

Appendix 3: Actions agreed and outcomes from the DtC Meeting

Ref	Date of Meeting	Purpose of the Meeting and Attendees	Agreed actions	Outcomes
Lancashire County Council (LCC)				
01	17/10/19	Duty to Cooperate meeting with the Education team at LCC	Action 1: It was agreed the Central Lancashire team will provide site appraisals to LCC for comment of additional need at an early stage of the process, allowing adequate time for assessment Action 2: Provide a summary headline of education position by LCC School Team	Provided for discussion in the next DtC Meeting
02	25/01/23	Duty to Cooperate meeting with the Highways Team at LCC	N/A – meeting was not minuted	N/A
03	03/02/23	Duty to Cooperate meeting with the Public Health team at LCC	Action 1: LCC Public Health Team with provide a response to the preferred option consultation regarding hot food takeaway advice	Provided for discussion in the next DtC Meeting and policy writing for CLA
04	20/10/23	Duty to Cooperate meeting with the Education team at LCC	Action 1: CW to set up a separate meeting with LCC education over City Deal. Action 2: CLA to review the draft policies on the community infrastructure related to school Action 3: MO to provide a statement and visual explanation of school provision methodology. Action 4: send the draft Statement of Common Ground to LCC once completed.	Completed for discussion in the next DtC Meeting
05	08/01/24	Duty to Cooperate meeting with the Education team at LCC	Action 1: CLA to send LCC School the next iteration of housing projections to determine the school need Action 2: send the statement of Common Ground once updated	Provided for discussion in the next DtC Meeting
06	18/10/24	Duty to Cooperate meeting with various teams at LCC	Action 1: Discussion between CLA and Chorley is needed about future school sites in Chorley Action 2: LCC Health Team is happy to support the hot food take aways policy in the CLLP and provide CLLP with the supporting evidence	Completed for discussion in the next DtC Meeting and reflected in the Reg 19 Version of CLLP

			<p>Action 3: LCC is happy to review the draft transport and flood risk policies in the emerging CLLP</p> <p>Action 4: CLA agreed to discuss several outstanding items with LCC and draft the SoCG for discussion.</p>	
07	11/11/24	Duty to Cooperate meeting with the Education team at LCC	<p>Action 1: South Ribble to send LCC their allocations list</p> <p>Action 2: LCC School Team confirm the proposed allocation in the draft policy is correct.</p> <p>Action 3: CLA will send the allocations shapefiles to LCC and review the draft SoCG.</p> <p>Action 4: Central Lancashire to send the DOCG for review once drafted</p>	Completed for discussion in the next DtC Meeting
08	11/11/24	Duty to Cooperate meeting with the Economic Growth team at LCC	<p>Action 1: LCC confirm what they can share with LPA</p> <p>Action 2: LCC to share a list of enquiries to establish information on further employment need for strategic sites (EP LCC to discuss with Rachel the estates manager)</p> <p>Action 3: Map of employment allocations to be sent to EP LCC</p> <p>Action 4: Employment Policy Drafts to be shared in the coming days with LCC</p> <p>Action 5: CLLP have a go on wording for the SoCG and Reg. 19 response from LCC (end of next week)</p> <p>Action 6: Draft the wording for the SoCG regarding the employment section addressing any future need for strategic sites, specifically how any future need at Samlesbury Enterprise Zone would be addressed.</p>	Completed for discussion in the next DtC Meeting and reflected in the Reg 19 Version of CLLP
09	08/04/25	Duty to Cooperate meeting with the Education team at LCC	<p>Action 1: CLA to provide LCC School Team the updated housing trajectory to update the school demand</p> <p>Action 2: CLA to send the previously site suggestions of high school at Chorley to LCC School Team</p> <p>Action 3: Set up regular meetings with LCC</p>	Completed for discussion in the next DtC Meeting and preparation for the SoCG
/	Ongoing (throughout all stages of plan preparation)	Monthly Steering Group Meetings between the CLAs and LCC	N/A	N/A

/	Ongoing (April to June 2025)	Fortnightly meetings between the CLAs and various teams at LCC	N/A	N/A
Neighbouring Authorities				
10	23/04/18	Duty to Cooperate meeting with Blackburn with Darwen Borough Council	N/A – meeting was not minuted	N/A
11	09/02/21	Duty to Cooperate meeting with Blackburn with Darwen Borough Council	N/A – meeting was not minuted	N/A
12	18/11/21	Duty to Cooperate meeting with West Lancashire Borough Council	Several Cross-border issues were identified during the meeting	Further discussion in the next DtC Meeting
13	27/01/23	Duty to Cooperate meeting with Wigan Council	N/A – update on Local Plan Status for both Council	No important issues were identified.
14	08/02/23	Duty to Cooperate meeting with West Lancashire Borough Council	N/A – meeting was not minuted and updated on the Local Plan Progress	N/A
15	21/02/23	Meeting with Transport for Greater Manchester	N/A – meeting was not minuted	N/A
16	31/03/23	Duty to Cooperate meeting with Bolton Council	N/A – update on Local Plan Status for both Council	No important issues were identified.
17	08/05/24	Duty to Cooperate meeting with Wigan Council	N/A – DtC meeting for Wigan Local Plan Preparation	No important issues were identified.
18	06/11/24	Duty to Cooperate meeting with Blackburn with Darwen Council, Fylde Borough Council, Ribble Valley Borough Council and Wyre Borough Council	Action 1: South Ribble to share allocations with Blackburn with Darwin and Ribble Valley once confirmed/completed Action 2: Chorley to share allocations with Blackburn with Darwen once confirmed/completed Action 3: Preston to continue meeting with Ribble Valley about Longridge Action 4: Preston to send housing allocations to Fylde and Wyre once confirmed/completed Action 5: Each CLA to send employment allocations to each neighbouring authority once confirmed/completed Action 6: LA to send details of the economic growth corridor to Central Lancashire	Completed for discussion in the next DtC Meeting and preparation of the SoCG

			<p>Action 7: Central Lancashire to keep Wyre informed on the Transportation Study</p> <p>Action 8: Wyre to reach out to LCC about information regarding the Central Lancashire transportation study</p> <p>Action 9: KG to check if the logistics park application is still live in Chorley and inform Blackburn with Darwen</p> <p>Action 10: Central Lancashire to meet with Wyre and discuss negotiated stopping in more detail</p> <p>Action 11: LA to share information with Central Lancashire about Climate Change policies/evidence if requested.</p>	
19	13/11/24	Duty to Cooperate meeting with West Lancashire Borough Council	<p>Action 1: BV to check with JBA/Preston about SFRA update in the New Year</p> <p>Action 2: CL to check with BNG officer about irreplaceable habitats</p> <p>Action 3: BV to share GIS layer of irreplaceable habitats with WL</p> <p>Action 4: CL to set a meeting with WL to discuss the Shoreline Management Plan</p> <p>Action 5: EP to look into previous consultations with clinical care group</p> <p>Action 6: KG to ask ARC4 if West Lancashire was consulted for the GTAA update</p> <p>Action 7: All to review the 2021 meeting note (previously circulated) to confirm if any issues were missed</p> <p>Action 8: EP to look into the SoCG process more, determining if WL needs a separate one</p>	Completed for discussion in the next DtC Meeting and preparation of the SoCG
20	26/11/24	Duty to Cooperate meeting with Bolton Council, Wigan Council and Greater Manchester Combined Authority	<p>Action 1: Chorley to share allocations once they are ready.</p> <p>Action 2: Send over reports when completed from the transport assessments.</p> <p>Action 3: Share level 2 flood risk outcomes when completed.</p>	Reports sent over and progress with the SOCG.

21	06/05/25	Duty to Cooperate meeting with Wyre Borough Council	N/A – meeting was not minuted	Agreed to work on the SOCG
22	13/05/25	Duty to Cooperate meeting with Fylde Borough Council	N/A – meeting was not minuted	Agreed to work on the SOCG
23	05/06/25	Duty to Cooperate meeting with West Lancashire Borough Council	Action 1: The transport assessment Stage 0, 1a and 1b reports have been shared with WL after the meeting. The remaining report available by end of June. Action 2: CLA agreed to tidy up the wording in the education section of the SOCG. Action 3: WL to review SOCG and send another version. Action 4: CLA to share further evidence including transport assessment and education when available.	Additional work provided and SOCG draft amended to reflect the issues discussed.
24	11/06/25	Duty to Cooperate meeting with Blackburn with Darwen Borough Council	Action 1: Both parties agreed to progress on the Statement of Common Ground and list out the items that are not agreed in related to the economic needs and housing requirement.	Work continued on the SOCG
/	Ongoing	Development Plan Officers Group (DPOG) Meetings – every 3 months	N/A	N/A
Prescribed Bodies				
25	23/07/20	Strategic Flood Risk Assessment Steering Group	Action1: CLA's/EA,UU and LLFA to review the strategic recommendations for each site and add any further comments. CLLP team to collate and send on to JBA Action 2:CLAs to identify any sites still considering for allocation with are strategic recommendation A and B and for which a level 2 would be required Action 3: JBA to correct paste errors from EA mapping Action 4: Reservoir mapping to refer to link to online mapping due to limitations noted with that data	Actions completed to inform sign off of the level 1 SFRA.

			<p>Action 5: Steering group to agree position on any sites being proposed for allocation and for which a Level 2 may be required</p> <p>Action: LCC to look at how they manage information on incidences of flooding, currently not mapped and how this data can be better presented for use in the SFRA</p>	
26	30/01/23	Strategic Flood Risk Assessment (SFRA) Steering Group	<p>Action 1: SFRA Update – sewer flooding should not be in infrastructure section should be in flooding Savick brook part of site is in FZ3 – needs level 2 work.</p> <p>Action 2: Policy Direction (PD) will need to reflect the new SUDs body which is coming forward</p> <p>Action 2: Need site profiles to set out clearly any issues identified through the SFRA to enable developers to understand the issues on their proposed suggestions and ensure they are addressed at the application stage Useful to include the developer (if known) in Level 2 work to be clear what work will be required by site promoters to address and flood risk issues to ensure they are agreed upfront.</p> <p>Action 3: CLA to share GIS files of sites with the EA.</p> <p>Action 4: UU asked for water efficiency measures to be incorporated in to the PD.</p>	<p>This will be shown on the SFRA level 2.</p> <p>Completed for discussion in the next DtC Meeting and preparation of the SoCG</p>
27	31/01/23	SFRA Steering Group Meeting	<ol style="list-style-type: none"> 1. LLFA to provide changes they would like to add to the Policy Direction's. specifically, water management policy. 2. Site Allocations – LLFA have requested the shape file of the latest sites being considered 3. LLFA suggest the CLA's look at Lancaster policy on water as a good example 	<p>Provided for discussion in the next SFRA Steering Group Meeting and site appraisal for CLA</p>

			4. Each council to set up meetings with to discuss site issues with the LLFA as needed	
28	09/11/23	Strategic Flood Risk Assessment (SFRA) Steering Group	<p>Action 1: JBA and UU to discuss data on sewer flooding and incorporated into the SFRA, MW to discuss approach JBA took on Fylde SFRA with the PM for that work.</p> <p>Action 2: LPAs to keep chasing the data requests.</p> <p>Action 3: agreed to have monthly meetings with CLA team and JBA as work progress to finalising Level 1 and identifying sites for level 2</p> <p>Action 5: PCC to finalise signing of the contract.</p>	Completed for next monthly meeting
29	20/03/24	Strategic Flood Risk Assessment (SFRA) Steering Group	<p>Action 1: CLA to update site proformas</p> <p>Action 2: PC: EA comments will be shared shortly. There are a few sites which EA will suggest can be removed from allocation due to the location of FZ3b.</p> <p>Action 3: Each council to provide a list of sites that fall within FZ3b or have risk of surface water flooding that have planning permission. Whether that be full or outline. Reserved matters could address new risk info. Info to detail if sites under construction or not</p> <p>Action 4: CW: all councils to send over information on sites in FZ3b, sites with SW risk and further comments.</p> <p>Action 5: Councils should share their site assessment/approach to addressing SW with EA and LLFA with rationale as to why PPG isn't going to be followed if that is the case</p> <p>Another steering group meeting to be arranged following Easter and delivery of the draft L1 SFRA.</p>	Completed and outcomes used to help inform decision on sites required for Level 2 SFRA.
30	16/05/24	Strategic Flood Risk Assessment (SFRA) Steering Group	<p>Action 1: MW: The next step for us, with regards to letting us know the requirements of the L2 SFRA. Once we know which sites need assessing we'll</p>	Work provided to help with SRFA level 2

			<p>produce a scoping study with methodologies etc. Then we can share a cost with you and a methodology with the EA and LLFA and get their agreement on it.</p> <p>Action 2: PC: We've provided comments on all of the sites relevant to us (EA). Could you now list all of the sites you wish to bring forward and let us know whether a L2 assessment is required, and which source of flooding needs to be addressed.</p> <p>Action 3: CW: So if we get stuff over to PC/CD tomorrow and copy JBA into it as well. Once the EA and LLFA have agreed with the sites to take forward, JBA can get started on the L2 scoping assessment.</p>	
31	14/08/24	Meeting with Historic England	N/A – meeting was not minuted	N/A – Training only
32	11/12/24	Duty to Cooperate meeting with Natural England	Action1: IL to send draft policy working to CH for how to include the LNRS in the Plan. IL clarified that if the wording cannot be included, just referencing the LNRS will be sufficient.	Draft wording completed to continue working towards the plan.
33	15/01/25	Strategic Flood Risk Assessment (SFRA) Steering Group	N/A – meeting was not minuted	N/A
34	10/04/25	Strategic Flood Risk Assessment (SFRA) Steering Group	<p>Action 1: HS4.4 –LPA agreed to redraw the boundary.</p> <p>Action 2: EC4.1 –LPA to add wording to appendix 5 to cover off flood risk issues.</p> <p>Action 3: EC5.7 – NaFRA2 has increased flood risk to the site. EA request LPA to reduce the portion of the site for residential.</p>	Works completed to amend boundaries/policies.
35	09/05/25	Duty to Cooperate meeting with Natural England	Items discussed and resolved in meeting	N/A
36	05/06/25	Duty to Cooperate meeting with Historic England	Action 1: CLA will prepare a draft SoCG and aim to send it to EH within one to two weeks.	Work completed on the SOCG
37	17/06/25	Duty to Cooperate meeting with Natural England	Action 1: Agree to work towards signing a statement of common ground.	Work completed on the SOCG