



KELBROOK AND SOUGH PARISH COUNCIL NEIGHBOURHOOD PLAN PROJECT PLAN

Introduction

Kelbrook and Sough Parish Council (KSPC) took a decision in 2017 to request permission to develop a Neighbourhood Plan for the Parish. This was approved by Pendle Council in August 2017 and the information published by the Pendle Council Planning Department who are the Local Planning Authority (LPA).

Neighbourhood planning was introduced by the Localism Act in 2011. The idea behind localism is that decision-making be passed to a more local level, from national or local government to local communities. Parish and town councils or neighbourhood forums (in unparished areas) can produce neighbourhood plans for their local areas, putting in place a strategy and policies for the future development of the area. (Taken from neighbourhoodplanning.org – Neighbourhood Plans Roadmap)

In November 2018, a newsletter was delivered to every household in the Parish asking for volunteers to help with the production of the Neighbourhood Plan. At a meeting in December 2018, the Steering Group was formed of interested residents and this meeting was chaired by the Chair of the Parish Council who outlined the process and explained about Neighbourhood Plans. At a meeting in January 2019, the Chair, Vice-Chair and Secretary of the Steering Group were elected.

This Steering Group is a sub-committee of the Parish Council with responsibility for producing a Neighbourhood Plan. The Steering Group comprises members of the Parish Council, residents in Kelbrook and Sough, a representative of the Planning Department at Pendle Council and a Pendle Councillor.

The Steering Group will meet monthly on the third Wednesday of the month to monitor progress and agree plans for the next stages. This document defines the process and the plan for delivering a Neighbourhood Plan for Kelbrook and Sough Parish.

Deliverables

The following is a list of deliverables to be produced during the process of creating a Neighbourhood Plan. This list will be added to as additional documents are identified.

Neighbourhood Plan Area Proposal

Terms of Reference

Communications Plan

Parish Survey

Theme proposals

Neighbourhood Plan

Neighbourhood Plan Steering Group



Chair	Chairs meetings. Liaises with KSPC	Debbie Richardson
Vice-Chair	Deputises for Chair. Takes on Steering Group activities	Garry Wilson
Secretary	Convenes and minutes meetings	Audrey Wilson
Steering Group Project Manager	Creates, monitors and maintains project plan (schedule). Undertakes agreed actions	Debbie Richardson
Pendle Borough Council representative	Advises on project, content and alignment with Pendle planning policy. Liaison with Pendle planning information as required	To be confirmed.
Steering Group team members	Use their individual skills and experience to undertake various aspects of project work. These are representatives of residents, businesses, local landowners and Councillors and provide different perspectives to the work	Val Kimberley Paul Maskell Linda Petrovic Stevan Petrovic Alan Wheatley Christine Wheatley Isobel Wood Andrew Oliver Kirsty Sharratt Michael Blakey
Community Communications	Develops the communications plan and ensures that all elements of the plan are kept updated	Christine Durance
PBC Planning Support officer	Liaison with the PBC planning department	Matthew Kennedy

Plan

The following table defines the key processes required to produce a Neighbourhood Plan. Subsequent sections define aspects of the Plan in more detail

Activity	Description	Responsibility	Planned date
Application	1a Application must include a map which identifies the area to which the neighbourhood area application relates 1b Application must include a statement explaining why area is considered appropriate to be designated as a neighbourhood area 1c Application must include a statement that body making area application is a relevant body	KSPC	19 June 2017 Completed



Public Notice	Pendle Planning Authority must publicise on their website and elsewhere as appropriate <ul style="list-style-type: none"> a) A copy of the area application b) Details of how to make representations c) Deadline for receipt of representations (min 6 week period) 	LPA	August 2017 Completed
	Publicising the designation of a neighbourhood area As soon as possible after designation, local planning authority must publicise the following on website and elsewhere as appropriate <ul style="list-style-type: none"> a) Name of the neighbourhood area b) Map identifying the area c) Name of the relevant body applying for designation 	LPA	Thursday 24th August 2017 Completed
Establish Steering Group	Steering Group should have terms of reference and will be overseen by the KSPC	KSPC	Completed 20 January 2019
Create Communication Plan	Agree how the communications with the community will be undertaken to ensure that, as far as possible, all members of the community are consulted.	Steering Group	April 2019
Set Objectives	Discuss and agree the objectives for the K&S plan.	Steering Group	April 2019
Develop project plan for developing neighbourhood plan	Produce a plan of activities to be undertaken and identify sub groups who will take on different parts of the plan	Chair of Steering Group	March 2019
Agree project plan	Once the plan is produced, the Steering Group will agree the plan	Steering Group	April 2019
Develop Themes	To get to a plan proposal, a number of themes are required and some investigation undertaken. The detailed plans for these are given in Section 3	Steering Group	Summer 2019
Complete Survey	To gain more information from the Community, a survey will be undertaken and then analysed. The detailed plans for these are given in Section 4	Steering Group	Summer 2019
Plan proposals	The plan proposal must include	Steering group	Dec 2019



Once approved by majority – plan brought into local force	Publicise the decision and details of where the plan can be inspected.	LPA	
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N.B. Relation to Local Plan Part 2 Pendle Core Strategy

Develop Themes

A number of themes have been identified by the Steering Group and these are being investigated and evidence sought. The themes are:

1. Heritage
 - a. Buildings and their environment (noting listed buildings)
 - b. Conservation areas
2. Environment
 - a. Flooding and weather
 - b. Wildlife including ancient woodland
 - c. Kelbrook Moor
3. Enterprise
 - a. Local businesses – impact, growth, new businesses
 - b. Tourism/Leisure
 - c. Farming
4. Sustainability
 - a. Definition
 - b. Transport
 - c. Infrastructure – electricity/broadband/gas
 - d. Education
 - e. Green Spaces
 - f. Other local facilities
5. Housing site assessments

For each theme, a proposal will be produced and work undertaken to provide evidence to be included in the plan. The themes will be allocated to members of the Steering Group who will produce the proposal and work on gathering relevant evidence.

Theme	Detailed investigation	SG members responsible	Progress update
Heritage			
1.1	Heritage/historical sites	Garry Wilson, Andy Oliver	Proposal agreed
1.2	Conservation areas		
Environment			
2.1	Environment/flooding/weather – DR, SP	Stevan Petrovic, Debbie Richardson	
2.2	Environment/ancient woodand	Garry Wilson,	Proposal



		Andy Oliver	agreed
2.3	Kelbrook Moor	Debbie Richardson	
Enterprise			
3.1	Local business identification and contacts	Christine Durance, Christine Wheatley, Alan Wheatley	
3.2			
3.3	Farming and Land use	Garry Wilson, Andy Oliver, Val Kimberley	Proposal agreed
Sustainability			
4.1	Definition		
4.2	Transport	Christine Wheatley, Alan Wheatley	
4.3	Infrastructure (electricity, gas, broadband)		
4.4	Education	Audrey Wilson	
4.5	Green spaces		
4.6	Sough	Christine Wheatley, Alan Wheatley	
4.7	Other Local Facilities		
Housing Site Assessments			
5.1	Definition of appropriate sites		
5.2	Proposal of appropriate sites		

Surveys

One of the key elements of producing a Neighbourhood Plan is involvement of the community and there are a number of ways this can be achieved. A communications plan has been produced that will align to this project plan and is not replicated here. The production, completion and analysis of surveys is critical to the success of the Neighbourhood Plan and more details are defined here.

This process can be repeated when the initial community consultation on the Plan is undertaken as well as the second consultation and referendum.

Preparation of Survey	Define the number of surveys – residents/businesses/education	Steering Group	27 March 2019	
	Agree questions to be asked on the surveys	Steering Group	March 2019	



	Determine printed/online	Steering Group	27 March 2019	
	For printed survey, set out questions and layout			
	Get survey printed			
	Distribute survey to all households			
	Set up online survey with same questions			
Completion of survey	Set up survey return points			
	Hold Community day when survey can be completed/questions answered			
	Visit all businesses to discuss the Plan and get survey completed			
	Collate data from online responses			
Analysis of survey	Collate all results of survey – printed and online			
	Agree the analysis to be undertaken	Steering Group		
	Complete the analysis			
	Report on results of analysis			
	Feed results into Neighbourhood Plan			

Risks

There are a number of risks associated with the production of a Neighbourhood Plan and some of these are identified below with the mitigating actions.

Risk	Description	Mitigating action	Update
1	The Neighbourhood Plan does not get produced	Set up a steering group and have regular meetings.	
2	The Neighbourhood Plan is not approved	Close co-operation with the LPA to ensure that sufficient evidence is provided.	
3	Agreed actions are not done by SG members	Regular meetings and updates with support if required	

