



**At the request of the town or parish council, and following the designation of the Neighbourhood Area, the named Support Officer (and colleagues) will attend an inception meeting to provide a brief overview of the procedures and issues relating to neighbourhood planning. This advice will cover:**

- The scope of a neighbourhood plan.
- The relationship with the Pendle Local Plan.
- Those issues that are considered as relevant planning matters and would be suitable for inclusion within a Neighbourhood Plan.
- The legal procedures to be followed.
- Advice on any relevant strategies or policies that the Neighbourhood Plan will need to be in general conformity with, including:
  - EU Directives
  - UK legislation, policy and guidance
  - Emerging Local Plan policies
- The preparation and content of a project plan.
- Discuss methods of consultation and engagement with the statutory consultation bodies, key stakeholders and the local community, where this is required.
- Updates on potential sources of financial assistance.

We obtained a grant for assistance from a consultant in December 2020 when it became clear that we needed expert help to complete the Plan and we did not have this expertise available. However, his statement of work involved the rewriting of the Character Assessment, the Neighbourhood Plan and the Methodology for Site Assessment. It was in rewriting the Neighbourhood Plan that it was highlighted that we needed a screening report.

In trying to resolve this challenge, DR has downloaded the toolkit from Locality, [Understand-if-your-plan-requires-a-Strategic-Environmental-Assessment-SEA-2021.02.26.pdf](#) and this states:

### ***Introduction from Toolkit***

*A key stage in the neighbourhood planning process is determining whether or not SEA is required. This toolkit sets out how Local Planning Authorities (LPAs) in the first instance, and, where appropriate, neighbourhood groups, including Parish and Town Councils and Neighbourhood Forums, can determine whether an SEA is required for their Neighbourhood Plan. The process for deciding whether or not an SEA is necessary is referred to as 'screening'.*

### ***Who should screen a Neighbourhood Plan?***

*The SEA Regulations require the 'responsible authority' to 'determine' whether or not a plan is likely to have significant effects, and therefore whether SEA is required.*

*In most instances the LPA should undertake SEA screening for a Neighbourhood Plan. This is because the LPA will ultimately be responsible for ensuring that the SEA requirements have been met prior to the Neighbourhood Plan being made.*



*The LPA will also in most cases be best placed to make a screening determination, given its access to environmental information, its understanding of strategic-level planning issues and access to expertise.*

***When should a Neighbourhood Plan be screened?***

*For the SEA to be an effective process which adds significant value to plan making, it is vital that a Neighbourhood Plan is screened at the appropriate time.*

*The Neighbourhood Plan should be screened as soon as there is sufficient information available to consider whether the proposed content of the plan or its likely intent (e.g. will it allocate development sites or not?) are likely to lead to significant effects.*

*If a plan is screened relatively early in its preparation and SEA is determined to be required, this early start will ensure that there is sufficient time for the environmental assessment to properly inform the development of the Neighbourhood Plan.*

Based on this advice, it is clear that the screening should have been undertaken at a much earlier stage in 2019 or early in 2020 and, at this stage, Pendle Planning should have assisted with the production of this report.

In the absence of any assistance, DR will draft the Screening report based on the information provided in this toolkit and ask ET to review the document assuming we get another grant for his time. ACTION 31.2 DR to draft Screening report and circulate.

- 31.8 DR sent an update to Matthew Kennedy about our progress and including a request about the Screening Report (see above) and also asked about the Housing Numbers. The response was that, until Pendle Plan Part 2 is adopted, the Pendle housing number remains at 298. Since this is significantly higher than we believe the revised number will be we will continue to review when to publish the Neighbourhood Plan.
- 31.9 DR is applying for another grant from Locality to obtain assistance from Eddy Taylor until the referendum of the plan. ET to provide a workplan to be submitted. There is still some further work to do on the site assessments, including finding the owner of two fields that used to be part of Royds Farm. The road that leads to the access point is a private road owned by the owner of these fields. ACTION 31.3 DR to obtain ownership details from the Land Registry
- 31.10 As a result of the last newsletter, GW commented that Kelbrook and Sough have co-opted 3 new parish councillors and they are working on getting a new Parish clerk.
- 31.11 As the village hall is still closed due to Covid, the Steering Group agreed to continue to use Zoom for meetings. DR will continue to send the links prior to each meeting. The earlier meeting time of 5pm was preferable to all, therefore a new meeting time has been agreed.
- 31.12 There being no other business, the meeting was closed at 6.20pm.

Next Meeting – Wednesday 19th May at 5.00pm using Zoom.

D Richardson for A Wilson, Secretary