

There may, however, still be a need to do some retail work in-house – Craig is leading on this.

PAS

PAS were providing some additional days of general support as an overview / sounding board. It had been agreed that w/c 11 March they would start work on a Plan Review.

NEXT MEETING

The next meeting is scheduled for **Wednesday 27 February 2013 @ 2.30pm.**

MINUTES OF THE CORE STRATEGY WORKING GROUP HELD ON WEDNESDAY 27 FEBRUARY 2013

PRESENT: Cllr R Sherras (Chairman) John Heap
 Cllr Thompson Colin Hirst
 Cllr Bibby Olwen Heap
 Cllr Mirfin

APOLOGIES

Apologies for absence were submitted on behalf of Cllrs Rogerson and Knox.

MINUTES OF LAST MEETING

The minutes of the meeting held on 13 February were circulated and approved as a correct record.

CURRENT PROGRAMME

Colin circulated an updated programme for information. New additions to the programme were highlighted in bold.

The Chairman asked Colin to update the working group on each headline task.

GTAA	2 weeks behind schedule – draft report expected w/c 4 March
SHMA	Slightly off target due to extended Longridge Housing Needs Survey – draft report still expected by 15 March
SHLAA	Appraisal of new sites extended by a month – viability work needs to be built in to the timetable – report expected by 28 May
LONGRIDGE HSG NEEDS SURVEY	On target
VIABILITY ASSESSMENTS	On-going – discussing typologies. This is an absolutely vital piece of work with NPPF requiring a new approach that is only just being tested or examined nationally. The selection of test sites is being worked on – on target for 15 March. LOOK FOR EXTERNAL CONSULTANTS NOW – PRIORITY Colin to provide new timetable dates to 13 March meeting.
ELR	On-going – on target for interim report by 28 February
SERVICE CENTRE HEALTH CHECKS	On target – draft report expected w/e 8 March
SERVICES, FACILITIES & LOCAL ECONOMY	In-house work continuing – external commission may not be required – Colin will know by 13 March meeting after checking with PAS at a meeting on 7 March (Ged felt another piece of work to demonstrate to the public that

	<p>infrastructure has been investigated might be useful. He referred to the local 'Action Groups' commissioning their own pieces of work on existing infrastructure and how more houses will add pressure on this)</p> <p>Colin reminded the group that this was addressed as far as it was possible in the Infrastructure plan. It was also important to remember that the plan has to be capable of facilitating and enabling the delivery of infrastructure that the policy framework does. Other stages of the plan making process would bring more detailed consideration of these matters when allocations are dealt with. The focus is currently on the strategic level of planning which inevitably is being challenged and overtaken by the planning application process.</p>
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PAS TOOL

Colin circulated a summary sheet of the programme that highlighted a number of pinch points where time is over allocated and there is a lack of resource. The work either needs re-scheduling or some work 'needs to drop off the end'. Colin would need some administrative support in filling the tool in quickly and accurately to make best use of it.

The group asked about the progress with the recruitment of another member of staff as agreed by Policy & Finance committee. This was going through the recruitment process, although a current member of staff was working additional days to compensate. It was imperative that somebody be in post by April when a lot of the reports were due back for assessment.

There was some concern that the timetable was already slipping and that this couldn't be allowed to get any worse.

John reported that CMT had acknowledged the pressure and supported the provision of staff being temporarily being used on this project.

The working group insisted that if additional staff could not be provided internally immediately, then urgent action must be taken to find that resource elsewhere.

CH ACTION : Colin would complete the tasks outlined for 13 March 2013.

(There will be an agenda item on how to disseminate / communicate information at a future meeting.)

NEXT MEETING

The next meeting is scheduled for **Wednesday 13 March 2013 @ 2.30pm.**

MINUTES OF THE CORE STRATEGY WORKING GROUP HELD ON WEDNESDAY 13 MARCH 2013

PRESENT: Cllr R Sherras (Chairman) Marshal Scott
 Cllr Thompson Colin Hirst
 Cllr Bibby John Macholc
 Cllr Mirfin Craig Matthews
 Olwen Heap

APOLOGIES

Apologies for absence were submitted on behalf of Cllrs Rogerson and Knox.

MINUTES OF LAST MEETING

The minutes of the meeting held on 27 February were circulated and approved as a correct record.

CURRENT PROGRAMME

Colin circulated an updated programme for information. New additions to the programme were highlighted in bold.

The Chairman asked Colin to update the working group on each headline task.

GTAA	Delayed for the stakeholder interviews that should be completed by the end of March – draft report still expected regarding number of pitches by 28 March
SHMA	Draft report expected by 28 March although additional data is being looked at.
SHLAA	Progressing – Call for sites closes 22 March – a number of sites have been identified that will need to be assessed. The type of sites have now been identified for the viability assessments. The timetable has been revised for now but this may change once additional staff are in place.
LONGRIDGE HSG NEEDS SURVEY	Completed
VIABILITY ASSESSMENTS	A quote for the work to be undertaken has been acquired - £8400. This can be delivered by the end of April. More detailed discussion needed.
ELR	Work on target for interim report by 28 February Progress meeting had been held on 12 March
SERVICE CENTRE HEALTH CHECKS	Draft report expected imminently. Craig submitted a report on the summary findings – there didn't appear to be any major issues compared to the submitted Core Strategy. A lengthy discussion ensued regarding the provision of car

	<p>parking, particularly in Whalley and whether there can be land allocated specifically for a car park. Colin reassured members that there is a 'hook' that exists in the Core Strategy that means car parking can be dealt with – however he would check the strength of the wording.</p> <p>Ged commented on the individual health checks and felt that a full retail capacity assessment should still be carried out. Colin informed the group that the BE Group would not be able to refresh what they had previously done which would mean a re-commission at a cost of £25k. If there not much change, there was no point doing this.</p> <p>Craig would finalise the report for members to consider at the meeting on 20 March 2013 before any decision was made.</p>
SERVICES, FACILITIES & LOCAL ECONOMY	On – going
UPDATE SCI	Advice on queries received from CLG to inform changes Inspector's view to be sought.
UPDATE LDS	Advice on queries received from CLG to inform changes Inspector's view to be sought.
SUMMARY OF REPS TO REG 22	Lynne Calver is collating the summary schedule.
RESPONSE TO ISSUE RAISED BY NATURAL ENGLAND ON SA AND LANDSCAPE	One week behind schedule at the moment but still deliver on time
HEADROOM HOUSING UPDATE	Still on target

RESOURCES UPDATE

Colin gave a position statement with regard to staffing and budget. Interviews for the new post were due to take place on Tuesday 19 March.

SUMMARY SHEETS 5 and 6

The two summary sheets showed a comparison between a 5 day week and a 6 day week. Staff had been asked if they were willing to work extra if required. There was still no contingency included and the timetable is very tight. May still need to seek an extension from the Inspector.

This will be kept under review on a weekly basis – 20 March

VIABILITY ASSESSMENT

Additional consultancy support had been obtained from an existing supplier – Drummond Hey. An exception from Standing Orders was required for this to go ahead. The working group gave their approval for this. Marshal would speak to Jane Pearson and Diane Rice as S151 and Monitoring Officers respectively.

CH **ACTION** : Colin would complete the tasks outlined for 20 March 2013.

(There will be an agenda item on how to disseminate / communicate information at a future meeting.)

NEXT MEETING

The next meeting is scheduled for **Wednesday 20 March 2013 @ 2.30pm.**

MINUTES OF THE CORE STRATEGY WORKING GROUP HELD ON WEDNESDAY 20 MARCH 2013

PRESENT: Cllr R Sherras (Chairman) John Heap
 Cllr Thompson Colin Hirst
 Cllr Bibby Craig Matthews
 Cllr Mirfin Olwen Heap

APOLOGIES

Apologies for absence were submitted on behalf of Cllrs Rogerson and Knox and John Macholc.

MINUTES OF LAST MEETING

The minutes of the meeting held on 13 March were circulated and approved as a correct record.

CURRENT PROGRAMME

Colin showed an updated programme for information on screen and highlighted the problem areas.

SHLAA	Behind on the re-assessment of existing sites but this should not affect the overall timeframe.
ELR	Progressing - behind on <ul style="list-style-type: none"> • Future requirements • Stakeholder consultations • Wider consultation But still on target for draft report by 28 March
<u>OTHER WORK</u> 5 YEAR SUPPLY STATEMENT	Behind on establishing windfall allowance and small sites allowance
MITTON APPEAL	Behind on background review and establishing case
BARROWLANDS APPEAL	Ditto
UPDATE SCI	Advice on queries received from CLG to inform changes. Report should have gone to committee in April but due to sickness this will now be May. Inspector's view has been sought as to whether these updates are required. Awaiting a response.
UPDATE LDS	Advice on queries received from CLG to inform changes. Report should have gone to committee in April but due to sickness this will now be May. Inspector's view has been sought as to whether these updates are required. Awaiting a response.

The programme also showed there is a critical issue with regard to capacity particularly with the doubling up of Colin's time on both Core Strategy and Appeals

work. This was however, based on a 5 day week not 6 (which had been agreed with staff to work). This would be especially critical after Easter as there were no contingency measures built in for staff not wanting to work overtime or sickness, when all the consultants' reports start coming in and Colin is attending inquiries. There is also no contingency for the returning reports not being what we expect and needing work. Noted by JCH.

John reported that there are no 'forward planning' staff available but at crisis point either consultants can be used for CS work or expertise can be bought in for appeal work. Other staff resources can be made available but not 'qualified' to do the job. There is also the opportunity to use a member of staff returning from maternity leave for a period of time with an extension to the existing post holder's contract.

This will be factored into the programme and kept under review on a weekly basis.

SERVICE CENTRE HEALTH CHECKS

Craig had prepared an initial report for discussion by the group that summarised the findings of the Service Centre Health checks undertaken for Clitheroe, Longridge and Whalley during February and March 2013 and assessed the health of the local centres in line with national policy and the NPPF published in 2012. It included vitality and viability indicators; emerging buying habits; diversity of uses and overviews for each service centre.

An analysis of viability indicators showing the diversity of uses gave a breakdown of retail uses by goods type for each town centre. Although this gave a good overall view it was felt a site survey would be needed.

The conclusion in the report is that although additional data is required the service centres have not changed significantly enough to warrant a new study. However, the chairman asked the group to read it thoroughly and submit any comments to Craig who would collate them and circulate them in advance to discuss again next week.

In the meantime, Colin would check with the Inspector to see if he is expecting a new retail study as this one is 5 years old.

STAFF APPOINTMENT

An appointment had been made on a job share basis (2 people) to make the Principal Planning Officer post full time. One person is already in position and the other one would start on 2 April. This should help ease the workload.

VIABILITY ASSESSMENT

Drummond Hey has now been formally commissioned to do this piece of work. The timeframe would link into the SHLAA with reports at the end of April.

AOB

- Colin circulated the presentation from the Housing Forum on the SHMA and Local Plan viability study.
- Another issue that needs including in the 'tasks' is that of providing evidence of co-operating with neighbouring authorities. We have examples of this but they need sourcing and collating.

- Colin suggested a councillor workshop early in May that the consultants commissioned could take part in.

(There will be an agenda item on how to disseminate / communicate information at a future meeting.)

NEXT MEETING

The next meeting is scheduled for **Wednesday 27 March 2013 @ 2.00pm.** Nicole from PAS would also attend this meeting.