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Public consultation under Regulation 18  
of the Town and Country Planning (Local Planning)  
(England) Regulations 2012

# Lancaster South Area Action Plan [AAP]

## CONSULTATION & ENGAGEMENT PLAN

Shaping  
a better future

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## 1. Introduction

- 1.1 On 29 July 2020 Lancaster City Council formally adopted part of its current Local Plan: Strategic Policies & Land Allocation DPD and the Development Management DPD. Policy SG1 of the Strategic Policies & Land Allocations DPD set a broad location for growth in the South Lancaster area and a series of key growth principles for the future development. Policy SG1 did not set specific allocations of land for development or other purposes, nor did it provide a detailed planning framework through locally-specific planning policies – it did however set a commitment to prepare and deliver a new Area Action Plan DPD for growth in South Lancaster, including the delivery of Bailrigg Garden Village.
- 1.2 In light of the [declaration of a climate emergency](#)<sup>1</sup> made by Lancaster City Council in January 2019, and the rapidly evolving recognition that climate change will have a significant impact on all aspects of our lives, the City Council has made the dynamic and ambitious decision to ensure better environmental outcomes for the District as a whole, ultimately assisting with the delivery of the net zero carbon ambition of the council.

## 2. Lancaster South Area Action Plan Development Plan Document

- 2.1 South Lancaster is expected to be a significant focus of growth for Lancaster District over the coming decades and it is therefore important that that Council proactively drives growth to be of a high-standard and deliver the infrastructure necessary to support such growth. The preparation of the Area Action Plan DPD is a critical element of this to ensure that the ambitions of the Council, whether in relation to the Climate Emergency, high standard design, infrastructure and sustainable travel. Once completed the Area Action Plan will form part of the Local Plan and will be a material planning consideration to all development which is brought forward in the South Lancaster area.

### Bailrigg Garden Village

- 2.2 The creation of a new settlement in South Lancaster is a key element of the proposed growth in South Lancaster. The creation of a new Bailrigg Garden

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<sup>1</sup> <https://www.lancaster.gov.uk/sites/climate-emergency>

Village has been established through the Local Plan process and it is for the Area Action Plan to set out how this new settlement can be achieved. The ambitions of the Council are to deliver development which embeds the key principles of Garden Villages within new development including the provision of a wide range of housing, the necessary supporting infrastructure, community-led development, employment and job creation, high-quality design, the delivery of green and blue infrastructure networks and development which sits in balance with the surrounding natural environment.

- 2.3 The City Council have already undertaken significant background work in relation to how these ambitions can be achieved, via the Bailrigg Garden Village Masterplanning work led by Council-appointed consultants JTP. The masterplan prepared by JTP, will act as a basis and 'starting point' for work on the Area Action Plan which will seek to carry forward where possible its ambitions into the Area Action Plan and can be found on the council website: <https://www.lancaster.gov.uk/planning/planning-policy/south-lancaster-area-action-plan-aap>

#### Lancaster South Area Action Plan DPD – Stage of Preparation

- 2.4 The Council is at the early stage of preparing the Area Action Plan but intends to make rapid progress with its preparation in order to secure certainty for all parties over how growth in this area will be secured. It is envisaged that a draft Area Action Plan will be published for (Regulation 18) public consultation in Spring 2024. Following the consultation, the Council will seek to refine the Area Action Plan, taking account of valid comments and issue raised, to prepare a finalised version which again will be subject to public consultation later in the year before its submission to Government for its Examination by an independent Planning Inspector. It will be through the Examination process where any outstanding issues / concerns / objections will be considered by the Inspector before they make a recommendation over whether the Area Action Plan can be adopted for planning purposes. Subject to a positive recommendation by the Inspector, the Council would expect to adopt the Area Action Plan in 2024. Details on timetabling for Local Plan work can be found in the on the council website: <https://www.lancaster.gov.uk/planning/planning-policy/about-local-plan>

### 3. **Approach to Community Engagement**

- 3.1 The **Council's Statement of Community Involvement (SCI)** sets out the council's approach to community engagement. It sets out how and when we will engage with the community and other key stakeholders in preparing and revising Local Plan documents. More details can be found here:  
<https://storymaps.arcgis.com/stories/184104d5b07e4b3d88346be254333fd8>

### 4. **The Legislative Context**

- 4.1 The Planning and Compulsory Purchase Act (2004), as subsequently amended by the Localism Act 2011, provide the legal basis for producing Local Plans in England. The statutory Regulations governing Local Plan production is contained in the **Town and Country Planning (Local Planning) (England) Regulations 2012<sup>2</sup>**, as amended. Specifically, the two DPD consultations are undertaken in accordance with the following regulations:
- **Regulation 18: Preparation of a Local Plan**
  - **Regulation 19: Publication of a Local Plan**
  - **Regulation 35: The availability of documents**
  - **Regulation 36: Copies of documents**
- 4.2 The National Planning Policy Framework or NPPF sets out the Governments planning policy for England and how this should be applied throughout the planning system. The framework must be taken into account when preparing development plans, specifically Part 3, and is a material consideration in planning decisions.

### 5. **Consultation and Engagement Plan**

- 5.1 This Plan is separated into three parts:
- **Part One** sets out the background to the Local Plan along with the aims and principles that will underpin this formal consultation

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<sup>2</sup> Town and Country Planning (Local Planning) (England) Regulations 2012

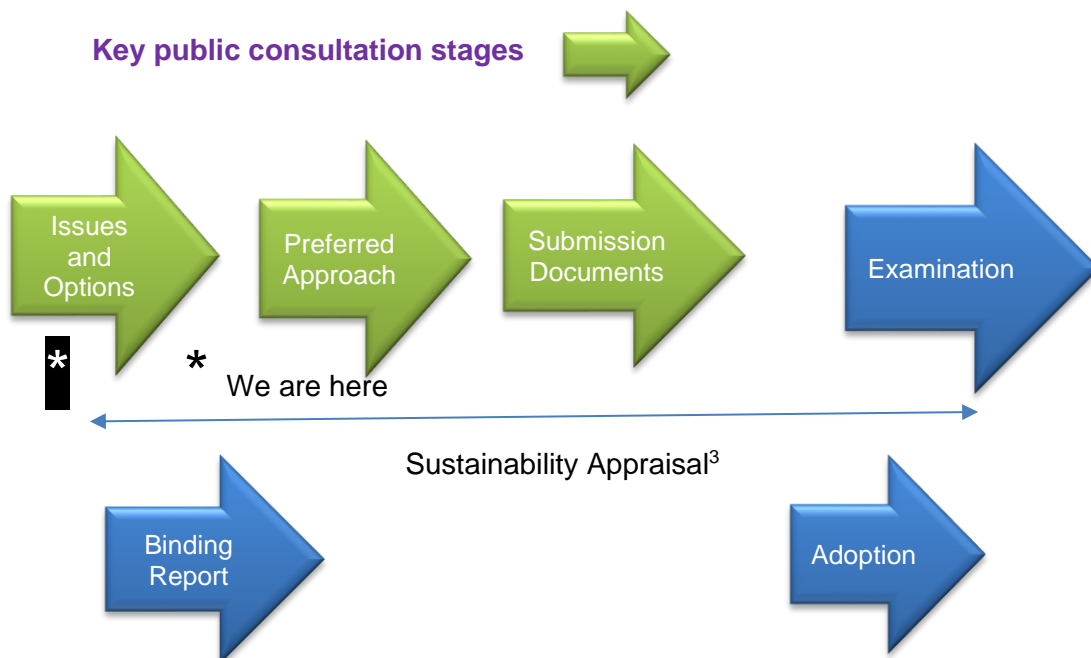


- **Part Two** which sets out how the Council will meet the aims and principles in Part One and comply with the relevant planning regulations, the adopted Statement of Community Involvement (SCI)
- **Part Three** sets out how the formal consultation will be recorded and how any comments received will be taken into consideration prior to any further consultation stages or Independent Examination.

### Part One: Background to the Local Plan

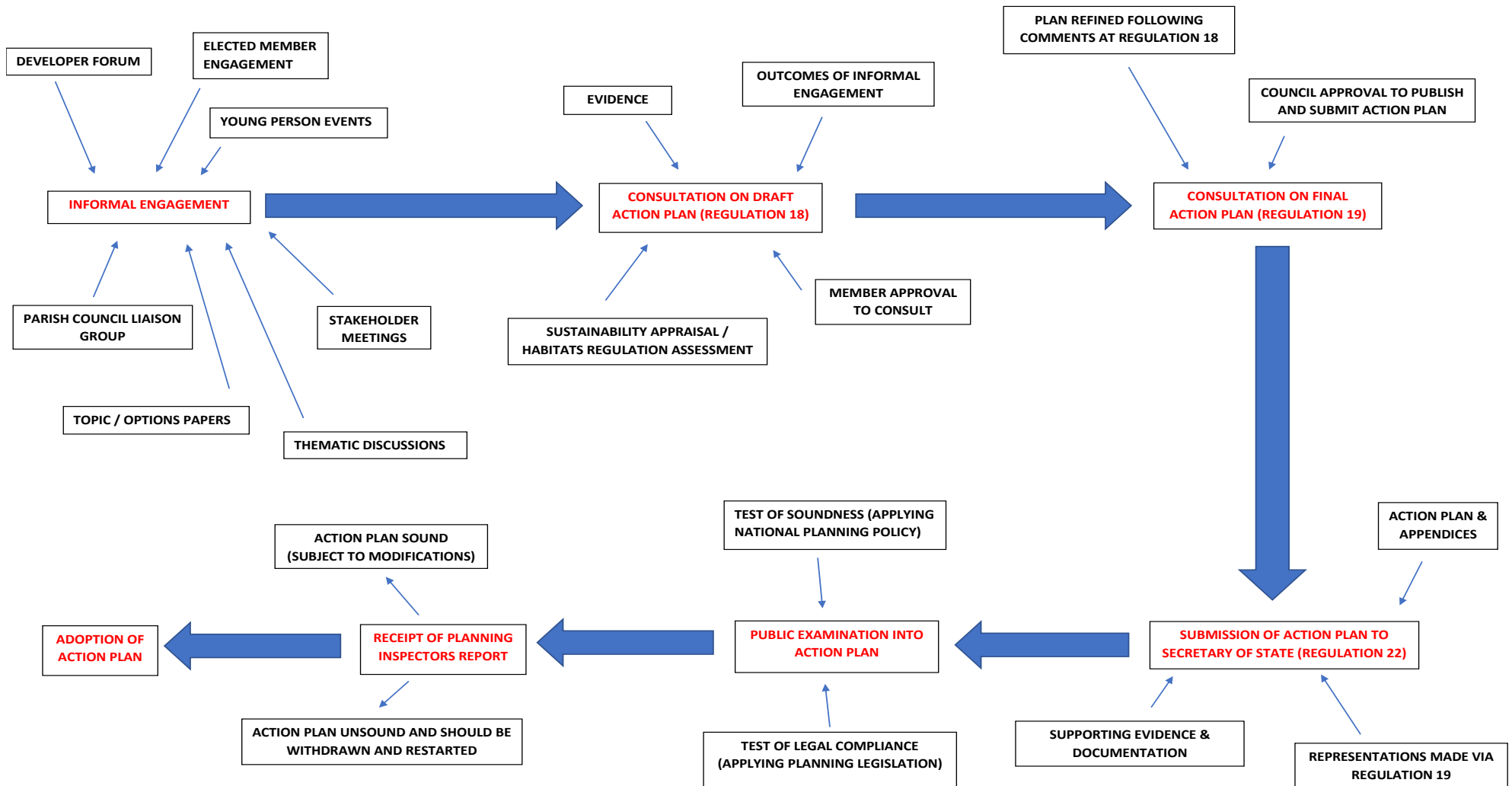
5.2 The Local Development Scheme (LDS) sets out the agreed details, timescales, and arrangements for producing Local Plan documents. It provides a detailed breakdown of when the Council anticipates reaching certain points within Plan preparation including when community involvement on a particular document is likely to take place. This can be viewed on the council website:  
<https://www.lancaster.gov.uk/planning/planning-policy/about-local-plan>

5.3 There are several stages in the preparation of any Development Plan Document; these are illustrated in the diagram below.



<sup>3</sup> Sustainability Appraisal / HRA

## FLOW DIAGRAM OF THE LANCASTER SOUTH AREA ACTION PLAN PROCESS



- 5.4 The Council is duly required to cooperate with adjoining Local Planning Authorities (LPAs) and other public bodies to maximise effectiveness of policies for strategic planning matters in the Local Plan.
- 5.5 The Council has and will continue to undertake its Duty to Cooperate discussions surrounding the Local Plan as part of plan preparation. A Duty to Cooperate Action Plan will be published following this consultation at the next stage of consultation, Regulation 19.

## **Part Two: How the Council will meet the aims and principles**

- 5.6 This Consultation and Engagement Plan has been prepared to ensure that the publication of this Local Plan is compliance with the Council's adopted SCI and associated statutory planning regulations. This plan outlines the consultation methods it will ensure that as many different stakeholders and the wider community, as appropriate, are engaged in this stage of the plan preparation process. This should ensure that as far as practicable the Lancaster District Local Plan:

- Reflects the needs of the Lancaster District, its communities and stakeholders;
- Is technically robust and based on sound information and evidence;
- Enjoys broad consensus

- 5.7 This Consultation & Engagement Plan will:

- Identify the statutory stakeholders and organisations that will be notified of the publication of the Local Plan;
- Identify how individuals, stakeholders, organisations and interested parties will be notified;
- Set out how individuals, stakeholders, organisations and the local community can make formal representations.

- 5.8 There are several principles which will underpin the approach during this consultation and engagement in support of the publication, namely:



- Identify and provide opportunities for individuals, stakeholders and interested parties to be informed of the publication of the draft Local Plan and supporting documents.
- Provide good quality, accessible and relevant information.
- Meet the requirements as set out in the relevant planning Regulations and the Councils adopted Statement of Community Involvement (SCI), where possible and in line with the temporary suspension notice.
- Meet the requirements of the Strategic Environmental Assessment (SEA) Directive with regards to consultation.
- Have due regard to the General Data Protection Regulations (GDPR) 2018.

### Part Three: Record and Publication of Consultation Responses

- 5.9 A range of stakeholders will be notified of the issuing of the consultation documents for formal representations. The Council's Statement of Community Involvement (page 31-32) provides a list of statutory bodies and key stakeholders, general consultees such as groups and organisations: <https://www.lancaster.gov.uk/planning/planning-policy/planning-policy-consultations>
- 5.10 A number of supporting and evidence base documents will be published; these are outlined in Table 1
- 5.11 Comments at Regulation 18 and Regulation 19 will be published on the Council's website. Address and contact details will be removed from published responses, however, names and any other information someone chooses to provide in their comments (including any information which allows people to identify a person) may be published. The Council reserves the right not to publish or take into account any representations which it considers offensive or defamatory. More on the [council privacy statement](#)
- 5.12 All consultation comments received during these stages of consultation will be taken into consideration prior to any further consultation stages or Independent Examination.

- 5.13 During formal consultation, the Council will promote the submission of formal written representations by electronic communications through the Council's consultation and engagement portal and will also accept comments via Email and postal submissions.
- 5.14 The Council will collate and record all representations made on the Council Online Consultation Portal, emails and letter and publish on the Council webpage in addition to producing a Consultation Statement , in line with the Council Privacy Statement and Regulation 18 and Regulation 19 legislation . Names and consultation comments will be published; other personal data will be redacted. All will be published on the council webpage.

**Table 1: Supporting/Evidence Documents**

When the Council seeks to publish a Draft Action Plan under Regulation 18 and Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012 it will seek to provide a range of documents which will look to support its publication, these are set out below:

DOCUMENT TYPE	DOCUMENT TITLES
AREA ACTION PLAN DOCUMENTS	<ul style="list-style-type: none"> <li>• Draft Area Action Plan DPD along with relevant appendices.</li> <li>• AAP added to District Wide Policies Map</li> </ul>
CONSULTATION MATERIAL	<ul style="list-style-type: none"> <li>• Leaflet to summarise the content and key issues of the Action Plan.</li> <li>• Posters which detail the consultation events which will take place.</li> <li>• An updated version of this Consultation &amp; Engagement Plan.</li> <li>• Summary note of the consultation (Statement of Representation Procedure).</li> <li>• Duty to Cooperate Statement</li> </ul>
IMPACT ASSESSEMENTS	<ul style="list-style-type: none"> <li>• Sustainability Appraisal Scoping Report.</li> <li>• Sustainability Appraisal Options Report.</li> <li>• Sustainability Appraisal of the Draft Area Action Plan.</li> <li>• Habitats Regulation Assessment of the Draft Area Action Plan.</li> <li>• Equality Impact Assessment.</li> <li>• Health Impact Assessment.</li> </ul>
EVIDENCE & SUPPORTING DOCUMENTATION	<ul style="list-style-type: none"> <li>• The Council are preparing an extensive list of evidence to inform and shape the content and direction of the Action Plan. The evidence is being published as it is completed and can be found using this link: <a href="https://storymaps.arcgis.com/stories/184104d5b07e4b3d88346be254333fd8">https://storymaps.arcgis.com/stories/184104d5b07e4b3d88346be254333fd8</a></li> </ul>

**Table 2: Mechanisms for Engagement**

Engagement Activity	Objective / Desired Outcome	Enabling Activities
<b>Elected Member Briefings</b>	<ul style="list-style-type: none"> <li>- Develop a greater understanding of the strategy and the approach adopted.</li> <li>- Gain a shared consensus and ownership of the documents.</li> <li>- Enable Members to confidently discuss plans with their local communities and residents.</li> <li>- Limit the number of unanticipated objections in later stages of plan making both from Members and the community.</li> <li>- Comply with the Regulations and the SCI.</li> </ul>	<ul style="list-style-type: none"> <li>- Member presentations</li> <li>- Issue a briefing note to provide a background and context to the consultation.</li> <li>- Invite Members to briefing sessions or offer 1:1 discussion in person or via telephone/email/online meeting</li> <li>- Issue a copy of the e-newsletter</li> <li>- Issue invites to all consultation events, and targeted invites for any events in relation specific communities/wards.</li> </ul>
<b>Press Briefing</b>	<ul style="list-style-type: none"> <li>- Local press coverage which accurately reports the nature of the consultation, intention and desired outcome with links to how to respond to the consultation and by what date.</li> </ul>	<ul style="list-style-type: none"> <li>- Issue press notice outlining the consultations</li> <li>- Discuss the plan proposals with a press official</li> <li>- Take advantage of any offers to conduct radio interviews</li> </ul>

Engagement Activity	Objective / Desired Outcome	Enabling Activities
<b>Planning Policy</b> <b>Website:</b> <a href="https://www.lancaster.gov.uk/planning/planning-policy/planning-policy-consultations">[https://www.lancaster.gov.uk/planning/planning-policy/planning-policy-consultations]</a>	<ul style="list-style-type: none"> <li>- Enable access to electronic copies of the consultation documents and supporting documents.</li> <li>- Enable access to the consultation software to make representations</li> <li>- Comply with Regulation 35 and the SCI.</li> </ul>	<ul style="list-style-type: none"> <li>- Dedicated consultation pages for the Local Plan clearly stating how to view and comment on the proposals.</li> <li>- Access to the consultation software to allow comments on specific elements of the plan and/or sites.</li> <li>- Consultation banner on all planning pages to promote the consultation.</li> </ul>
<b>Consultation Leaflet / Posters</b>	<ul style="list-style-type: none"> <li>- Enable access to information on consultation documents and supporting documents.</li> <li>- Notification with QR Code on consultation and its events / work shops</li> </ul>	<ul style="list-style-type: none"> <li>- Dedicated consultation pages for the Local Plan clearly stating how to view and comment on the proposals.</li> <li>- Distribute to businesses, schools, universities, business, Caravan Parks, Dr &amp; Dentist, Restaurants, Lodgings, Care Homes</li> <li>- Venues – Shops, Communities Together members etc across the district to display on notice boards, shop windows</li> </ul>

Engagement Activity	Objective / Desired Outcome	Enabling Activities
<b>Consultation documents available for viewing at deposit locations</b>	<ul style="list-style-type: none"> <li>- Enable access to hard copies of the consultation</li> <li>- materials for those who do not have access to a computer/the internet.</li> <li>- Comply with Regulation 35 and the SCI.</li> </ul>	<ul style="list-style-type: none"> <li>- Produce hard copies of the consultation documents will a helpful guide to assist users.</li> <li>- Posters to advertise the consultation and where to find the documents.</li> </ul>
<b>Social Media Platforms (e.g. Facebook &amp; Twitter)</b>	<ul style="list-style-type: none"> <li>- Increase promotion of the consultation to reach a wider local audience.</li> <li>- Gain comments from the local communities whom maybe affected by the proposals.</li> <li>- Limit the number of objections at later stages of plan making.</li> </ul>	<ul style="list-style-type: none"> <li>- Publish posts/tweets to promote the consultation and directing people to the consultation materials throughout the consultation.</li> </ul>
<b>Targeted consultation – Statutory Consultees (legislation requirements)</b>	<ul style="list-style-type: none"> <li>- Publicise the consultation to allow bodies to consider and comment on the proposals.</li> <li>- Limit the number of unanticipated objections at later stages of plan making.</li> </ul>	<ul style="list-style-type: none"> <li>- Email sent to statutory body notifying them of the consultation, where to find the information and how to submit comments.</li> <li>- Issue invites to specific online consultation events</li> </ul>



Engagement Activity	Objective / Desired Outcome	Enabling Activities
<b>Targeted consultation – Duty to Cooperate bodies (adjoining Local Authorities)</b>	<ul style="list-style-type: none"> <li>- Create a sense of shared understanding between the Duty to Cooperate bodies.</li> <li>- Limit the number of unanticipated objections at later stages of plan making.</li> <li>- Comply with Regulations and the SCI</li> </ul>	<ul style="list-style-type: none"> <li>- Email notifying the body of the consultation, where to find the information and how to submit comments.</li> <li>- Issue invites to specific virtual consultation events</li> <li>- Hold 1:1 virtual meetings to discuss particular issues</li> </ul>
<b>Targeted consultation – Town and Parish Councils within the Lancaster District</b>	<ul style="list-style-type: none"> <li>- Create a sense of shared understanding between the Council and the local Councils.</li> <li>- Limit the number of unanticipated objections in later stages of plan making.</li> <li>- Comply with the Regulations and the SCI</li> </ul>	<ul style="list-style-type: none"> <li>- E-newsletter sent to all Town and Parish Council's to notify them of the consultation and how to submit comment. Issue invites to specific virtual consultation events</li> </ul>
<b>Targeted consultation – General consultation bodies</b>	<ul style="list-style-type: none"> <li>- Promote a greater understanding of the Local Plans to allow bodies to comment on the proposals.</li> <li>- Limit the number of unanticipated objections in later stages of plan making.</li> <li>- Comply with the Regulations and the SCI</li> </ul>	<ul style="list-style-type: none"> <li>- Issue an e-newsletter to notify subscribers</li> <li>- Invite to specific virtual consultation events</li> </ul>

Engagement Activity	Objective / Desired Outcome	Enabling Activities
<b>Targeted consultation – Subscribers to Planning Policy mailing list</b>	<ul style="list-style-type: none"> <li>- Promote a greater understanding of the Local Plans to allow bodies to comment on the proposals.</li> <li>- Limit the number of unanticipated objections in later stages of plan making.</li> <li>- Comply with the Regulations and the SCI</li> </ul>	<ul style="list-style-type: none"> <li>- Issue an e-bulletin to notify subscribers of the consultations and how to submit comments.</li> </ul>
<b>Internal</b>	<ul style="list-style-type: none"> <li>- Promote a greater understanding of the Local Plans to allow bodies to comment on the proposals.</li> <li>- Limit the number of unanticipated objections in later stages of plan making.</li> <li>- Comply with the Regulations and the SCI</li> </ul>	<ul style="list-style-type: none"> <li>- Email all relevant Department Strategic Directors /Assistant Directors.</li> <li>- Email all Cllrs &amp; County Cllrs via Democratic Services</li> <li>- Email leads for Customer Services</li> <li>- Targeted contact will be made with key departments or officers through meetings</li> </ul>
<b>Targeted consultation – Local Strategic Partnership including:</b> <ul style="list-style-type: none"> <li>- <b>Communities Together</b></li> <li>- <b>Housing Advisory Group</b></li> <li>- <b>Climate Change Advisory Group</b></li> <li>- <b>Wellbeing Advisory Group</b></li> <li>- <b>Community Conversation Group</b></li> </ul>	<ul style="list-style-type: none"> <li>- Create a sense of shared understanding between the Council and the local partnerships to promote greater unity across all plans, policies and strategies.</li> </ul>	<ul style="list-style-type: none"> <li>- Targeted contact will be made with key contacts / officers to raise awareness of the consultations and proposals through meetings, E-mail and telephone conversations to discuss the plans.</li> </ul>

Engagement Activity	Objective / Desired Outcome	Enabling Activities
<b>(Virtual) Development Industry engagement event</b>	<ul style="list-style-type: none"> <li>- Create a sense of shared understanding between the Council and the 'Market'.</li> <li>- Gaining a 'real world' perspective in terms of viability, deliverability.</li> <li>- Limit the number of unanticipated objections in later stages of plan making.</li> </ul>	<ul style="list-style-type: none"> <li>- Invite major housing developers, agents and landowners to an (online) event</li> </ul>
<b>(Virtual) Public meetings - Area based meetings / Local Councilor / County Councilor meetings</b>	<ul style="list-style-type: none"> <li>- Increase awareness of the consultations and the proposals being put forward.</li> <li>- Promote a greater understanding of the Local Plan and the strategic direction of the individual plans to allow individuals to effectively comment on the proposals.</li> </ul>	<ul style="list-style-type: none"> <li>- Virtual exhibitions / PowerPoint videos</li> </ul>
<b>(Virtual) Public meetings</b>	<ul style="list-style-type: none"> <li>- Increase awareness of the consultations and the proposals being put forward.</li> </ul>	<ul style="list-style-type: none"> <li>- Virtual exhibitions / PowerPoint videos</li> </ul>

Engagement Activity	Objective / Desired Outcome	Enabling Activities
<b>Neighbourhood Plan Area Designations</b>	<ul style="list-style-type: none"> <li>- Promote the consultation within local communities</li> <li>- Gain a greater understanding of the views and opinions of communities within the District.</li> </ul>	<ul style="list-style-type: none"> <li>- Liaise with Parish Councils to disseminate information to local groups</li> </ul>
<b>Youth Groups</b>	<ul style="list-style-type: none"> <li>- Gain a greater understanding of the views and opinions of younger people via schools, colleges, and universities</li> </ul>	<ul style="list-style-type: none"> <li>- Targeted consultation schools, colleges and universities (if possible)</li> </ul>
<b>Minority Groups</b>	<ul style="list-style-type: none"> <li>- Gain a greater understanding of the views and opinions from people from various minority groups within the District</li> </ul>	<ul style="list-style-type: none"> <li>- Targeted consultation with faith groups across the district via the Communities Together Group Members</li> <li>- Liaise with Parish Councils and ward officers to disseminate information to local groups</li> </ul>

**Table 3: Proposed Pre-Regulation 18 Consultations & Engagement Timetable**

Audience	Purpose	Online Details
<b>Ward Member Engagement</b>	The first in a series of engagement events with Local Ward Members of the South Lancaster area to ensure that Members are fully aware of progress on the Action Plan and they have the opportunity to engage and input into the content of the Plan.	By invitation only – Ward Members of those areas directly or indirectly affected by the Action Plan.
<b>Thematic Discussions</b>	<p>The Council undertook a series of events on a range of topic areas which would be pertinent to the preparation of the Area Action Plan. This included:</p> <ul style="list-style-type: none"> <li>• Addressing the Climate Emergency;</li> <li>• Travel, Transport and Connectivity;</li> <li>• Natural Environment &amp; Delivering Green and Blue Infrastructure;</li> <li>• Infrastructure Delivery; and</li> <li>• Community Resilience.</li> </ul> <p>The discussions were structured around a series of questions in order stimulate debate amongst the participants. Details of the issues raised can be found on the Council Website.</p>	By invitation only – the participants for each of these events were selected based on their experience and organisation represented in order to secure qualitative outputs from the discussions.
<b>Developer Forum</b>	The first in a series of engagement events with the development industry and local landowners in the South Lancaster 'Broad Location for Growth' area which will explore issues around implementation and delivery of development via the Action Plan process.	By invitation only – the participants reflect those parties who are known to have land interests within the 'Broad Location for Growth' only.

Audience	Purpose	Online Details
<b>Parish Council Liaison Group</b>	There have been a number of engagement events with Parish Council representatives from those Parishes which are either directly or in-directly affected by the Acton Plan process. These sessions have sought to explore a range of issues which have been raised by the Parishes which they wish to explore further. So far this has included events on water management, the site allocations process and highways and transport.	By invitation only – the participants have been representatives from Parish Councils which are either directly or in-directly affected by the Area Action Plan.
<b>Young Person Events</b>	The City Council have worked with Lancaster University to work with young people (aged 18-30) to explore the concepts of place and how they could be applied to the Area Action Plan process. This has involved engagement with not only young people but also policy makers to consider how some of the ambitions of young people could be realised through emerging planning policy for the Action Plan.	Invitations to young people offered through a range of social media sources.
<b>Pre-Regulation 18: Topic / Options Papers Consultation (scoping)</b> <ul style="list-style-type: none"> <li>• The Climate Emergency &amp; the Low Carbon Agenda.</li> <li>• Travel, Transport &amp; Connectivity.</li> <li>• Natural Environment &amp; Green / Blue Infrastructure.</li> <li>• Infrastructure Delivery; and</li> <li>• Community Resilience.</li> </ul>	The City Council will seek to draw together the current understanding of issues which need to be addressed in the Action Plan, taking feedback from the range of informal engagement described, and highlight a series of options over how the Action Plan could progress. The Papers will include a series of questions which the Council would welcome feedback on as it starts to prepare the draft Action Plan document.	Public Engagement with all interested parties, to be published through all relevant channels as highlighted in the Council's Statement of Community Involvement.
<b>Regulation 18 draft Lancaster South AAP consultation</b>	<p>The Regulation 18 consultation marks the start of the formal engagement stage of the Lancaster South AAP Plan for the Lancaster District and represents the scoping stage deciding what should be included in the Plan.</p> <p>Regulation 18 of the Town and Country Planning (Local Planning) Regulations 2012 requires that various bodies and stakeholders be notified that the council is preparing a plan. It invites them to comment about what that plan ought to contain.</p>	Public Engagement with all interested parties, to be published through all relevant channels as highlighted in the Council's Statement of Community Involvement.



Audience	Purpose	Online Details
<b>Regulation 19 Lancaster South AAP consultation (Publication Stage)</b>	<p>The publication stage represents what the council considers to be the final version of the Lancaster South AAP. The public consultation at this stage is no longer concerned with shaping the content of the document but allows interested parties to comment on the final version of the AAP and supporting documentation before it is submitted to the Secretary of State.</p> <p>The Council seeks representations on behalf of the Secretary of State on legal compliance, compliance with the Duty to Co-operate, and the four tests of soundness - namely whether the AAP is positively prepared, justified, effective and consistent with national policy.</p>	Public Engagement with all interested parties, to be published through all relevant channels as highlighted in the Council's Statement of Community Involvement.

**Please Note:** View Appendix 2 for engagement dates, which will be updated and when consultation and engagement takes place.

### Stakeholder Engagement

We have engaged and will continue to engage with a range of key stakeholders, organisations and interested parties throughout the informal engagement process, and we will continue to welcome the opportunity to engage with these parties through the preparation of the draft Action Plan process to ensure the content and direction of the emerging Action Plan can be as informed as possible.

### How to keep Informed:

There are over 2,400 residents, businesses, developers, agents, education establishment, County Council Officers, advocacy groups and more registered on the Planning Policy Mailing list. If you have not registered to be kept informed on Local Plan updated, you can register here:

<https://lancaster.us8.list-manage.com/subscribe?u=24c5f459e7bc0bbd14e96ff21&id=ad382e8039>

Contact us: [planningpolicy@lancaster.gov.uk](mailto:planningpolicy@lancaster.gov.uk) / 01524 582383

## **Appendix 1: Availability of publication documentation at Regulation 18 and Regulation 19**

In accordance with Regulation 36, any requests made to the Council for a copy of the consultation documents (listed in Appendix 2), either in whole or part or electronic or hard copy, will be met as soon as reasonably practicable after receipt of the request. Electronic copies will be free of charge however, there will be a charge incurred for requests for a whole or part hard copy document. This charge will cover the Council's materials, printing and administration costs.

**Please note that hard copies of consultation documents will be made available at the start of the consultation period at Lancaster Town Hall and Morecambe Town Hall during office open hours.**

## Appendix 2: Record of Consultation Engagement Material – Pre-Regulation 18

**Please Note:** All documentation can be found [here](#): [BGV\_002]

### Lancaster South AAP Thematic Group engagement with organisations– February to March 2022

Ref No	Document	Engage Date
SC_01.1	Thematic Invite text	7.2.22
SC_01.2	Thematic Groups- Invite List	7.2.11
SC_01.3	Thematic Discussion Presentation - AAP Background	23.3.22
SC_01.4	Thematic Discussion 1 (Climate Emergency) - Detailed Presentation	23.2.22
SC_01.5	Thematic Discussion 1 (Climate Emergency) - Written Feedback Questionnaire	23.2.22
SC_01.6	Thematic Discussion 2 (Transport Travel Connectivity) - Detailed Presentation	24.2.22
SC_01.7	Thematic Discussion 2 (Transport Travel & Connectivity) - Written Feedback Questionnaire	24.2.22
SC_01.8	Thematic Discussion 3 (Natural Environment & GBI) - Detailed Presentation	28.2.22
SC_01.9	Thematic Discussion 3 (Natural Environment & GBI) - Written Feedback Questionnaire	28.2.22
SC_01.10	Thematic Discussion 4 (Infrastructure Delivery) - Detailed Presentation	1.3.22
SC_01.11	Discussion 4 (Infrastructure Delivery) - Written Feedback Questionnaire	1.3.22
SC_01.12	Thematic Discussion 5 (Community Resilience) - Detailed Presentation	2.2.22
SC_01.13	Thematic Discussion 5 (Community Resilience) - Written Feedback Questionnaire	2.2.22
SC_01.14	How to make a representation consultation page / consultation questions for each thematic area: <a href="https://keepconnected.lancaster.gov.uk/sl-aap-tg">https://keepconnected.lancaster.gov.uk/sl-aap-tg</a>	22.2.22
SC_1.15	<b>Thematic Report Consultation Findings</b>	May 2022

### Methodology Paper Consultation - Monday 13 June to Monday 25 July 2022

Ref No	Document	
SC_2.1	Development Potential Methodology Paper - consultation draft	13.6.22
SC_2.2	GBI Opportunities Methodology Paper - consultation draft	13.6.22
SC_2.3	How to make a representation consultation page / consultation questions: <a href="https://keepconnected.lancaster.gov.uk/admin/projects/lsaap">https://keepconnected.lancaster.gov.uk/admin/projects/lsaap</a>	13.6.22
SC_2.4	<b>Summary of consultation responses</b>	November 2022
SC_2.5_PP1	<b>Development Potential Methodology Paper Final</b>	November 2022
SC_2.6_PP2	<b>Opportunities Methodology Paper Final</b>	November 2022

## ONLINE Lancaster District Housing Developers Forum - Tuesday 17 May 2022

Ref No	Document	
SC_3.1	Developer Forum Invite	March 22
SC_3.2	Developer Forum Presentation	17.5.22

## Youth Engagement and Lancaster University May to October 2022

Ref No	Document	
SC_4.1	Background video (RTPI): <a href="https://vimeo.com/803004215">https://vimeo.com/803004215</a>	Also in 4.11
SC_4.2	Youth Democracy: <a href="https://imagination.lancaster.ac.uk/project/youth-democracy-and-sustainable-citizenship/">https://imagination.lancaster.ac.uk/project/youth-democracy-and-sustainable-citizenship/</a>	Also in 4.11
SC_4.3	Developing the Placemaking Framework: <a href="https://imagination.lancaster.ac.uk/project/developing-a-placemaking-framework-with-lancaster-city-council/">https://imagination.lancaster.ac.uk/project/developing-a-placemaking-framework-with-lancaster-city-council/</a>	Also in 4.11
SC_4.4	Placemaking Guide	Also in 4.11
SC_4.5	Placemaking Workshop 1 video: <a href="https://vimeo.com/781789679">https://vimeo.com/781789679</a>	Also in 4.11
SC_4.6	Placemaking Workshop 1 Poster invite	Also in 4.11
SC_4.7	Placemaking Workshop 2: 11 July 22 invite	17.6.2022
SC_4.8.1	Placemaking Workshop 3: 11 November 22 invite (Policy Makers)	20.9.2022
SC_4.8.2	Placemaking Workshop 3: 11 November 22 invite (Young Adults)	20.9.2022
SC_4.9	Placemaking Workshop 3: 11 November 22 - Poster	Also in 4.11
SC_4.10	Festival of Social Science link 20 October – 13 November 22: <a href="https://festivalofsocialscience.com/events/placemaking-lancaster-together-young-adults-and-policy-makers/">https://festivalofsocialscience.com/events/placemaking-lancaster-together-young-adults-and-policy-makers/</a>	Also in 4.11
SC_4.11	Placemaking storyboard / report / event photographs: <a href="https://storymaps.arcgis.com/stories/cd786e22aec74b57a8da1a6522d6739a">https://storymaps.arcgis.com/stories/cd786e22aec74b57a8da1a6522d6739a</a>	March 2023

## Topic Paper Consultation 14 November 2022 to 9 January 2023

Ref No	Document	Engage Date
SC_5.0	Consultee Introduction video: <a href="https://keepconnected.lancaster.gov.uk/lst/widgets/61209/videos/3668">https://keepconnected.lancaster.gov.uk/lst/widgets/61209/videos/3668</a>	15.11.22
SC_5.1	Planning Policy Newsletter to consultee list	15.11.22
SC_5.2	Topic Paper 1 - Establishing a Development Strategy	15.11.22
SC_5.3	Topic Paper 2 - Travel, Transport & Securing Modal Shift	15.11.22
SC_5.4	Topic Paper 3- Addressing the Climate Emergency & Community Resilience	15.11.22
SC_5.5	Topic Paper 4 - Securing GBI & Biodiversity Net Gain	15.11.22
SC_5.6	Topic Paper 5 - Water Management	15.11.22
SC_5.7	Topic Paper 6 - Creation of Sustainable Places & Communities	15.11.22
SC_5.8	Topic Paper Interim Sustainability Appraisal Report	15.11.22
SC_5.9	Topic Paper Consultation Findings	February 2023
SC_5.10	How to make a representation consultation page / consultation questions for each topic area: <a href="https://keepconnected.lancaster.gov.uk/lst-tp">https://keepconnected.lancaster.gov.uk/lst-tp</a>	15.11.22

### Lancaster South Parish Council Liaison Group Engagement

Aldcliffe-With-Stodday / Ellel / Scotforth / Thurnham with Glasson

Ref No	Document	Engage Date
SC_6.1.1	Liaison Group 1: Background & Context Invite for <b>11 May 2022</b>	13.4.22
SC_6.1.2	Liaison Group 1: Background & Context Presentation on 11 May 2022	11.05.22
SC_6.2	Liaison Group 2: Water Management Invite - with Flood Action Groups for <b>28 June 2022</b>	13.6.22
SC_6.3.1	Liaison Group 3: Site Assessment Methodology Invite for <b>22 August 2022_email 1</b>	27.7.22
SC_6.3.2	Liaison Group 3: Site Assessment Methodology Invite for 22 August 2022_email 2	16.8.22
SC_6.3.3	Liaison Group 3: Site Assessment Methodology Presentation on 22 August 2022	22.8.22
SC_6.4	Liaison Group 4: Transport Invite with county on <b>26 September 2022</b>	31.7.22
SC_6.5.1	Liaison Group 5: Topic Papers Invite for <b>7 November 2022</b>	17.10.22
SC_6.5.2	Liaison Group 5: Topic Paper Presentation on 7 November 2022	7.11.22
SC_6.6.1	Liaison Group 6: Sustainable Travel Invite with ITP for <b>14 December 2022</b>	18.11.22
SC_6.6.2	Liaison Group 6: Sustainable Travel Presentation ITP on 14 December 2022	14.2.22

### Lancaster South Ward Member Liaison Engagement

Ref No	Document	Engage Date
SC_7.1	Ward Member Liaison Engagement Invite for 12 September 2022	2.8.22
SC_7.2	Ward Member Liaison Engagement Presentation on 12 September 2022	As above