- 5.2 Part of the adopted highway (i.e., the pedestrian walkway) abuts the existing building on all sides. In order to build a more regular shaped building it would need to be constructed over some parts of the adopted highway. The applicant has therefore included within their proposal the stopping-up of some sections of the highway to enable this construction to take place.

6.0 PREVIOUS RELEVANT DECISIONS

- 6.1 2021/0203/LDP - Certificate of Lawfulness - Proposed existing retail unit to be converted to 'Baby Gender Reveal' Clinic - Permitted development
- 6.2 2007/0126 - Installation of ATM cashpoint machine - Granted
- 6.3 2007/0103 - Display of illuminated ATM signage - Advert Consent Granted

7.0 CONSULTEE RESPONSES

- 7.1 United Utilities - Conditions recommended
- 7.2 LCC Highways

The site has previously been used as a retail unit. The applicant has now amended the application to include the stopping up of the adopted highway affected by this application (as indicated in pink on Drawing No 200 Rev H). LCC Highway Development Control has no objection in principle to this application and is of the opinion that the proposed development would not have a severe impact on highway safety and highway capacity within the immediate vicinity of the site. Highway Development Control recommends conditions.

- 7.3 Environmental Health Officer

The proposed development is very close to residential premises which could be adversely affected by noise and odour depending on the type of businesses that subsequently occupy the units.

I therefore feel it would be prudent to restrict the occupation to low impact types of business such as retail services, financial and professional services, or offices.

As it is a predominantly residential area, I am also of the opinion that restrictions on hours of opening should be applied. Conditions recommended.

8.0 OTHER REPRESENTATIONS

- 8.1 Letters of representation and a petition have been received which can be summarised as follows:
- Proposal will cause issues with parking, highways and pedestrian safety due to customers and deliveries using the existing car park.
 - Concerns about adverse impacts on neighbours including noise, anti-social behaviour, pollution, overlooking, loss of privacy, loss of sunlight, vandalism
 - Building will affect views from my property
 - Consider building is too big for the area. Consider the design and layout does not integrate with the architecture and aesthetic of the estate. The scale and height of the building will disrupt landscape and impact on street views.
 - Consider that there is no need for this type of development here as there are empty units in Digmoor Shopping Centre and The Concourse
 - Concerns about the type of businesses that would occupy the units
 - Consider the units would be converted to housing in the future.

9.0 SUPPORTING INFORMATION

- 9.1 The application has been supported by the following documents:
Retail Assessment

10.0 RELEVANT PLANNING POLICIES

10.1 The application site is located within the Regional Town of Skelmersdale with Up Holland as designated in the West Lancashire Local Plan Proposal Map.

10.2 National Planning Policy Framework (NPPF)

West Lancashire Local Plan 2012-2027 DPD

SP1 - A Sustainable Development Framework for West Lancashire

GN1 - Settlement Boundaries

GN3 - Criteria for Sustainable Development

IF1 - Maintaining Vibrant Town and Local Centres

IF2 - Enhancing Sustainable Transport Choice

Supplementary Planning Document, Design Guide (Jan 2008)

11.0 OBSERVATIONS OF CORPORATE DIRECTOR OF PLACE AND COMMUNITY

Principle of development

11.1 The starting point for considering the principle of development for this application is the West Lancashire Local Plan 2012-27 (WLLP) as the adopted development plan for the Borough. In this instance, Local Plan Policy IF1 (Maintaining Vibrant Town and Local Centres) is of primary relevance along with chapter 7 "Ensuring the Vitality of Town Centres" of the NPPF.

11.2 Policy IF1 states that retail and other appropriate town centre development will be encouraged within town and local centres, followed by edge of centre locations and that such uses will only be considered in out of centre locations if a specific local need is proven and there is no suitable site available within a town, village or local centre. The policy also indicates the floorspace thresholds for a retail proposal whereby an impact assessment will be required (500 sqm for comparison retail and 1,000 sqm for supermarkets). Paragraph 87 of the NPPF states that local authorities should apply a sequential test to planning applications for main town centre uses which are not in an existing centre or in accordance with an up-to-date plan. However, chapter 8 of the NPPF (Promoting healthy and safe communities) requires planning decisions to enable and support healthy lifestyles through the provision of infrastructure and community facilities such as local shops.

11.3 The proposed development would not be within a town or local centre however the proposal is for replacement of an existing retail use with a limited, 40 square metre, increase in retail floorspace. I do not consider this to be of sufficient scale to require the applicant to demonstrate local need and / or accordance with the sequential approach. In addition, the increase in floorspace is significantly below the threshold requiring an impact assessment of WLLP Policy IF1. Furthermore, the proposed development would ensure the retention in this location of local shops in accordance with chapter 8 of the NPPF.

11.4 Therefore, whilst the proposal is in an out of centre location, in my view it would not be contrary to national and local policy relating to town centre and retail development.

Design / Layout

11.5 All development should comply with the requirements of policy GN3 which, along with the Council's SPD Design Guide, requires that new development should be of a scale, mass

and built form which responds to the characteristics of the site and its surroundings. Care should be taken to ensure that buildings do not disrupt the visual amenities of the streetscene because of their height, scale, or roofline.

- 11.6 The existing single storey building has an unusual shape and design that is not directly in keeping with the style of the surrounding residential development which comprises of gabled properties with a mixture of two and three storey heights. In my view the proposed building would be more in keeping with the style of the surrounding properties and would be single storey in height. This would ensure it remains a subservient building within the locality. The proposed materials would be brick and concrete tile which is considered to be appropriate in this location. A bin/storage area is proposed to be provided inside the building for each unit which will ensure that the site can be kept tidy.
- 11.7 I am satisfied that the proposed development would be in keeping with the surrounding development and would not have a harmful impact on the street scene. On that basis I consider the proposal complies with the requirements of local plan policy GN3.

Impact on residential amenity

- 11.8 Policy GN3 of the West Lancashire Local Plan (2012-2027) DPD allows development provided it retains or creates reasonable levels of privacy, amenity, and sufficient garden/outdoor space for occupiers of the neighbouring and proposed properties.
- 11.9 The eastern elevation of the building will be approx. 13m from the properties on that side of the site which is the same distance as the original building however the eaves height will be approx. 400mm lower. The extended wall will be separated from the dwellings by their private gardens and a public walkway as is the case now. I do not consider that the proposal would result in a significant harmful impact on those dwellings as a result of overshadowing or loss of light. The building is single storey and there are no windows in the side elevations therefore there will be no adverse impacts as a result of overlooking.
- 11.10 To the south of the site there is a row of dwellings which lie directly adjacent to the public pathway. The proposed replacement building would be in the same position as the existing building with a separation distance of approx. 12m between the buildings. Whilst the windows in the existing building are set at a slight angle, I do not consider the positioning of the proposed windows and doors would result in a loss of privacy that would be significantly more harmful than the existing situation due to the distance between the buildings.
- 11.11 The existing use of the building is for retail purposes and retaining this use in the new building is considered to be appropriate in this mainly residential location subject to a condition restricting the hours of use and types of use that can occupy the premises. The Environmental Health Officer has raised concerns regarding the potential impact on neighbouring properties of late opening hours. As the type of business model of the future occupants of the premises is unknown at this time, it is considered that a condition restricting the units to a limited set of opening hours would be appropriate. If in the future an occupant wishes to alter those hours, the suitability of such a proposal can be assessed as part of a formal application.
- 11.12 I note that concerns have been raised in regard to anti-social behaviour that may be associated with the future use of the buildings. It cannot be presumed that this will occur as a result of the proposed development and it must be born in mind that the site has previously been used for retail purposes.

11.13 On balance I am satisfied that the proposal for new retail units would not result in undue harm to the amenity of local residents and that the proposed development complies with the requirements of local plan policy GN3 1(iii).

Highways

11.14 Policy GN3 of the West Lancashire Local Plan 2012-2027 DPD states that development should incorporate suitable and safe access and road layout design in line with latest standards. Parking should be provided in accordance with policy IF2.

11.15 I have consulted the Highway Authority who raise no objection to the proposed building and its use for retail purposes and consider the development would not have a severe impact on highway safety in the area. In addition, no objection has been raised to the proposed stopping-up of the highway subject to recommended conditions.

11.16 There is no dedicated car parking provided within the application site, either for the existing or proposed units. An existing communal car park lies to the north of the building which, as in the current situation, would be used if customers arrive by car. It is considered that the additional parking requirement that results from the small increase in floor space can be accommodated within this car park. A separate cycle store has been proposed to the side of the building which can be used by customers. I note that the Highway Officer has requested an electric vehicle charging point be provided as part of the development. As the development does not include the provision of any new car parking spaces in the applicant's control, I do not consider that a condition to require this would be reasonable or enforceable.

11.17 It is my view the development complies with the requirements of policies IF2 and GN3 in relation to highway impacts.

Drainage

11.18 The Council's drainage engineer has reviewed the application with regard to the disposal of foul and surface water, and the flood risk associated with this application. The application form indicates that the foul sewage will discharge to the mains drainage system and surface water would be directed to a soakaway.

11.19 In terms of flood risk the site is located in Flood Zone 1 and outside areas susceptible to surface water flooding so the risk of flooding is considered to be low.

11.20 In principle I have no objection to the proposed development however a condition is recommended requiring full details of a drainage scheme to be submitted for approval.

12.0 CONCLUSION

12.1 The proposed development involves the replacement of a former retail store with new purpose designed retail units. It is considered that the scheme will not have an adverse impact on town or local centres and the design of the units is considered acceptable for their proposed location. I am satisfied that the proposal will not have a significant impact on the amenities of nearby residents or parking provision in the locality and it is therefore recommended that planning permission be granted.

13.0 RECOMMENDATION

13.1 That planning permission be GRANTED subject to the following conditions:

Condition(s)

1. The development must be begun not later than the expiration of three years beginning with the date of this permission.
Reason: To comply with the requirements of Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.
2. The development hereby approved shall be carried out in accordance with details shown on the following plans:
Site location plan received by the Local Planning Authority on 15th March 2021
Plan reference 201 received on 12th April and
Plan reference 200 revK received on 2nd December 2021.
Reason: For the avoidance of doubt and to ensure compliance with the provisions of Policy GN3 in the adopted West Lancashire Local Plan 2012-2027 Development Plan Document.
3. No development of the hereby approved scheme shall commence until such time as the area of existing adopted highway (as shown hatched magenta on Drawing No. 200 Rev K) has been stopped up under the appropriate legal process (Section 257 of the Town & Country Planning Act) in consultation with the local planning authority and the highway authority.
Reason: These details are required prior to the commencement of development to safeguard the safety and interests of the users of the highway and to ensure that the development complies with the provisions of Policy GN3 in the West Lancashire Local Plan 2012-2027 Development Plan Document.
4. No development shall take place (including investigation work, demolition, siting of site compound/welfare facilities) until a survey of the condition of the adopted highway has been submitted to and approved in writing by the Local Planning Authority. The extent of the area to be surveyed must be agreed by the Highways Authority prior to the survey being undertaken. The survey must consist of:
 - A plan to a scale of 1:1000 showing the location of all defects identified;
 - A written and photographic record of all defects with corresponding location references accompanied by a description of the extent of the assessed area and a record of the date, time and weather conditions at the time of the survey.No building or use hereby permitted shall be occupied or the use commenced until any damage to the adopted highway has been made good to the satisfaction of the Highway Authority.
Reason: These details are required prior to the commencement of development to ensure that any damage to the adopted highway sustained throughout the development process can be identified and subsequently remedied at the expense of the developer and to ensure that the development complies with the provisions of Policy GN3 in the West Lancashire Local Plan 2012-2027 Development Plan Document.
5. Prior to any part of the development hereby permitted taking place a scheme showing the areas for a site compound including the siting of office, storage of plant and materials and measures to prevent the transfer of mud out of the site shall be submitted to and approved in writing by the local planning authority. All works which form part of the approved scheme shall be implemented while any demolition/construction works are in operation.
Reason: These details are required prior to the commencement of development in order to protect the amenity of neighbouring occupiers and to comply with the provisions of Policy GN3 in the adopted West Lancashire Local Plan 2012-2027 Development Plan Document.
6. No development shall take place until a strategy for the separate foul and surface water drainage of the development is, including any necessary infiltration measures, attenuation

measures, maintenance management proposals, and phasing of delivery if applicable, approved in writing by the Local Planning Authority. The surface water drainage strategy must take account of the relevant provisions of the Non-Statutory Technical Standards for Sustainable Drainage Systems (March 2015) or any subsequent replacement standards. The drainage scheme must be completed in accordance with the approved details and, if applicable, the approved phasing of the scheme. The MicroDrainage mdx file, if available, is required to aid the checking of design calculations.

Reason: These details are required prior to the commencement of development to prevent increased risk of flooding by ensuring the satisfactory storage of and disposal of surface water from the site and to comply with Policy GN3 in the adopted West Lancashire Local Plan 2012-2027 Development Plan Document.

7. No loading/unloading of vehicles and no deliveries shall be taken at or dispatched from the site, outside the hours of 0800 and 1800 Monday to Friday nor at any time on Sundays, Bank or Public Holidays.
Reason: To safeguard the amenities of nearby residents and to comply with Policy GN3 in the adopted West Lancashire Local Plan 2012-2027 Development Plan Document.
8. The units shall not be open outside of the following times: 0800 – 1800 Monday to Friday, 0900 – 1700 Saturdays. The use shall not operate at all on Sundays or Bank or Public Holidays without the prior approval in writing of the Local Planning Authority.
Reason: To safeguard the amenities of nearby residents and to comply with Policy GN3 in the adopted West Lancashire Local Plan 2012-2027 Development Plan Document.
9. No mechanical extraction / ventilation system shall be installed within the site until details of such systems have been submitted to and approved in writing by the Local Planning Authority.
Reason: To safeguard local residents from noise and disturbance, and to comply with Policy GN3 in the West Lancashire Local Plan 2012-2027 Development Plan Document.
10. No raw materials, finished or unfinished products or parts, crates, materials, waste, refuse or any other item shall be stacked or stored outside any building on the site without the prior approval in writing of the Local Planning Authority.
Reason: In the interests of visual amenity and to comply with Policy GN3 in the West Lancashire Local Plan 2012-2027 Development Plan Document.
11. Notwithstanding any description of materials in the application, no above ground construction works shall take place until samples and / or full specification of materials to be used externally on the building(s) have been submitted to and approved in writing by the Local Planning Authority. Such details shall include the type, colour and texture of the materials and should be reflective of those within the surrounding area, unless otherwise agreed in writing by the Local Planning Authority.
The development shall be carried out only in accordance with the agreed schedule of materials and method of construction.
Reason: To ensure that the external appearance of the building(s) is satisfactory, and that the development therefore complies with the provisions of Policy GN3 in the adopted West Lancashire Local Plan 2012-2027 Development Plan Document.
12. Notwithstanding the provisions of the Town and Country Planning (Use Classes) Order 1987 (as amended), the premises to which this permission relates shall be used for a use that falls within use class E(a), E(c) and E(g)(i) and for no other purpose, including any other use falling within Class E of the Schedule to that Order or in any provision equivalent to that Class in any statutory instrument revoking and re-enacting that Order, except with the prior grant of a further planning permission.

Reason: To enable the Local Planning Authority to assess any proposal for a further change of use, whether or not it falls within the same Use Class and to comply with Policy GN3 in the West Lancashire Local Plan 2012-2027 Development Plan Document.

Note(s)

1. The grant of planning permission will require the developer to obtain the appropriate permits to work on, or immediately adjacent to, the adopted highway network. The applicant should be advised to contact Lancashire County Council's Highways Regulation Team, who would need a minimum of 12 week's notice to arrange the necessary permits. They can be contacted on lhsstreetworks@lancashire.gov.uk or on 01772 533433
2. This consent does not give approval to a connection being made to Lancashire County Council's highway drainage system.

Reason for Approval

1. The Local Planning Authority has considered the proposed development in the context of the Development Plan including, in particular, the following Policy/Policies in the adopted West Lancashire Local Plan 2012-2027 Development Plan Document:

SP1 - A Sustainable Development Framework for West Lancashire

GN1 - Settlement Boundaries

GN3 - Criteria for Sustainable Development

IF1 - Maintaining Vibrant Town and Local Centres

IF2 - Enhancing Sustainable Transport Choice

together with Supplementary Planning Guidance and all relevant material considerations. The Local Planning Authority considers that the proposal complies with the relevant Policy criteria and is acceptable in the context of all relevant material considerations as set out in the Officer's Report. This report can be viewed or a copy provided on request to the Local Planning Authority.

No.6	APPLICATION NO.	2021/1308/WL3
	LOCATION	7 Manor Crescent Burscough Ormskirk Lancashire L40 7TW
	PROPOSAL	Single storey side and rear extension for bedroom and level access shower room. Ramped access to front and rear.
	APPLICANT	West Lancashire Borough Council
	WARD	Burscough West
	PARISH	Burscough
	TARGET DATE	31st January 2022

1.0 SUMMARY

1.1 This application is for adaptations to a Council property to meet the needs of the tenants. The proposal includes provision of a single storey extension and ramped access to front and rear. The proposal will not be detrimental to the amenities of adjoining residents or the visual amenity of the area and adequate on-site car parking is retained. The scheme complies with the relevant policies in the adopted Local Plan.

2.0 RECOMMENDATION: APPROVE with conditions.

3.0 THE SITE

3.1 The site comprises a two-storey semi-detached dwelling located at the end of a cul-de-sac which is accessed off Manor Road. The property is surrounded by residential development.

4.0 THE PROPOSAL

4.1 The application proposes the erection of a single storey side and rear extension following the demolition of an existing outhouse. The proposed extension will form a ground floor bedroom and level access shower room and is an adaptation required due to the disability of the current occupant. The proposal also includes the creation of a ramped access to the front and rear elevations and the replacement of an existing rear kitchen window with a doorway.

5.0 PREVIOUS RELEVANT DECISIONS

5.1 None

6.0 CONSULTEE RESPONSES

6.1 Environmental Protection (18.11.2021) - A contaminated land assessment is not required for this application,

7.0 OTHER REPRESENTATIONS

7.1 None received.

8.0 SUPPORTING INFORMATION

8.1 None received.

9.0 RELEVANT PLANNING POLICIES

9.1 The application site is located within the Key Service Centre of Burscough as designated in the West Lancashire Local Plan Proposal Map.

9.2 National Planning Policy Framework (NPPF)

West Lancashire Local Plan 2012-2027 DPD
GN1 - Settlement Boundaries
GN3 - Criteria for Sustainable Development
IF2 - Enhancing Sustainable Transport Choice

Supplementary Planning Document, Design Guide (Jan 2008)

9.3 Burscough Parish Neighbourhood Plan 2017-2027

10.0 OBSERVATIONS OF CORPORATE DIRECTOR OF PLACE AND COMMUNITY

10.1 The main considerations for this application are

- i) Design
- ii) Impact on residential amenity
- iii) Highway impacts

Design

10.2 Policy GN3 in the Local Plan advises that proposal for development should be of high-quality design and have regard to visual amenity and complement or enhance their surroundings.

10.3 The proposed extension would be L shaped, measuring 3.15 metres in width at its narrowest point, accommodating the shower room and approximately 5.2 metres in width to the rear, accommodating the bedroom. Its maximum length would be approx. 6.75 metres. The extension would have a pitched roof, with a height of 2.5 metres to the eaves and approximately 4 metres to the ridge. It would be constructed in materials to match the existing dwelling.

10.4 Given the extension would be set back from the front elevation of the property and the presence of an existing outhouse in a similar location, which is to be demolished to make way for the development, the proposal will have no significant impact on the appearance of the streetscene or the host property. The design and materials are appropriate. I am therefore satisfied that in terms of its design, the extension is compliant with Policy GN3 in the Local Plan, the relevant policies in the Burscough Neighbourhood Plan and the Council's SPD Design Guide.

Impact on Residential Amenity

10.5 The proposed side extension would be inset from the party boundary with number 6 Manor Crescent. The application site is triangular so the distance that the proposed extension is inset from the party boundary increases towards the rear. There are no side facing windows proposed although the extension would feature a side door giving access to a proposed ramped access to the rear garden.

10.6 The neighbouring property at number 6 has a similar single storey side extension with a main habitable room window in the elevation facing the application site. At present 7 Manor Crescent has a storage structure adjacent to the party boundary, to the side of the

outhouse. Furthermore, the window in the neighbouring extension is clearly overlooked from the rear garden given the low boundary fence. On balance, given the presence of the existing outhouse and storage structure, the single storey design, and the oblique angles between the existing extension at number 6 and the proposed development, I am satisfied that the impact of the development on number 6 Manor Crescent would not significantly worsen the current situation and would not warrant a refusal of this application.

- 10.7 In relation to number 8 Manor Crescent, the proposed extension is inset from the party boundary by approximately 4 metres. No side facing windows are proposed. The scheme also includes the replacement of a kitchen window with a door to give access to the rear garden. Given the single storey design of the extension and separation distance from the boundary, together with the existing boundary fencing, I am satisfied that there will be no significant impact from the proposed development on the residential amenities of occupants of number 8 Manor Crescent.
- 10.8 Although a rear facing bedroom window is proposed in the extension, given the existing boundary treatment, retained separation distance to the party boundary and single storey design of the extension, I am satisfied that there will be no significant impact on the properties to the rear of the site.

Highway Impacts

- 10.9 At present the frontage of the site is hard surfaced and could accommodate parking for two vehicles. The proposed extension and ramped access to the front door would not interfere with the level of parking available. Whilst the property will be converted from 3 to 4 bedroomed, given the location of the site at the head of a cul-de-sac, where on-street car parking is available immediately outside the application site, I am satisfied that the level of on-site car parking remains appropriate

11.0 CONCLUSION

- 11.1 The application complies with Policy GN3 in the West Lancashire Local Plan and the relevant policies in the Burscough Neighbourhood Plan as the proposed development will not be detrimental to the amenities of neighbouring properties, the character of the area of highway conditions in the vicinity of the site.

12.0 RECOMMENDATION

- 12.1 That planning permission be GRANTED subject to the following conditions:

Condition(s)

1. The development must be begun not later than the expiration of three years beginning with the date of this permission.
Reason: To comply with the requirements of Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.
2. The development hereby approved shall be carried out in accordance with details shown on the following plans:
Plan reference: Proposed Single Storey Extension
received by the Local Planning Authority on 18th January 2022
Reason: For the avoidance of doubt and to ensure compliance with the provisions of Policy GN3 in the adopted West Lancashire Local Plan 2012-2027 Development Plan Document.

3. The materials to be used on the external surfaces of the extension hereby permitted shall match those of the existing building in type, size, colour and texture. If the applicant or developer has any doubts as to whether the proposed materials do match, they should check with the Local Planning Authority before commencement of the building works.
Reason: To ensure that the external appearance of the building(s) is satisfactory, and that the development therefore complies with the provisions of Policy GN3 in the adopted West Lancashire Local Plan 2012-2027 Development Plan Document.

Reason for Approval

1. The Local Planning Authority has considered the proposed development in the context of the Development Plan including, in particular, the following Policy in the adopted West Lancashire Local Plan 2012-2027 Development Plan Document:

GN3- Criteria for Sustainable Development

together with Supplementary Planning Guidance and all relevant material considerations. The Local Planning Authority considers that the proposal complies with the relevant Policy criteria and is acceptable in the context of all relevant material considerations as set out in the Officer's Report. This report can be viewed, or a copy provided on request to the Local Planning Authority.



**EXECUTIVE OVERVIEW
AND SCRUTINY
COMMITTEE: 13 January 2022**

PLANNING COMMITTEE: 9 February 2022

CABINET: 8 March 2022

Report of: Corporate Director of Place & Community

Relevant Portfolio Holder: Cllr G Owen

**Contact for further information: Heidi McDougall (Extn. 5191)
(Heidi.mcdougall@westlancs.gov.uk)**

SUBJECT: PLANNING SERVICES REVIEW UPDATE REPORT

Wards Affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To outline the proposed actions and update members on progress with implementing the recommendations of the planning services review.

2.0 RECOMMENDATIONS TO EXECUTIVE OVERVIEW & SCRUTINY COMMITTEE

2.1 That the Committee consider the report and that the agreed comments of the Executive Overview and Scrutiny Committee on the Planning Services Review Update Report be passed to Cabinet for their consideration.

3.0 RECOMMENDATIONS TO CABINET

3.1 That Cabinet note the Summary Level Project Plan, attached at appendix 1

4.0 RECOMMENDATIONS TO PLANNING COMMITTEE

4.1 That the agreed comments of Planning Committee be forwarded to the Corporate Director Place and Community for consideration in consultation with the relevant Portfolio Holder.

5.0 BACKGROUND

- 5.1 In June 2021, Cabinet agreed to the implementation of the recommendations from the Planning Services Review Report.
- 5.2 A working group was established, made up of representatives from across the council including the planning service, the business intelligence team, IT, the communication and digital team and planning support, led by the Corporate Director of Place and Community to drive forward the implementation of the recommendations.
- 5.3 It was also agreed that Red Quadrant would continue to be involved in taking forward a number of the recommendations to create capacity and drive forward implementation.
- 5.4 Throughout June and July 2021, the working group reviewed all the recommendations made by Red Quadrant. Each recommendation was grouped according to the following themes; the steps required to accomplish each of the recommendations were then outlined and documented:
- Enforcement
 - Pre-application Process
 - Interface with Business Support
 - Complaint Handling
 - Customer Self-Service
 - Workforce Planning

These themes are dependent on the outcome of the Planning white paper, financial constraints, and staff resources. At the heart of each theme will be the use of technology to both make processes more efficient and enable customers to self-serve, improving communication and engagement and delivering a range of training for officers and members.

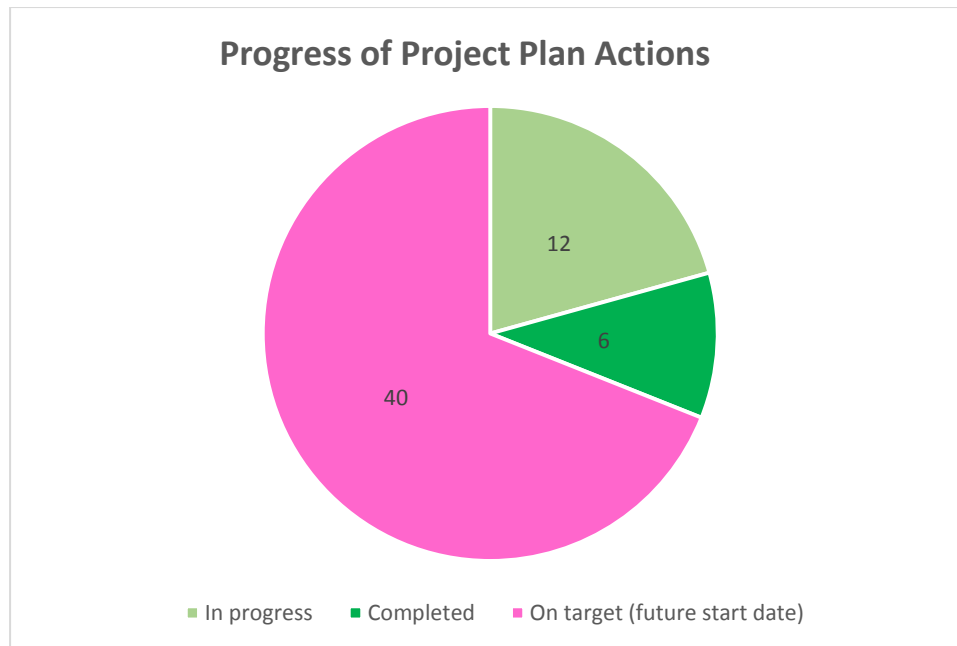
- 5.5 In September 2021, the action plan containing all the recommendations, sub tasks and timescales was agreed, albeit feedback was received requesting that future updates include specific implementation dates of future actions.

6.0 CURRENT POSITION

- 6.1 The Planning Review Implementation Project officially commenced in October 2021; the current expected completion date is November 2022. 81 recommendations were made by Red Quadrant, across 11 areas of focus. These were organised into a formal project plan, covering 56 main actions, further sub-divided into 210 individual tasks and approximate completion dates have been included. These are target dates only and will require

flexibility in delivery, due to the constraints on resources currently being experienced.

- 6.2 In order to release experienced members of the team to devote time to project delivery, the recruitment of two temporary Planning Officers was approved under delegation. The Planning Service have a statutory workload, which is currently operating with a backlog of applications, due to non-project-related vacancies within the team, and the impact of COVID-19.
- 6.3 The two temporary project posts were advertised and subsequently recruited to from within the Planning Service, promoting two Planning Officers to Senior Planning Officers providing them with value experience of dealing with more challenging applications. The two temporary Planner Officer posts (backfill positions) have been re-advertised; however, it should be noted that there is a significant lack of available Planning Officers, both locally, and nationally. This means that recruiting suitable candidates remains a challenge and it is highly likely that other options, incurring additional costs, will need to be considered, such as use of agency workers or market supplement payments to ensure that sufficient resources are secured.
- 6.4 Despite the challenges with resources, the team have made good progress in carrying out the project tasks. A copy of the updated project plan is attached at Appendix 1, which shows that the following activities have been completed:
- The quick wins have been completed, including reviewing information currently available on the website, and developing a new appointment booking system for members who wish to speak directly with Planning Officers. The appointment system was launched on 10 January 2022.
 - A review of the Enforcement Process has commenced; a full end-to-end process map detailing the steps taken by the Planning Service and the Planning Support Team (within Business Support Services) was developed; a workshop was held with Red Quadrant to discuss the Enforcement Charter; discussions have commenced regarding the interaction with Legal Services; a first draft of the new Enforcement Charter has been drafted by Red Quadrant and is currently being reviewed by the team.
 - The Pre-App process has commenced; a full end-to-end process map detailing the steps taken by the Planning Service and the Planning Support Team (within Business Support Services) was developed; opportunities and barriers were discussed and captured and are being worked through to develop a more streamlined service.
- 6.5 Of the 58 main actions derived from the Red Quadrant recommendations:



- **31%** are in progress or completed.
- **69%** are on target with scheduled future start dates. See the project plan attached in appendix 1.

6.6 The team are approximately a quarter of the way through the project lifecycle; 31% demonstrates that the project is on target and actions are progressing at a good pace.

7.0 NEXT STEPS

7.1 The working group will continue to meet on a regular basis and monitor the delivery of the actions. Progress will also be reported into the Our Future; Our People Transformation Programme Board, Cabinet, Executive Overview & Scrutiny Committee and Planning Committee as required.

7.2 The focus over the next three months will be on reviewing the Enforcement Charter, providing feedback to Red Quadrant and agreeing a final version through the appropriate committee. A workshop will be held with Legal Services to develop a Service Level Agreement and review resource. Opportunities to improve and streamline the Enforcement internal process and the Pre-App service will be examined and future processes will be mapped out and steps identified to enable implementation.

8.0 SUSTAINABILITY IMPLICATIONS

8.1 The recommendations look to modernise and make the service more efficient whilst maximising income opportunities and providing a clear offer for customers making the service more sustainable and improving customer satisfaction.

8.2 This report has no significant impacts upon crime and disorder.

9.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 9.1 The additional costs associated with recruiting temporary planning staff will be met from vacant posts and the reserve.

10.0 RISK ASSESSMENT

- 10.1 The risk of not taking forward the recommendations will continue to impact on service delivery. Regular monitoring will enable progress to be mapped and resources reviewed.
- 10.2 The risk of not recruiting to the vacant planning posts will affect service delivery and progress with implementing the review. The posts will be advertised and other options considered to ensure that sufficient resource is available.

11.0 HEALTH AND WELLBEING IMPLICATIONS

- 11.1 If additional staff resources are not provided to manage the current vacancies, daily workloads, backlog of cases and the recommendations of the review, the quantity of work could have a direct impact on the health and wellbeing of the current staff. The addition of extra resources into the team will help to create some capacity to manage this work moving forward.

Background Documents

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Report.

Equality Impact Assessment

There is no direct impact on members of the public, employees, elected members and / or stakeholders by virtue of this report. Therefore an Equality Impact Assessment is not required.

Appendices

Appendix 1 – Planning Service Review Summary Level Project Plan

REF.	MAIN ACTION RAG STATUS	RED QUADRANT RECOMMENDATION	KEY TASKS FOR DELIVERY	PROGRESS RAG STATUS	SHORT/ MEDIUM/ LONG TERM	PREDICTED DELIVERY CYCLE	START DATE	PLANNED TARGET END DATE
PLANNING ENFORCEMENT								
ENFORCEMENT 001	In progress	Produce an up to date outward focused Planning Enforcement Charter with KPI's.	Hold initial meeting to discuss the task with Red Quadrant	Completed	Short	Cycle 1	01/10/2021	28/10/2021
			Agree process with Red Quadrant for assistance with undertaking the task, in consultation with Officers & Members. Hold initial workshop.	Completed	Short	Cycle 1	01/10/2021	28/10/2021
			Red Quadrant to produce report for comment.	In progress	Short	Cycle 1	01/10/2021	31/12/2021
			Team to create opportunity to involve others and create synergy with Enforcement Charter	In progress	Short	Cycle 1	01/10/2021	31/01/2022
			Link with communications- branding; design; website.	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Red Quadrant to present to members in advance of scrutiny meetings.	On target	Short	Cycle 2	01/02/2022	31/03/2021
			Signed off at Planning Committee; Cabinet & Council.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
ENFORCEMENT 002	In progress	The Planning Service, Enforcement Team and Legal Services conduct a workshop exercise to produce an SLA based on mutual undertakings and obligations. The SLA should include KPI's, fee structure and minimum documentation requirements.	Impartial facilitator to conduct workshop with Legal Services for discussion of issues.	In progress	Short	Cycle 1	01/10/2021	31/01/2022
			Consideration of current pay re-charge for legal services and limited resources in legal for planning matters.	On target	Short	Cycle 1	01/02/2022	31/01/2022
			Conduct benchmarking exercise to compare process and practice with other authorities.	On target	Short	Cycle 1	01/02/2022	31/01/2022
			Identification of solutions.	On target	Short	Cycle 2	01/02/2022	28/02/2022
			Development of SLA once Legal and Democratic Services Manager and Monitoring Officer in place.	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Present final progress report to the Our Future Transformation Programme Board and Cabinet.	On target	Short	Cycle 2	01/02/2022	31/03/2022
ENFORCEMENT 003	On target	An Annual Report on Enforcement activities be submitted to the appropriate committees. Consideration be given to a six monthly review.	Determine the key criteria and information that will be included within the report (including key improvements made to service and tree enforcement information).	On target	Medium	Cycle 3	01/03/2022	30/04/2022
			Utilise existing template (used previously) as a starter for ten to update and further develop.	On target	Medium	Cycle 3	01/03/2022	30/04/2022
			Include Annual Enforcement Report on Forward Plan of meetings.	On target	Medium	Cycle 3	01/03/2022	30/04/2022
			Issue annual report to ONS in May of each year and Cabinet in June, with the first report issued in May 2022.	On target	Medium	Cycle 3	01/03/2022	30/04/2022
			Circulate report (by email) to all members as a Member update following Cabinet endorsement.	On target	Medium	Cycle 3	01/03/2022	30/04/2022
ENFORCEMENT 004	In progress	The Planning Service consider if capacity and risk issues can be resolved via the delegation "down" to Enforcement Officers for writing non expedient reports and reports for action.	Conduct benchmarking exercise to compare process and practice with other authorities.	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Develop process mapping of current and potential future process. (DUPLICATE OF 005.)	In progress	Short	Cycle 1	01/10/2021	31/01/2022
		The "traditional" approach to the management of Enforcement be replaced with greater accountability placed on Enforcement Officers and changes to management oversight.	Impartial facilitator (Red Quadrant/ Donald?) to conduct workshop for discussion of final process maps to finalise new approach.	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Develop a standard pre-populated template as a starter for ten for Officers to further develop, as appropriate.	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Consider changing job descriptions of Enforcement Officers to include as a key task of the role.	On target	Short	Cycle 2	01/02/2022	31/03/2022
ENFORCEMENT 005	In progress	The Planning Service and Council consider whether the absence of a seamless service is in the best interests of the Council, the planning service and the citizens and stakeholders of West Lancs.	Determine how the team currently operates and communicates with the customer (including multiple customers and wider stakeholders). Process mapping.	Completed	Short	Cycle 1	01/10/2021	31/12/2021
			Undertake customer journey mapping exercise to process map the current 'as is' and the potential 'to be'.	Completed	Short	Cycle 1	01/10/2021	31/01/2022
			Investigate complaints etc. through service now and develop a single system/ approach for communication.	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Proactively encourage a shift to move customers to self-serve (i.e. online) rather than ringing up for advice.	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Investigate opportunities to utilise different technology.	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Finalise approach for managing expectations of customers- including all stakeholders.	On target	Short	Cycle 2	01/02/2022	31/03/2022
ENFORCEMENT 006	In progress	The Planning Service consider how best Building Control officers and others can support Enforcement Officers gather and corroborate evidence when carrying out site visits.	Explore as part of wider process mapping.	In progress	Short	Cycle 1	01/10/2021	31/01/2022
			Explore capacity of role of officers to undertake the task.	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Develop recommendations to implement a revised approach and embed new process, if appropriate.	On target	Short	Cycle 2	01/02/2022	31/03/2022
PRE-APPLICATION ADVICE SERVICE								
PRE-APP 001	In progress	a) The level of charging fees for Planning Services be updated from 2016 to 2021. b) A mechanism be introduced using a variety of criteria to provide an annual review and justify of charges as part	Link to wider corporate project for fees and charges.	Completed	Short	Cycle 1	01/11/2021	31/01/2022
			Produce benchmarking information to determine current national average for fees and charges.	Completed	Short	Cycle 1	01/11/2021	30/11/2021

		to provide an annual review and upirt or charges as part of normal business in setting the Council's budget.	Once determined implement new fees and charges, including publicising revised changes to customers.	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Annually increase fees, in line with corporate approach, moving forward.	On target	Short	Cycle 2	01/02/2022	31/03/2022
PRE-APP 002	On target	The turnover of planning applications from all categories for an agreed period be utilised as a base line for predicting income generation against the costs of the fee based service.	Determine time period for assessing turnover of planning applications.	On target	Short	Cycle 2	01/02/2022	28/02/2022
			Apply formula to turnover of planning applications X proposed charging fees to determine baseline for predicting income.	On target	Short	Cycle 2	01/02/2022	28/02/2022
			Utilise baseline for predicting income to tailor processes, service structure and approach to service delivery to meet income expectations.	On target	Short	Cycle 2	01/02/2022	28/02/2022
			Undertake evaluation/ analysis on a minimum of an annual basis to assess appropriateness of fees and charges.	On target	Short	Cycle 2	01/02/2022	28/02/2022
PRE-APP 003	In progress	Financial and Planning Service include in their internal KPI financial transactions received and paid for online linked to the Validation Process.	Liaise with Finance colleagues to determine most appropriate approach to gathering and analysing financial transactions received.	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Undertake process mapping (where appropriate) to determine current 'as is' process and consider new 'to be' process.	In progress	Short	Cycle 1	01/11/2021	31/01/2022
			Re-assess current set of KPI's and include new financial KPI's	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Continue to monitor new financial KPI's to influence continuous service improvement and influence performance.	On target	Short	Cycle 2	01/02/2022	31/03/2022
PRE-APP 004	On target	a) Financial and Planning Services evaluate the costs and benefits of utilising the Planning Portal only as a means of processing offline payments as against the current range of payment options. b) The Councils Planning Web Portal be reviewed and decisions made as to which elements of planning processes should be provided solely via the governments sponsored Planning Portal.	Undertake workshop to determine scope in terms of costs and benefits.	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Utilise benchmarking information i.e. approach of Warrington.	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Look to streamline the range of payment options to online only (with the caveat of phone payment etc. in circumstances where appropriate)	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Devise approach to channel customers to the portal payment only.	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Monitor revised process to determine effectiveness.	On target	Short	Cycle 2	01/02/2022	31/03/2022
PRE-APP 005	On target	A precise explanation be provided on council documentation explaining that charges are for professional services provided by the Planning Service.	Draft statement to be produced.	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Gain approval of draft statement through appropriate channels.	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Publicise approved statement on relevant documentation and relevant WLBC website pages.	On target	Short	Cycle 2	01/02/2022	31/03/2022
PRE-APP 006	In progress	The Planning Service devise a consistent way of working for all planning staff that provides clarity to officers, elected members and applicants as to the limits of preliminary advice prior to it becoming a chargeable service.	Develop process maps to determine approach to be taken for preliminary advice and limits prior to becoming a chargeable service.	In progress	Short	Cycle 1	01/11/2021	28/02/2022
			Develop standardised approach to working practices for implementation.	In progress	Short	Cycle 1	01/11/2021	28/02/2022
			Communicate standardised approach to all stakeholders via appropriate channels of engagement.	On target	Short	Cycle 2	01/02/2022	28/02/2022
			Provide officers with necessary training and 'permissions' to challenge stakeholders if revised process is not followed/ trying to be by-passed.	On target	Short	Cycle 2	01/02/2022	28/02/2022
PRE-APP 007	On target	Planning Officers apply their time within this criteria and ensure this is recorded on Idox/Uniform for charging and management purposes.	Time recording system to be investigated. Use benchmarking information where appropriate.	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Revised time recording system to be approved.	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Revised time recording system to be implemented across the service, facilitating engagement and buy-in form all staff.	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Monitor appropriateness and effectiveness of new time management system and re-evaluate if not creating desired results.	On target	Short	Cycle 2	01/02/2022	31/03/2022
COMPLAINTS PROCESS								
COMPLAINTS 001	On target	The Planning Service affirm or otherwise that it is content that current council policy statements are sufficient reassurance to Officers who are the recipient of complaints alleging corruption and malpractice.	Review the existing process. Ensure input received from NP & JP.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
			Explore opportunity to develop a feedback process, include both compliments and complaints.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
			Develop new robust process to support and reassure Officers.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
			Create opportunities to showcase positive feedback received.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
			Link to Annual Report and utilise for continuous improvement for further service development.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
COMPLAINTS 002	On target	The Planning Service affirm or otherwise that appropriate HR support is available should it be sought under such circumstances.	Review the existing process. Ensure input received from HR.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
			Develop new robust process to strengthen current procedures.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
			Further utilise the WLBC website to manage stakeholder expectations.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
			Explore opportunity to develop a feedback process, include both compliments and complaints.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
		The Planning Service carry out an annual and sixth monthly review of complaints to identify any learning	Undertake process mapping to revise the process for monitoring of complaints and compliments to analyse the quantitative and qualitative responses received.	On target	Medium	Cycle 4	01/04/2022	30/06/2022

COMPLAINTS 003	On target	Monthly review of complaints to identify any learning opportunities (and/or gain reassurance) from complaints that may help both the planning service and corporate entity improve service delivery and reputation.	Link to EDM Project for issuing of FOI responses online.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
			Link to Annual Report and utilise for continuous improvement for further service development.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
STAKEHOLDER ENGAGEMENT & CONSULTATION								
ENGAGEMENT 001	On target	The Planning Service breakdown its weekly Planning List by Ward to enable councillors to readily become aware of planning applications.	Establish capabilities of UNIFORM to breakdown to Ward level.	On target	Long	Cycle 6	01/08/2022	30/09/2022
			Establish small working group between Planning Service and Planning Support to investigate opportunities for a new approach.	On target	Long	Cycle 6	01/08/2022	30/09/2022
			Determine clear ward boundaries for development of reports.	On target	Long	Cycle 6	01/08/2022	30/09/2022
			Begin issuing of new style reports.	On target	Long	Cycle 6	01/08/2022	30/09/2022
ENGAGEMENT 002	On target	The survey data on home working be evaluated to inform best practice working and collate any issues that impact on the planning service that may have implications for service delivery.	Undertake analysis of staff survey results.	On target	Long	Cycle 6	01/08/2022	30/09/2022
			Undertake analysis of Red Quadrant survey results.	On target	Long	Cycle 6	01/08/2022	30/09/2022
			Conduct a workshop to explore opportunities for different styles of working/ agile working.	On target	Long	Cycle 6	01/08/2022	30/09/2022
			Link with health and safety at work policies, including developing procedures to lone working on sites etc.	On target	Long	Cycle 6	01/08/2022	30/09/2022
			Link with health and wellbeing agenda, including issues surrounding mental health.	On target	Long	Cycle 6	01/08/2022	30/09/2022
			Develop a standardised approach to determine best practice and set boundaries as a team to determine flexibilities.	On target	Long	Cycle 6	01/08/2022	30/09/2022
ENGAGEMENT 003	On target	a) The Planning Service with Customer Services, Business Support and Legal Services engage in a workshop to assess process transfer and case monitoring to the first point of contact via the case management system and greater use of templates.	Conduct workshop to investigate the process and associated performance and determine what can be streamlines and/or automated.	On target	Medium	Cycle 3	01/03/2022	30/04/2022
			Process maps to be conducted. Determine use of templates; automation to be determined. Multiple channels for customer contact - look to streamline and control this process.	On target	Medium	Cycle 3	01/03/2022	30/04/2022
		b) The Planning Service review its case management processes and expectations to ensure all elements of the Planning resource have a formal responsibility and ability to respond to internal and external enquiries thereby enhancing the ability to manage case load in a seamless way.	Develop case management process with Legal Services, to track progress.	On target	Medium	Cycle 3	01/03/2022	30/04/2022
ENGAGEMENT 004	On target	The Planning Service with support from Customer Services initiate periodic customer experience interviews.	Implement sample survey approach and determine frequency of sample survey.	On target	Long	Cycle 7	01/09/2022	31/10/2022
			Undertake workshop with customer services to determine scope and availability.	On target	Long	Cycle 7	01/09/2022	31/10/2022
			Implement revised feedback process, including compliments and complaints. Promote and feedback results of analysis in a variety of formats, including Annual Report to Elected Members.	On target	Long	Cycle 7	01/09/2022	31/10/2022
			Create a customer journey based on planning perspective- not just customers itself.	On target	Long	Cycle 7	01/09/2022	31/10/2022
			Further utilise the WLBC website to manage stakeholder expectations.	On target	Long	Cycle 7	01/09/2022	31/10/2022
CONSULTATION PROCESS								
CONSULTATION 001	On target	The Parish Councils be encouraged where they have staff to accept the responsibility as the first point of contact for the promotion of awareness of local planning applications.	Engage with Parish Council's to determine their future requirements and current capabilities.	On target	Long	Cycle 7	01/09/2022	31/10/2022
			Determine whether Parish Council's have the resources and willingness to undertake this.	On target	Long	Cycle 7	01/09/2022	31/10/2022
			Determine opportunities to link with existing member training i.e. at the Parish Council Liaison Meeting.	On target	Long	Cycle 7	01/09/2022	31/10/2022
			Utilise exiting learning and development tools to strengthen our approach i.e. e-learning; Design Guide.	On target	Long	Cycle 7	01/09/2022	31/10/2022
			Be more pro-active in 'handholding' parish councils from the outset. Invest time at early stages. NOTE: Risk of high turnover and therefore wasted time of Officers.	On target	Long	Cycle 7	01/09/2022	31/10/2022
			Implement preferred approach to revise processes and support Parish Councils' through learning and development.	On target	Long	Cycle 7	01/09/2022	31/10/2022
CONSULTATION 002	On target	The Planning Service engage with developers and council partners on major applications to persuade them to deploy a wider range of tools including Planning for Real sessions that are interactive thereby promoting a greater understanding of their objectives.	Investigate opportunities to conduct 'Planning For Real' exercises.	On target	Long	Cycle 7	01/09/2022	31/10/2022
			Investigate a range of interactive tools for deployment within the service and provide recommendations for approval.	On target	Long	Cycle 7	01/09/2022	31/10/2022
			Conduct benchmarking exercise to compare process and practice with other authorities.	On target	Long	Cycle 7	01/09/2022	31/10/2022
			Escalate recommendations through approval process for implementation.	On target	Long	Cycle 7	01/09/2022	31/10/2022
ORGANISATIONAL STRUCTURES IN PLANNING								
ORGANISATIONAL 001	On target	The senior managers of the Planning Service produce a joint position statement in relation to the opportunities for change and service delivery within the context of proposals contained in the current White Paper for the Corporate Management Team.	Keep abreast of White Paper development and anticipate changes that potentially may impact the service.	On target	Long	Cycle 8	01/11/2022	30/11/2022
			Determine timescales for White Paper implementation and further develop scope for change and service delivery.	On target	Long	Cycle 8	01/11/2022	30/11/2022
			Determine if Chief Officer for design and place making is to be a requirement in the Bill.	On target	Long	Cycle 8	01/11/2022	30/11/2022

		Corporate management team.	Begin to scope 'look and feel' of what potential structure and future service will look like.	On target	Long	Cycle 8	01/11/2022	30/11/2022
ORGANISATIONAL 002	On target	The Planning Service anticipate the changes in the White Paper and review operational work practices to identify potential latent capacity and digital platforms for delivery of the service without disruption.	Keep abreast of White Paper development and anticipate changes that potentially may impact the service.	On target	Long	Cycle 8	01/11/2022	30/11/2022
			Determine timescales for White Paper implementation and further develop scope for change and service delivery.	On target	Long	Cycle 8	01/11/2022	30/11/2022
			Consult with colleagues/ partners from neighbouring authorities to share best practice and develop consistency.	On target	Long	Cycle 8	01/11/2022	30/11/2022
ORGANISATIONAL 003	On target	a) The Planning Service adopt an integrated approach to work flows and operational practices that place the responsibility for customer engagement with all elements of the Service to support a seamless service delivery and promote resilience. b) The Planning Service engage in an internal divisional workshop to consider how daily operational practices for customer engagement and satisfaction can be enhanced by all elements of planning contributing to managing the customer engagement process including telephony contact and case management. c) A business workshop exercise be conducted between the Planning service, Telephony and Business Support to identify service transfer opportunities and the means by which they can be delivered to provide a seamless service.	Undertake joint workshop with Planning Support Team to determine revised workflows and operational practices to improve service delivery.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
			Develop and undertake necessary workflows and customer journeys to identify the 'as is' and the 'to be'.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
			Create process whereby Planning Officers upload documentation to the system instead of planning support to create more efficient use of resource. New process to include development of a consistent labelling system that is clear to all.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
			Explore possibility of online booking service. Develop and implement as appropriate.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
			Develop and implement an integrated approach that is seamless for the customer.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
ORGANISATIONAL 004	On target	a) The Planning Service and HR consider pathways to promotion and development thresholds for career development based on work experience and qualifications. b) The Planning Service and HR review with trade unions and staff the range of acceptable qualifications and type of work experience relevant to becoming a Planner or career development within the Service.	Hold discussion with HR to scope potential for alternative thresholds for career development within the service. Include discussion with Trade Unions when appropriate.	On target	Long	Cycle 6	01/08/2022	30/09/2022
			Re-assess criteria and requirements within existing grading structure, with the intention to streamline and strengthen (removing unnecessary barriers to career progression).	On target	Long	Cycle 6	01/08/2022	30/09/2022
			Benchmark with other Local Authorities to learn from best practice and determine whether the career grading thresholds at West Lancashire are fit for purpose.	On target	Long	Cycle 6	01/08/2022	30/09/2022
			Develop a range of approaches which seek to retain people within the organisation, including exploring the opportunity for a career graded system based on qualification and experience. Gain approval and implement as appropriate.	On target	Long	Cycle 6	01/08/2022	30/09/2022
ORGANISATIONAL 005	On target	The Planning Service enable staff to gain experience across all divisions and develop a mutual exchange programme with other LA's.	Continue current internal programme whereby a range of staff are gaining experience in other areas of the service and expand programme where appropriate.	On target	Long	Cycle 6	01/08/2022	30/09/2022
			Create template to showcase which staff have gained experience in which areas.	On target	Long	Cycle 6	01/08/2022	30/09/2022
			Long term objective to develop in conjunction with other authorities in the local area.	On target	Long	Cycle 6	01/08/2022	30/09/2022
ORGANISATIONAL 006	Completed	Financial Services and the Planning Service review the processes, audit tracking mechanisms for determining the level of CIL/infrastructure payments to be paid and collected.	Confirm with Finance that the new 2021-22 mechanism for determining the level of CIL/ infrastructure payments is in place and working effectively.	Completed	Short	Cycle 1	15/09/2021	07/10/2021
			Review the mechanisms if required.	Completed	Short	Cycle 1	01/10/2021	07/10/2021
BUSINESS SUPPORT & CUSTOMER SERVICES								
BUS SUPPORT 001	On target	A subject and volume analysis of back office calls to Planning including failed attempts be carried out.	Determine whether the data required is currently available and if not determine approach to begin to gather it.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
			Undertake analysis of calls via statistics gathered, based on subject and volume.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
			Undertake process mapping to re-assess work flows to full capacity in Uniform.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
			Investigate the 'failed attempts' of calls to analyse why and develop an appropriate solution.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
BUS SUPPORT 002	On target	The council consider carrying out a full business mapping process exercise of a planning process that focuses on complexity, risk , customer pathways and income generation.	Investigate current customer pathways to analyse the quantity and journey made. Look at the high level journeys to showcase opportunities to improve service delivery.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
			Focus on re-developing the high level journeys to showcase opportunities to further improve service delivery.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
			Identify simple ways to improve service to customers.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
IT INFRASTRUCTURE								
IT INFRASTRUCTURE 001	Completed	West Lancs should if possible novate the contract with IDOX from BTLs in order to benefit from a more direct contractual relationship	Check with Chris Walker if the contract has been novated. The contract was novated on 1st April.	Completed				
			Check the date of contract renewal (3 year contract until 31/03/2024).	Completed				
IT INFRASTRUCTURE 002	On target	Engage with IDOX to undertake a full audit of the use of the planning system as well as provide a cost/benefit analysis of on premise v hosted delivery.	Via the user group - discuss with other councils which options work best (on premise or hosted delivery.)	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Produce a report with the current issues and possible options, including undertaking full audit (if required)	On target	Medium	Cycle 5	01/05/2022	31/07/2022

IT INFRASTRUCTURE 003	On target	Establish a user group of district councils that utilise the same systems to provide collective leverage that focuses on sharing operational practices; intelligence, problems and workaround solutions to system applications, pilot test updates and sign off regardless of whether the management of IT systems are externalised.	Discuss with user group if possible to jointly procure IDOX. Investigate practicalities of developing a system that works for everyone.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
IT INFRASTRUCTURE 004	On target	a) Following the audit, West Lancs should commission a formal programme of training on the Uniform system for all planning and planning support staff. b) Identify lead officers from within other LA's who are familiar with IDOX Uniform and commission them to provide regular training for planners on a regional or bespoke basis.	Understand what tasks need to be completed in Uniform and the full range of functionality of Uniform. Consider both planning support and planning use of Uniform/IDOX.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Undertake training gap analysis (Kate Turner has access to both and the level of skills required.)	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Identify super users for the service, with advanced training (medium term goal)	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Explore arranging a training session - joint training session between planning support and planning.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Create "how to" training guides with consistent indexing system used by planning support.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
IT INFRASTRUCTURE 005	In progress	WLBC should consider the need to upgrade display screen equipment for planning staff and within environments used for planning committee meetings	Obtain views of officers about what they require.	In progress	Short	Cycle 1	01/01/2022	31/03/2022
			Identify what equipment is currently being used.	In progress	Short	Cycle 1	01/01/2022	31/03/2022
			Identify who would like additional equipment.	In progress	Short	Cycle 1	01/01/2022	31/03/2022
			Identify what equipment is needed for onsite visits for planning committee and planning officers	On target	Short	Cycle 1	01/01/2022	31/03/2022
			Identify budget for the equipment.	On target	Short	Cycle 1	01/01/2022	31/03/2022
			Identify who is responsible for planning committee equipment (screens in the committee room and hand held devices)	On target	Short	Cycle 1	01/01/2022	31/03/2022
IT INFRASTRUCTURE 006	On target	IT facilities and access to the Idox case management system should be reviewed to enable Planning Support and Customer services to provide a wider range and deeper level of service	Identify which staff/teams can access planning systems and what they use it for	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Investigate if customer services could get basic access to view information to support phone call enquiries.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Investigate how customers can get access to updates on where their case is up to. Provide instructions on how to use the system to find out information.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
IT INFRASTRUCTURE 007	On target	The look and feel of the Planning service web planning portal (Council webpage) requires fundamental change to facilitate the promotion of the Planning Service as part of the One Council Vision and to enhance customer access and understanding.	Scoping exercise - see what the functionality is on the current webpage and compare with other LA's.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Hold workshop to look at the different options and which areas planning officers would like to implement/take forward.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Identify a web champion within planning.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
IT INFRASTRUCTURE 008	On target	a) IT systems should support the easy uploading of large files. b) The capacity of software and hardware be reviewed to enable easy downloads for large plans.	Produce/reinforce communications about the acceptable file types that can be submitted. Suggestion of the files being flattened before sending.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Link this with the action around asking people to submit applications via the planning portal.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Contact Legal Services to see if there are any issues with asking people only to submit through planning portal.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
IT INFRASTRUCTURE 009	On target	The Planning Portal (MHLG) function, templates and financial transaction services should be assessed by Planning and Finance to determine which links may offer efficiency savings in monetary and work load transfer terms.	Ensure clear signposting toward the portal on our website.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Explore the options for different types of payment.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Assess whether only to allow BACS payments for payments over a certain value.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Discuss with Service Now how this could be used for pre-apps and have an interface with IDOX.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Investigate if Planning/Planning Support can procure or be allocated Service Now licences.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
IT INFRASTRUCTURE 010	On target	a) The Council ensure that IT can support virtual site assessments and presentations to the Planning Committee. b) The Planning Service ensure its IT capabilities enable virtual site assessments to support Enforcement, Development and Policy review.	Ensure that microphones and screens work correctly in the chamber.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Look at what technology is required for members to use and arrange procurement.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Ensure that members are trained in the use of their IT equipment.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
IT INFRASTRUCTURE 011	In progress	An appointment system be introduced for Members enquiries with casual attendance at the planning office discouraged.	Coordinate a standardised approach for an appointment booking system with all planning officers.	Completed	Short	Cycle 1	15/09/2021	30/11/2021
			Produce communications to explain the new appointment booking process. To include comms to members and team.	In progress	Short	Cycle 1	15/09/2021	31/12/2021
			Comms with the team to ensure the new approach works.	In progress	Short	Cycle 1	15/09/2021	31/12/2021
			Implement the new standardised booking system approach.	In progress	Short	Cycle 1	01/12/2021	31/01/2022
			Implement and monitor new process	In progress	Short	Cycle 1	15/09/2021	31/12/2021
IT INFRASTRUCTURE 012	On target	The hardware available to Members and Officers with particular reference to visual presentations be reviewed.	Engagement to find out what the members would appreciate in terms of equipment.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Obtain costings and look at the different options for equipment.	On target	Medium	Cycle 5	01/05/2022	31/07/2022

IT INFRASTRUCTURE 013	On target	a) The issues around IT and understanding of its capabilities and limitations be addressed as outlined below. b) Given the current challenges impeding site visits the Planning Service consider how an interactive technical solution can be provided to Members and on line to the public.	Check what is required by law for information shown on drawings.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Look at the validation process - update instructions/advice for submitting plans - to include measurements.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			For more complex schemes agents to submit more detailed drawings.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
PLANNING PORTAL (WLBC WEBSITE)								
PORTAL 001	Completed	The Planning Service remove all redundant documents from the Web Portal and validate that embedded links actually function.	Currently two validation checklists on website. Old version to be removed.	Completed	Short	Cycle 1	15/09/2021	07/10/2021
			SPD's to be reviewed and old ones removed/ archived as appropriate.	Completed	Short	Cycle 1	15/09/2021	07/10/2021
PORTAL 002	Completed	The SCI's role as a critical tool for community engagement, education and promotion of the Councils reputation be reflected in the Planning Web Portal with an appropriate explanation that is more than a short link.	Appropriate explanation of the SCI's role developed and uploaded to Portal.	Completed	Short	Cycle 1	15/09/2021	07/10/2021
COMMUNICATIONS								
COMMS 001	In progress	The Planning Service consider how the current West Lancs website referencing Enforcement links can be improved to reflect the Councils Vision and Values, public access, understanding and external sources of advice including links to the Planning Portal.	Review the enforcement content on the website and the contact details that are provided.	Completed	Short	Cycle 1	15/11/2021	15/12/2021
			Benchmark against other websites from LAs.	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Design the new content.	On target	Short	Cycle 2	01/02/2022	31/03/2022
			When new policies/information are developed ensure this is uploaded.	On target	Short	Cycle 2	01/02/2022	31/03/2022
COMMS 002	On target	The Planning Service and Corporate Communications engage in a plain English review and communication strategy for Enforcement within the context of the law, planning policy and the Council's Vision and Priorities mission statement.	Look at how other LAs explain and communicate the key messages.	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Comms campaign to stress that WLBC will enforce planning regulations. Zero tolerance on abuse of officers. On website and all external communication. Review the current statement on the website regarding vexatious complaints.	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Create link to the Corporate Complaints Policy - complaints about decisions do not come under the Corporate Complaints Procedure.	On target	Short	Cycle 2	01/02/2022	31/03/2022
COMMS 003	On target	The Planning Service and Corporate Communications devise a periodical promotional campaign of the benefits of the Pre Application Advice Service.	Identify budget for the campaign.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Devise promotional campaign using a range of measures - website, Parish Councils, posters in key venues, such as DIY stores etc.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
COMMS 004	In progress	The Planning Service ensure that embedded links in web documents actually function.	Check links associated with planning are functioning.	Completed	Short	Cycle 1	15/09/2021	07/10/2021
			Explore feasibility of a digital request to LCC to create a table of contents page. Obtain costs/timescales.	Completed	Short	Cycle 1	07/10/2021	28/10/2021

			Resolve any issues with links in website documents that are identified.	Completed	Short	Cycle 1	01/12/2021	31/01/2022
			Identify top 10 most used planning webpages on our website.	On target	Short	Cycle 2	01/02/2022	31/03/2022
			Review and update top 10 most used planning webpages on our website.	On target	Short	Cycle 2	01/02/2022	31/03/2022
COMMS 005	Completed	All out-dated planning documents be removed from the councils Web Portal and time of last review dates be placed on all documents as a matter of course.	Remove outdated validation check lists from the website. Quick win.	Completed	Short	Cycle 1	15/09/2021	15/10/2021
			Add updated guidance notes on the pre-app process (along with fee schedule) and the enforcement documents. Link to the Pre-app and Enforcement actions. This is a duplicate and covered under PRE-APP 005 SO WILL BE CLOSED AND COVERED UNDER THE ABOVE ACTION.	Completed	Short	Cycle 2	N/A	N/A
COMMS 006	On target	The Planning Service and Corporate Communications reflect on how best to promote in the public eye the integrity of the Planning Service.	Create an FAQ document	On target	Medium	Cycle 5	01/05/2022	31/07/2022
COMMS 007	Completed	It is good practice in relation social media sites where Council Officers and Members are maligned to demand the Administrator remove the postings.	When this happens, look to see if the person should be directly contacted, or sent to the service manager to comment.	Completed	Short	Cycle 1	01/12/2021	31/01/2022
			Take the communication away from social media to have direct conversation.	Completed	Short	Cycle 1	01/12/2021	31/01/2022
COMMS 008	On target	The three service areas agree thresholds of access to case management systems to enable enhanced communications with the public on progress and annotations recording contact and response.	This action would be led by development management, business support and customer services. DEPENDENCY - availability of a suitable back office system.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
ELECTED MEMBER TRAINING								
MEMBER TRAINING 001	On target	a) Member Training be provided on the Enforcement Process with particular reference to prosecutions and retrospective applications. b) Democratic Services amend the Council's Constitution following agreement with Members to make formal training a condition of serving on the Planning Committee. c) A workshop training module be developed for elected members and officers that covers the Pre-Application Advice Service Charging and Validation process. d) The Planning Service in conjunction with the Planning Committee prioritise key areas of training that are essential to their role including the role of Officers in presenting Reports and recommendations.	Identify what the annual training includes.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
			Undertake gap analysis to find out what the training should include.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
			Design bitesize courses for members.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
			Develop a booklet/guide on the planning process/ FAQs - link with the enforcement plan	On target	Medium	Cycle 4	01/04/2022	30/06/2022
			Organise one training session which covers this criteria and Elected Member 002.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
			Take the suggestion to member development commission (beginning of July).	On target	Medium	Cycle 4	01/04/2022	30/06/2022
MEMBER TRAINING 002	On target	a) The Council's Constitution be amended to ensure newly elected or appointed Members to the Planning Committee may attend with Observer Status until training is provided. b) Party Leaders consider whether training for all members on Planning be mandatory.	Benchmark against other local authorities e.g. Wigan Council.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Terms of reference for the planning committee would need to be amended to say that training is mandatory.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Terms to reference taken to member development	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Taken to planning committee	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Pre-meet with the Leaders prior to any reports being submitted to Cabinet.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
			Take to Council for approval.	On target	Medium	Cycle 5	01/05/2022	31/07/2022
MEMBER TRAINING 003	On target	Democratic Services build into Members Annual diary provision for several training modules including Enforcement, Pre-Application Advice and Validation on Planning for all Members.	Planning Team to determine the possible dates.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
			Once training identified liaise with Member Services to get the dates built in.	On target	Medium	Cycle 4	01/04/2022	30/06/2022
			Prior to training session, an email to be sent out to all members.	On target	Medium	Cycle 4	01/04/2022	30/06/2022

