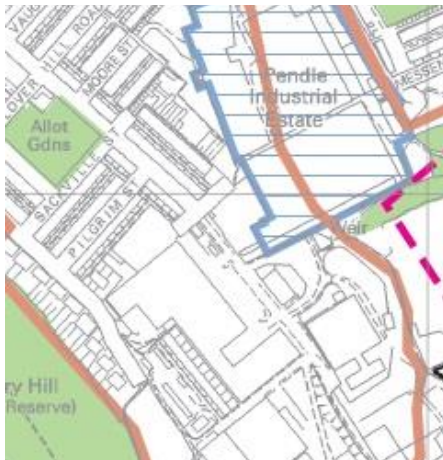
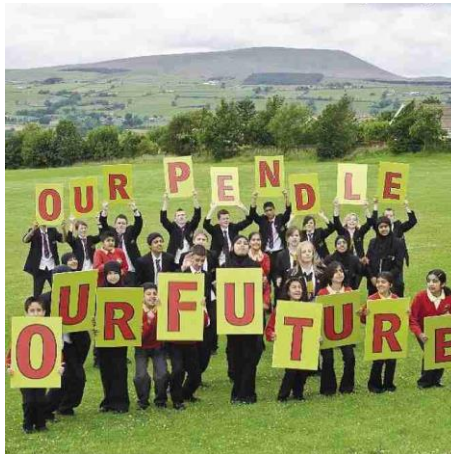


# Preparing a Local Plan for Pendle



## Local Development Scheme

**7<sup>th</sup> Revision**

**Effective: 18<sup>th</sup> March 2022**



For an alternative format of this  
document phone 01282 661330



## Versions

<b>Document:</b>	Pendle Local Development Scheme – 7 <sup>th</sup> Revision
<b>Legislation:</b>	<a href="#">Section 15 of the Planning and Compulsory Purchase Act 2004, as amended (Section 15)</a>
<b>Regulations:</b>	<a href="#">The Town and Country Planning (Local Development) (England) Regulations 2004, as amended (Part 3)</a>
<b>Author:</b>	Pendle Borough Council
<b>Document Reference:</b>	LP/PRO/001/2022

Version	Date	Detail	Prepared by	Checked by	Approved by
1.1	25.02.22	First draft	Craig Barnes	John Halton	N/A
1.2	08.03.22	Final draft	Craig Barnes	John Halton	Neil Watson



## Contents

<b>1.</b>	<b>What is the Local Development Scheme?.....</b>	<b>5</b>
<b>2.</b>	<b>Why do we need planning policy? .....</b>	<b>6</b>
	Introduction .....	6
	National Planning Policy and Guidance .....	6
	Local Planning Policy .....	7
<b>3.</b>	<b>Planning policy in Pendle.....</b>	<b>10</b>
	Introduction .....	10
	Development Plan Documents .....	10
	New Local Plan.....	11
	Joint Lancashire Minerals & Waste Local Plan .....	12
	Neighbourhood Plans .....	12
	Policies Map.....	13
	Supplementary Planning Documents.....	13
	Impact Assessment .....	16
	Evidence Base.....	17
<b>4.</b>	<b>How is new planning policy prepared?.....</b>	<b>20</b>
	Introduction .....	20
	Engagement and Consultation.....	20
	Document Preparation.....	21
<b>5.</b>	<b>Project management in plan-making .....</b>	<b>26</b>
	Introduction .....	26
	Resources .....	26
	Monitoring and Review.....	29
	Risk Assessment .....	29
<b>6.</b>	<b>Conclusions.....</b>	<b>32</b>
	Summary .....	32
	Further information .....	32

## Appendices

Appendix 1 – LDS Timetable .....	33
Appendix 2 – DPDs in preparation .....	35
Appendix 3 – SPDs in preparation .....	37
Appendix 4 – Adopted DPDs.....	42
Appendix 5 – Adopted SPDs .....	46
Appendix 6 – Glossary .....	51

## 1. What is the Local Development Scheme?

- 1.1 The [Planning and Compulsory Purchase Act 2004](#) introduced the need for local planning authorities, such as Pendle Council, to prepare and maintain a [Local Development Scheme](#) ["LDS"].
- 1.2 The LDS is the Council's three-year project plan for preparing new planning policy documents. It is the starting point for the local community and any other interested parties looking to find out more about these documents.
- 1.3 The LDS sets out details for each [Development Plan Document](#) ["DPD"] in Pendle and a timetable for its production. Although no longer required to do so, it continues to provide details of any [Supplementary Planning Documents](#) ["SPDs"]. SPDs provide additional detail and guidance to help use policies in a DPD.
- 1.4 Pendle Council prepared its first LDS in 2005 and has issued subsequent updates effective from the dates shown below:
- |  |                                 |
|--|---------------------------------|
| 1. Pendle Local Development Scheme (2004-2009) ..... | 27 <sup>th</sup> January 2005   |
| 2. First Revision (2005-2011) .....                  | 22 <sup>nd</sup> September 2005 |
| 3. Second Revision (2005-2011) .....                 | 10 <sup>th</sup> April 2007     |
| 4. Third Revision (2008-2014) .....                  | 31 <sup>st</sup> December 2008  |
| 5. Fourth Revision .....                             | 22 <sup>nd</sup> November 2012  |
| 6. Fifth Revision .....                              | 19 <sup>th</sup> June 2014      |
| 7. Sixth Revision .....                              | 17 <sup>th</sup> October 2021   |
- 1.5 The sixth revision of the LDS was adopted in October 2021. This confirmed the timetable of the Pendle Local Plan Part 2 and other SPDs. At Full Council in December 2021 members resolved to review the strategic approach of the Core Strategy and adopt a housing requirement of 142 dwellings per year. The actions required as a result of this resolution are beyond the scope of the Local Plan Part 2 as outlined by the Core Strategy<sup>1</sup>. The resolution necessitates the preparation of new evidence, further assessment and analysis, and further rounds of consultation with the community and statutory consultees. As a consequence a new local plan is being prepared. In accordance with relevant legislation this seventh revision of the LDS confirms the documents and timescales required for the new Local Plan.
- 1.6 The seventh revision supersedes all previous versions of the LDS. It sets out the work programme for the three-year period 2022-2025. The timetable for each document includes "consultation milestones". These show when there are opportunities for informal or formal engagement in the plan making process.
- 1.7 The LDS will be reviewed on a regular basis to ensure that it is up to date.
- 1.8 A full glossary, explaining the terms and acronyms used throughout this document, is included at Appendix 6.

---

<sup>1</sup> See Yellow Box Pages 13-14 of the Adopted Core Strategy

## 2. Why do we need planning policy?

### Introduction

- 2.1 Planning helps to shape the places where people live and work. Good planning makes sure that the right type of development takes place in the right location and at the right time.
- 2.2 The planning system in England is plan-led. It has undergone significant change in recent years. The government publication [Plain English guide to the Planning System](#) (January 2015) provides an overview of how the planning system in England works.
- 2.3 The policies in these plans are used to guide decisions on applications for planning permission. They help to ensure that these decisions are rational and consistent.
- 2.4 The key elements of the current system are set out below.

### National Planning Policy and Guidance

#### Legislation

- 2.5 Government legislation sets out the purpose and content of Local Plans. This information is set out in various Acts of Parliament and Statutory Instruments:
  - [The Town and Country Planning Act 1990](#)
  - [Planning and Compulsory Purchase Act 2004](#)
  - [Planning Act 2008](#)
  - [Localism Act 2011](#)
  - [Housing and Planning Act 2016](#)
- 2.6 The Government also issues legally binding Regulations. These outline the detailed requirements to support the duties set out in these Acts. Those influencing the preparation and content of Local Plans are:
  - [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#)

#### National Planning Policy Framework [“NPPF”]

- 2.7 The [National Planning Policy Framework](#) (NPPF) is a key part of the government’s reforms to make the planning system less complex and more accessible. Introduced in March 2012, it has been updated in July 2018, February 2019 and July 2021.
- 2.8 The NPPF sets out the government’s planning policies for England. It also explains how they should be applied. In short the NPPF makes clear what the government expects from new development.

- 2.9 In Chapter 3 the NPPF outlines the government's expectations for plan-making:
- Local Plans are central to the planning system in England;
  - There should be "a presumption in favour of sustainable development" and any planning applications that promote sustainable development, should normally be permitted; and
  - The purpose of planning is to help achieve sustainable development, but not at any cost.
- 2.10 The NPPF does not include policies for nationally significant infrastructure projects ["NSIPs"]. These are determined by the Secretary of State.

### **Planning Practice Guidance ["PPG"]**

- 2.11 The Government launched its streamlined [planning practice guidance](#) on 6 March 2014. This online resource is kept under constant review and updated as necessary. The user friendly format provides simplicity and clarity in the planning system. The aim is to increase community involvement and give power back to local communities.
- 2.12 PPG provides further detail on how to apply the planning policies in the NPPF. The [guidance on plan-making](#) makes clear that the Local Plan must:
- Be positively prepared in cooperation with the local community, key stakeholders and other interested parties;
  - Set out broad locations and specific allocations of land for different purposes;
  - Highlight areas where particular opportunities or considerations apply (e.g. protected areas within the natural and historic environment);
  - Establish criteria-based policies to be taken into account by officers when considering planning applications for new development; and
  - Illustrate the geographical application of policies in the plan on the Policies Map.

## **Local Planning Policy**

### **The Development Plan**

- 2.13 The Development Plan is a suite of statutory planning documents. Together they set out the policies, proposals and site specific allocations that are used to guide the nature and location of development in an area. They help to ensure that the decisions taken by planning officers responsible for deciding whether to grant or refuse planning permission are both rational and consistent.
- 2.14 The Development Plan for Pendle includes:
- The Pendle Local Plan;
  - The Joint Lancashire Minerals and Waste Local Plan; and
  - Any Area Action Plans or Neighbourhood Plans that have been 'made'



- 2.15 Documents that will form part of the Development Plan are referred to as [Development Plan Documents](#) ["DPDs"]. The policies in a DPD can be used to determine planning applications from the date they are first published. The NPPF (paragraph 48) sets out the weight you should give to these policies in decision taking. As a "rule of thumb" the more advanced a plan is, the greater the weight you must give to the policies within it.

### **The Local Plan**

- 2.16 The Local Plan, as its name suggests, is the key local component of the Development Plan. It establishes a vision for the future of the borough and the strategic objectives and policies to:

- Provide a positive response to our future growth and development needs
- Establish a framework for the preparation of neighbourhood plans

- 2.17 Once the Local Plan has been adopted by the Council, it becomes part of the Development Plan for the borough. It indicates where and when future growth and development in the borough will occur. The policies and site allocations provide the starting point when considering whether applications for planning permission should be approved.

### **Area Action Plans**

- 2.18 Area Action Plans are typically prepared for specific areas of regeneration need. As a DPD the policies within them form part of the statutory development plan once they are adopted.

### **Neighbourhood Plans**

- 2.19 The Localism Act 2011 enabled Parish and Town Councils to prepare a Neighbourhood Plan for their area. This gives local communities an opportunity to influence development in their area. Legislation governing the production and content these plans is in the following documents.

- [Localism Act 2011](#)
- [The Neighbourhood Planning \(General\) Regulations 2012.](#)
- [The Neighbourhood Planning Act 2017](#)

- 2.20 Neighbourhood Plans must:

- Have regard to national planning policy;
- Be in general conformity with strategic policies in the development plan for the local area (i.e. the core strategy)
- Be compatible with EU obligations and human rights requirements.

- 2.21 If successful at referendum, Neighbourhood Plans become part of the Development Plan. Their policies are then used to determine planning applications. Details about where developers must consider policies in a Neighbourhood Plan are on our website:

- [www.pendle.gov.uk/neighbourhoodplans](http://www.pendle.gov.uk/neighbourhoodplans)

### **Supplementary Planning Documents**

- 2.22 [Supplementary Planning Documents](#) ["SPDs"] add further detail to the policies in the Local Plan. They use a mix of text, illustrations and practical examples to expand on how the parent policy should be interpreted. They can be used to provide further guidance for development on specific sites, or on particular issues. SPDs often take the form of design guides, area development briefs and master plans or deal with a specific issue or topic.



- 2.23 Local authorities must involve the community in the preparation of an SPD. They do not form part of the Development Plan, so they are not subject to independent examination. They are a material consideration in the determination of planning applications.

### Supporting Documents

- 2.24 UK regulations require a number of other documents to be prepared alongside the Local Plan. These help to inform its preparation. The key 'supporting documents' are:
- **Scoping Report** – Sets out the process used to determine whether the policies and proposals under consideration make a positive contribution to sustainable development.
  - **Sustainability Appraisal ["SA"]** – Considers the economic, social and environmental impacts of the policies and proposals within a plan. It evaluates these against all reasonable alternatives. Where required to do so the law, the SA Report applies the Directive on Strategic Environmental Assessment ["SEA"]. This is a method for systematically identifying and evaluating the impacts that a plan is likely to have on the environment. As part of a full sustainability appraisal this helps to ensure that the policies in the plan reflect sustainable development principles.
  - **Habitats Regulations Assessment ["HRA"]** – Regulation 61 of the Conservation of Habitats and Species Regulations 2010 (as amended) requires an Appropriate Assessment to be carried out for any plan or project which, either alone or in combination with other plans or projects, is likely to have a *significant effect* on a European Site. European sites are defined by Regulation 10 of the Habitats Regulations and include sites designated as Special Areas of Conservation (SACs) or classified as Special Protection Areas (SPAs). The assessment will determine whether the plan would adversely affect the integrity of a designated European Site in terms of its nature conservation objectives.
  - **Consultation Statement** – Reflects the Government's desire to strengthen stakeholder and community involvement in planning. It describes how the local community, and organisations with an interest in the area, have helped to prepare new planning policy. Regulations require the statement to be submitted to the Secretary of State alongside the Local Plan (Regulation 22). For SPDs the statement is made available for public inspection during the formal public participation stage (Regulation 12). To aid transparency and provide accountability, Pendle Council publishes a statement following each formal public consultation. This allows consultees to see how their comments help to shape successive versions of the plan.

### Process Documents

- 2.25 The Council has to be clear and accountable for the plans it makes and the decisions it takes. Legislation requires us to prepare an LDS and the following documents:
- [Statement of Community Involvement](#) ["SCI"] – Sets out how the Council will involve the public and other key stakeholders when preparing new planning policy; and taking decisions on planning applications
  - [Authority Monitoring Report](#) ["AMR"] – To be prepared and published as soon as practical after the close of the monitoring year on 31st March. The AMR records progress against the timetable set out in the LDS. It also looks at the usage and effectiveness of existing planning policies, using a set of agreed indicators.

### 3. Planning policy in Pendle

#### Introduction

- 3.1 The publication of the NPPF in March 2012 had significant implications for the planning system in England. But it made clear that any documents (and the policies within them) prepared before its publication do not have to be considered out-of-date; noting that:

*“due weight should be given to relevant policies in existing plans according to their degree of consistency with this framework (the closer the policies in the plan to the policies in the Framework, the greater the weight that may be given)”.*

- 3.2 This continues to be recognised in the latest revision of the NPPF at paragraph 215 (Annex 1).
- 3.3 A diagram illustrating the timetable for the production of new planning policy documents in Pendle, up to the end of 2025, is included at Appendix 1.
- 3.4 Detailed information on individual documents can be found in the profiles in Appendices 2-4. Figure 3.1 at the end of this chapter illustrates the geographical coverage for each of these documents.

#### Development Plan Documents

- 3.5 Planning officers decide whether to grant or refuse applications for planning permission. Policies in the Development Plan help them to make rational and consistent decisions.

**Table 3.1: The Development Plan for Pendle, March 2022**

Document	DPDs	Details of adoption
Pendle Local Plan	<a href="#">Saved Policies from the Replacement Pendle Local Plan 2001-2016<sup>2</sup></a>	Adopted on 18 May 2006
	<a href="#">Bradley Area Action Plan</a>	Adopted on 30 June 2011
	<a href="#">Pendle Local Plan Part 1: Core Strategy</a>	Adopted on 17 December 2015
Neighbourhood Plans	<a href="#">Trawden Forest Neighbourhood Plan</a>	Successful at Referendum on 14 November 2018 Formally ‘made’ at Council on 26 March 2019
	<a href="#">Barrowford Neighbourhood Plan</a>	Successful at Referendum on 7 November 2018 Formally ‘made’ at Council on 17 December 2019
Joint Minerals & Waste Local Plan	Core Strategy <a href="#">Part One</a> & <a href="#">Part Two</a>	Adopted in February 2009
	Site Allocation & Development Management Policies <a href="#">Part One</a> & <a href="#">Part Two</a>	Adopted in September 2013

<sup>2</sup> The saved policies are listed in Appendix C of the [Core Strategy](#).

- 3.6 The Development Plan is a set of statutory documents,<sup>3</sup> which set out the policies, proposals and site specific allocations used to guide the nature and location of development. The local plan, area action plans and neighbourhood plans are all considered to be Development Plan Documents [“DPDs”] (Table 3.1).
- 3.7 Table 3.2 confirms the timescales of documents which are currently being prepared which are intended to become part of the Development Plan for Pendle.

**Table 3.2: Development Plan Documents in preparation, March 2022**

Document	DPDs	Current or next stage
Pendle Local Plan	New Local Plan	Pre-preparation
Joint Minerals & Waste Local Plan	<a href="#">Review of the Site Allocations and Development Management Policies Local Plan and Core Strategy</a>	Review (Dates TBC)
Neighbourhood Plans	<a href="#">Colne</a>	Regulation 16 Consultation (Estimated Spring/Summer 2022)
	<a href="#">Kelbrook and Sough</a>	Regulation 16 Consultation (4 <sup>th</sup> February to 25 <sup>th</sup> March 2022)

- 3.8 DPDs are prepared in cooperation with the local community and subject to formal public consultation (see Chapter 4). Following their submission to the Secretary of State they are tested by an independent Inspector or Examiner.
- 3.9 A DPD comes into force once it has been formally adopted by the Council (or immediately after a positive referendum result in the case of a Neighbourhood Plan). All DPDs are subject to annual monitoring to ensure that the policies within them are working as intended.
- 3.10 For Local Plans a sustainability appraisal, which addresses the legal requirement for strategic environmental assessment, runs in tandem with this process and is also examined.

### New Local Plan

- 3.11 Currently the Core Strategy, Bradley Area Action Plan and Saved Policies of the Replacement Local Plan form part of the statutory development plan in Pendle. These documents are used for every day decision making, and have a significant influence on the scale, form, type, appearance and location of development which is permitted.
- 3.12 The Core Strategy covers the period 2011 to 2030. It sets out the strategic policies for development in Pendle. This includes the spatial strategy which adopts an urban centric approach to the delivery of development with the majority of growth directed towards the M65 Corridor. The Core Strategy adopts ambitious development targets aimed at securing economic development in the borough.
- 3.13 The Local Plan Part 2 was to allocate sufficient land to meet the needs as identified through the Core Strategy, as well as update the Council’s wider development management policy. This process reached its publication stage in December 2021. Full Council has however

<sup>3</sup> Statutory in this context refers to written law introduced by the national government.

resolved to review the strategic approach of the Core Strategy instead of advancing the Local Plan Part 2.

- 3.14 The magnitude of the review called for is beyond the scope of the Pendle Local Plan Part 2 and so a new Local Plan must be prepared. The preparation of a new Local Plan gives rise to the opportunity to revise and update the strategic policies of the Pendle Local Plan including requirements for new development and spatial approach to its delivery, allocate land for specific uses in response to evidence of need and opportunity, and revise the borough's development management policies. On adoption, the new Local Plan will replace in full the Core Strategy, Bradley Area Action Plan, and saved policies of the Pendle Replacement Local Plan.

### **Joint Lancashire Minerals & Waste Local Plan**

- 3.15 The [Joint Lancashire Minerals and Waste Local Plan](#) ["JLMWLP"] is a two part document, which addresses planning for minerals extraction and the handling of waste. It covers the areas administered by the Councils of Lancashire, Blackpool and Blackburn-with-Darwen and is prepared by Lancashire County Council.
1. The **JLMWLP Core Strategy** (2009) sets out the long-term spatial vision for the area. It establishes the spatial objectives and policies required to deliver that vision.
  2. Policies in the **JLMWLP Site Allocations and Development Control Policies DPD** (2013) identify specific locations for minerals and waste development. It also includes a series of criteria-based policies which ensure that all development within the area meets the spatial vision and spatial objectives set out in the Core Strategy.
- 3.16 The Council understands that both documents are in the process of being replaced by Lancashire County Council.

### **Neighbourhood Plans**

- 3.17 Four Neighbourhood Areas have been formally designated for the purposes of allowing the Parish or Town Council to prepare a Neighbourhood Development Plan ["Neighbourhood Plan"] for their area. These are:
- Barrowford
  - Trawden Forest
  - Colne
  - Kelbrook and Sough
- 3.18 Two Neighbourhood Plans have been approved at Referendum and formally "made" (adopted) by Pendle Council.
- [Trawden Forest Neighbourhood Plan](#) ..... 26 February 2019
  - [Barrowford Neighbourhood Plan](#) ..... 17 December 2019
- 3.19 The appendices do not include a timetable (Appendix 1) or detailed document profiles (Appendices 2-5) detailing the preparation of individual neighbourhood plans. This is because the timing and delivery of these documents are the responsibility of the 'qualifying body' which, in Pendle must be a Parish or Town Council.

## Policies Map

- 3.20 The Policies Map (previously known as the Proposals Map) represents the spatial expression of the policy designations and site allocations in the Local Plan. It displays these on an Ordnance Survey map base.
- 3.21 [The online version of the Policies Map](#) also includes policy designations and site allocations from other adopted DPDs covering all or part of the borough (e.g. area action plans and neighbourhood plans).
- 3.22 The policies map will be overhauled as a result of the process to prepare a new local plan.

## Supplementary Planning Documents

- 3.23 Supplementary Planning Documents [“SPD”] do not form part of the Development Plan. They provide additional guidance to assist with the implementation of policies in a DPD.
- 3.24 To the extent that they are compliant with the NPPF, they remain in force until such time that the 'parent' policy they are associated with is replaced or deleted.<sup>4</sup> At that time any planning guidance to be retained will need to be revised as necessary and consulted upon.
- 3.25 To date four SPDs have been prepared and adopted by Pendle Council. Two helped to support the implementation of the HMR programme in Pendle. The others provide guidance on achieving good quality design in new development:
- Brierfield Canal Corridor Housing Brief SPD..... 27 October 2005
  - Conservation Area Design and Development Guidance SPD..... 14 August 2008
  - Design Principles SPD .....10 December 2009
  - Brierfield Railway Street Area SPD.....9 December 2010
- 3.26 The performance of these SPDs is reviewed annually in the Authority Monitoring Report [“AMR”].
- 3.27 Table 3.4 provides details of these SPDs, together with earlier Supplementary Planning Guidance [“SPG”] prepared by Pendle Council, which is still considered to be current.

**Table 3.4: Supplementary Planning Documents**

Document Title	Policy Link <sup>1</sup>	Current Status	Proposed Action
<a href="#">Development in the Open Countryside SPG</a> (September 2002)	Policy 1 Development in the Open Countryside	Saved until parent policy is replaced	REPLACE Development in the Open Countryside and AONB SPD
<a href="#">Forest of Bowland AONB SPG</a> (December 2003)	Policy 2 Area of Outstanding Natural Beauty	Saved until parent policy is replaced	REPLACE Development in the Open Countryside and AONB SPD

<sup>4</sup> The 'parent' policies for an SPD are in the Replacement Pendle Local Plan 2001-2016 (2006), Bradley Area Action Plan DPD (2011) or Local Plan Part 1: Core Strategy (2015).

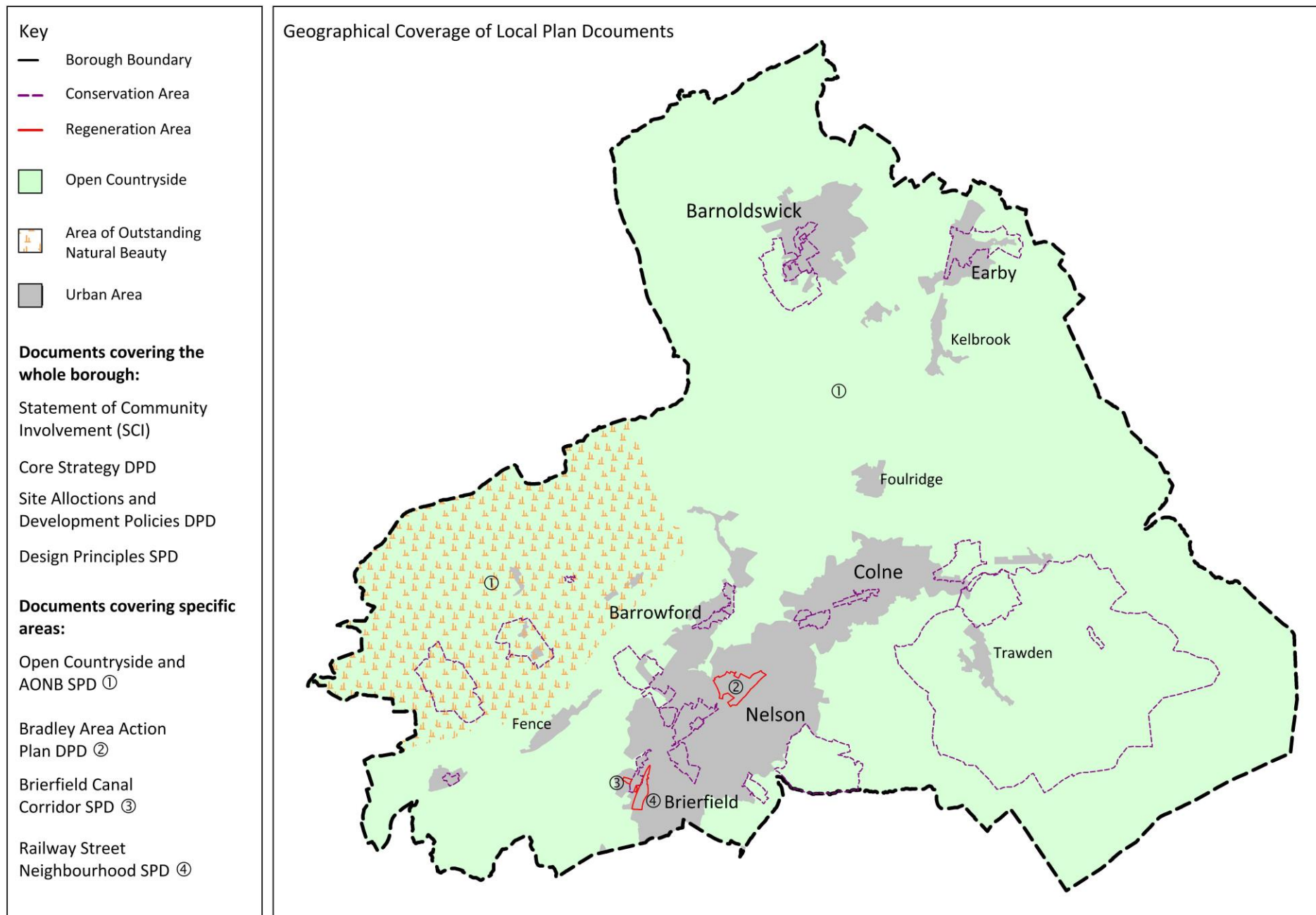
Document Title	Policy Link <sup>1</sup>	Current Status	Proposed Action
<a href="#">Brierfield Canal Corridor Housing Brief SPD</a> (October 2005)	Policy LIV1 Housing Provision and Delivery	Saved until parent policy is replaced, or development is completed	REMOVE When development is completed.
<a href="#">Pendle Conservation Area Design and Development Guidance SPD</a> (August 2008)	Policy 10 Areas of Special Architectural or Historic Interest	Saved until parent policy is replaced	PARTIALLY REPLACE Likely through the preparation of a Design Code(s) for Pendle.
<a href="#">Design Principles SPD</a> (December 2009)	Policy 13 Quality and design of new development	Saved until parent policy is replaced	REPLACE Likely through the preparation of a Design Code(s) for Pendle.
<a href="#">Railway Street Neighbourhood SPD</a> (December 2010)	Policy LIV1 Housing Provision and Delivery	Saved until parent policy is replaced, or development is completed	REMOVE When development is completed.

<sup>1</sup> Replacement Pendle Local Plan 2001-2016 (Pendle Council, May 2006)

- 3.28 After 26 November 2008, [section 180 of the Planning Act 2008](#) removed the need for the LDS to include details of any proposed SPDs. It also removed the automatic requirement to carry out and report on a sustainability appraisal of the proposals in an SPD (see impact assessment below).
- 3.29 As the existing and proposed SPDs form an important part of the planning policy framework for Pendle, and are few in number, we continue to include their details in the LDS for transparency.
- 3.30 Should any additional SPDs be considered necessary, these will be identified in the AMR and future revisions of the LDS. They will also be made available on the Council's website at [www.pendle.gov.uk/spd](http://www.pendle.gov.uk/spd)

At the time of writing it is proposed to prepare the following SPDs:

- Open countryside and the Forest of Bowland Area of Outstanding Natural Beauty ["AONB"].
- Climate Change and Energy;
- Pendle Design Code; and
- Biodiversity Net Gain.





- 3.31 The geographical coverage of the DPDs and SPDs adopted by Pendle Council and any Neighbourhood Plans that have been made following a Referendum is shown in Figure 4.1.

### **Impact Assessment**

- 3.32 The policies in DPDs and SPDs will have environmental, economic and social impacts. It is important to consider the “likely significant effects” that any proposals may have. These should also be considered in combination with the potential impacts from other plans and strategies covering all or part of the borough.
- 3.33 Where a detailed screening process has found it necessary, a Sustainability Appraisal [“SA”], Habitat Regulations Assessment [“HRA”] and Equality Impact Assessment [“EqIA”] accompany each DPD and SPD. The impacts on health are considered through the SA process.

### **Sustainability Appraisal**

- 3.34 As the local planning authority, the Council must consider if a plan is likely to have any significant environmental effects. It must consult the ‘consultation bodies’ before making any determination.<sup>5</sup>
- 3.35 Where it is agreed that a plan is unlikely to have any significant environmental effects, a statement must be prepared setting out the reasons for this determination.<sup>6</sup>
- 3.36 The Council must carry out a Sustainability Appraisal [“SA”] for all DPDs. This requirement is set out in The Planning and Compulsory Purchase Act 2004 and associated regulations. The SA process considers the environmental, social and economic impacts of the proposed plan.
- 3.37 The Pendle SA Toolkit (2017) indicates the required format of the SA Report. The toolkit was prepared for the Council by consultant’s Wood plc. It accords with the latest government guidelines and addresses the EU Directive on Strategic Environmental Assessment [“SEA”], as appropriate.
- 3.38 A technical report, identifying baseline information for the SA, is available for comment at the Issues and Options stage. A more detailed report is prepared at the Preferred Options stage. This evaluates all the realistic alternatives that have been considered. It provides reasons for their acceptance, or rejection. A non-technical summary is also made available at each stage.
- 3.39 The Planning Act 2008 and Town and Country Planning (Local Planning) (England) Regulations 2012 removed the requirements for an SA Report to be produced for all SPDs. The Council is still required to screen its SPDs to ensure that the legal requirements for SA are met. This applies where impacts are not covered by the SA for the parent DPD, or where an assessment is required by the SEA regulations. A new SA/SEA will be prepared in support of the new Local Plan.

### **Habitat Regulations Assessment**

- 3.40 The Habitat Regulations Assessment [“HRA”] Screening Report determines whether the plan proposals, either alone or in combination with other proposals, may affect a European site. This is a site where species or habitats are protected under the European Union (EU) Habitats Directive. The screening report must be sent to Natural England for scrutiny.

---

<sup>5</sup> The consultation bodies are Natural England, Historic England and the Environment Agency.

<sup>6</sup> Regulation 9 of The Environmental Assessment of Plans and Programmes Regulations 2004.

### **Equality Impact Assessment**

- 3.41 EqlA is a tool to help local authorities. It considers whether their policies or the way they carry out their functions do what is intended and for everybody. EqlA helps to meet the requirements of the equality duties and identifies active steps to promote equality.
- 3.42 EqlA involves systematically assessing the likely (or actual) effects of policies on people. It looks at disability, gender and racial equality. If required it can also look at wider equality areas.
- 3.43 A wide range of potential impacts are considered when preparing planning policy. The in-house Service Impact Assessment pro-forma is used to ensure consistency. This looks at equality, diversity, cohesion, health, community safety, sustainability and resources.

### **Health Impact Assessment**

- 3.44 Health Impact Assessments [“HIA”] are not a legal requirement. They do not generally involve new research or generate original scientific knowledge.
- 3.45 The procedure is like that used in other forms of impact assessment. The aim is to apply existing knowledge and evidence about health impacts, to specific social and community contexts. It provides evidence-based recommendations that inform decision-making. This approach helps to maximise the positive health impacts of policies, programs or projects. It also helps to minimise any negative impacts. In doing so it improves community health and well-being.
- 3.46 There is extensive cross-over with both the SA and EqlA processes. The potential impacts on health arising from policies in the Local Plan are addressed in the SA Report. Specifically sustainability objective H2. On this basis the Council does not propose to publish a separate HIA for any DPDs or SPDs that it produces.

### **Evidence Base**

- 3.47 The NPPF requires Local Plans to be prepared positively, in a way that is aspirational but deliverable (paragraph 16). They should be based on adequate, relevant and up-to-date evidence. This should be focussed and proportionate; taking account of relevant market signals (paragraph 31).
- 3.48 The Council is under a duty to cooperate with neighbouring authorities and others to plan for strategic matters that cross administrative boundaries. They must show evidence, in the form of a statement of common ground, of effective and on-going engagement to this effect (paragraphs 24 and 27).
- 3.49 To comply with this requirement and help reduce costs the Council has, wherever possible, sought to produce a joint evidence base with one or more neighbouring authorities.
- 3.50 The documents listed in Table 3.5 provide proportionate evidence on the economic, environmental and social characteristics and prospects of the area. They are kept as up-to-date as possible, through a continuous process of review, or replacement. Further and refreshed evidenced will be prepared and commissioned as part of the plan making process for the new Local Plan.

**Table 3.5: Evidence Base Documents**

Document	Publisher	Date
<b>Housing</b>		
Burnley & Pendle Strategic Housing Market Assessment	Nathaniel Lichfield & Partners	December 2013
Pendle Housing Needs Study Update	Nathaniel Lichfield & Partners	September 2014
Pendle Housing Needs Assessment <sup>7</sup>	Lichfields	January 2020
Pendle Strategic Housing Land Availability Assessment <sup>8</sup>	Pendle Council	May 2008
	Pendle Council	September 2014
	Pendle Council	March 2019
	Pendle Council	TBC 2021
Lancashire Sub-Regional Gypsy and Traveller Accommodation and Related Services Assessment	The Salford Housing and Urban Studies Unit of the University of Salford	May 2007
Burnley & Pendle Gypsy, Traveller and Travelling Showpeople Accommodation Assessment	The Salford Housing and Urban Studies Unit of the University of Salford	August 2012
<b>Employment</b>		
Pendle Employment Land Review	Pendle Council	March 2008
	Pendle Council	September 2014
Pendle Retail Survey <sup>9</sup>	Pendle Council	July 2011
Pendle Retail Capacity Study	Nathaniel Lichfield & Partners	July 2010
	Nathaniel Lichfield & Partners	August 2012
<b>Environment</b>		
Pendle Biodiversity Audit	Pendle Council	September 2010
Pendle Green Infrastructure Strategy	LUC	July 2019
Pendle Green Belt Assessment	DLP Planning	August 2017
Pendle Open Space Audit	Pendle Council	November 2008
	Pendle Council	March 2019
Pendle Strategic Flood Risk Assessment	Entec	October 2006
	JBA Consulting	November 2021
South Pennine Renewable & Low Carbon Energy Study	Maslen Environmental	December 2010

<sup>7</sup> Replaces the Pendle Strategic Housing Market Assessment (2015) and updates the Gypsy, Travellers and Travelling Showmen Accommodation Assessment (2012).

<sup>8</sup> The SHLAA is updated annually in the Authority Monitoring Report.

<sup>9</sup> A retail occupancy survey is carried out annually, with results published in the Authority Monitoring Report. Detailed reports on occupancy levels, vacancy rates and retail capacity are published as needed.

Document	Publisher	Date
<b>Miscellaneous</b>		
Pendle Development Viability Study	Colliers International / Aspinall Verdi	September 2014
	Lambert Smith Hampton	February 2020
Pendle Sustainable Settlements Study	Pendle Council	November 2008
Pendle Infrastructure Strategy	Pendle Council	September 2014
Rossendale, Pendle & Burnley Playing Pitch Strategy, Action Plan & Assessment	Knight, Kavanagh and Page	April 2016
Pendle Indoor Sports Review	Pendle Council	November 2017

- 3.51 The Authority Monitoring Report [“AMR”] is an important part of the evidence base. It monitors the effectiveness of existing planning policy. It reports performance against key indicators, such as the availability of housing land; the take-up of employment land, new open space provision etc., for the period 1 April to 31 March
- 3.52 Additional information for the evidence base is collected in a number of ways. This includes regular meetings and ongoing dialogue with neighbouring authorities, key stakeholders (e.g. infrastructure providers) and other interested parties. This helps to meet the Council’s obligations under the duty to cooperate on strategic cross boundary issues and is reported in the AMR.

## 4. How is new planning policy prepared?

### Introduction

- 4.1 The purpose of all planning policy documents is to help deliver the aspirations of the local community and deliver improvements to our quality of life.
- 4.2 To achieve this the vision and priority goals, first articulated in '*Our Pendle Our Future: Pendle's Sustainable Community Strategy*' (June 2008), continue to guide the content of the Local Plan.
- 4.3 The Local Plan is also informed by the strategies and action plans published by other departments of the Council (e.g. housing, economic development, environmental health etc.) and external organisations active in the borough (e.g. United Utilities, National Health Service, Network Rail etc.). Spatial planning is the term used to describe the process of integrating these objectives with land-use planning.
- 4.4 The Local Plan sets out the strategic planning policies to guide future development and growth in the borough. It is prepared by Pendle Council in its capacity as the local planning authority. The new Local Plan for Pendle will consist of a single document which:
- Establishes a vision for the future of the area and includes a set of strategic objectives and policies to help deliver this vision.
  - Sets out strategic policy, including the amount and location of new development.
  - Allocates specific sites for new development.
  - Updates development management policies which will be used to inform decisions made on submitted planning applications.
  - Sets out performance, monitoring and review measures of new policies.
- 4.5 The planning policies in any area action plans or neighbourhood plans that are produced must be in general conformity with the strategic planning policies in the Local Plan.

### Engagement and Consultation

- 4.6 Early and meaningful engagement with the local community – residents, businesses, charitable organisations etc. – is the basis of effective collaboration in plan-making.
- 4.7 The Council's [Statement of Community Involvement](#) ["SCI"] provides detailed information about how the Council will engage and consult with the local community and other interested parties throughout the preparation of new planning policy documents. An update to the current SCI will be undertaken as part of the plan making process associated with the development of a new local plan for Pendle.
- 4.8 The techniques we employ to engage with members of the community range from tried and tested methods (e.g. direct mail and public exhibitions) to new and more innovative approaches (e.g. citizen panel forums, online interactive surveys and social media campaigns).
- 4.9 For transparency all consultation materials are available to view or download from the Council's website. They are also made available at local libraries, council offices and other venues used by the local community throughout the borough.

### **Duty to Cooperate and Cross Boundary Engagement**

- 4.10 The statutory<sup>10</sup> duty to cooperate requires plan-making authorities to engage and work jointly with each other, and other public bodies, when preparing policies that address strategic cross boundary issues. To ensure that they have adequate opportunity to comment on the emerging direction of the plan the Council must fully engage with those bodies prescribed for the purposes of [section 33A\(1\)\(c\) of the Localism Act 2011](#) under the Duty to Cooperate.
- 4.11 To comply with the duty, Pendle Council has an established programme of formal meetings with the neighbouring authorities. This includes specific cross boundary interaction and engagement with officers at Burnley and Craven Councils. These are the two authorities with whom Pendle has the greatest level of cross boundary interaction. Consultation with other neighbouring authorities is also carried out through a combination of pre-existing mechanisms (e.g. Lancashire Development Plan Officer Group, leadership and executive meetings); one-off meetings and events; and correspondence by email or letter.
- 4.12 For matters where there is a significant shared interest (e.g. planning to meet the needs of the Gypsy, Traveller and Travelling Showpeople communities) forums are held or evidence is prepared in partnership with neighbouring authorities and other interested parties (e.g. government agencies and infrastructure providers).
- 4.13 To demonstrate effective and on-going joint working between strategic policy-making authorities and relevant bodies and meet the tests of soundness, the National Planning Policy Framework requires the preparation of one or more statement(s) of common ground [“SoCG”], which is updated throughout the plan-making process. A SoCG is a written record of the progress made during the process of planning for strategic cross-boundary matters. It documents where effective co-operation is and is not happening that has taken place throughout the plan-making process, and is a way of demonstrating at examination that the objectives of the plan are deliverable over the plan period. Statements of Common Ground will be prepared by the Council as part of the plan making process.

### **Document Preparation**

- 4.14 The key stages in plan preparation are set out in [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#). These are summarised below:
- Plan Preparation (Regulation 18)
  - Publication (Regulation 19)
  - Submission to the Secretary of State (Regulation 22)
  - Independent Examination (Regulations 23 to 25)
  - Adoption (Regulation 26)
- 4.15 These stages are reflected in the individual document profiles (Chapter 5) and the LDS Timetable (Appendix 1).
- 4.16 The [NPPF](#) considers the plan-making process in Chapter 3 (paragraphs 15-37 inclusive). Further detail is provided in the [PPG on Plan-making](#).

---

<sup>10</sup> Statutory means that it is required by law.

### Consulting the statutory bodies on the scope of the Sustainability Appraisal

- 4.17 As noted in Chapter 2, the process of sustainability appraisal (SA) plays an important role in plan-making. It is used to identify the likely environmental, social or economic impacts of the plan or a particular policy within it. Where necessary it helps in the evaluation alternative approaches.
- 4.18 Before proceeding with a full SA Report, it is important to:
1. Set out the scope of the appraisal process – The proposed methodology should include:
    - An assessment of other plans and programmes relevant to the plan;
    - The collection of baseline information;
    - The identification of social, environmental and economic issues; and
    - The development of a range of objectives and suitable indicators which can be used as a framework for the SA.
  2. Engage with the three statutory bodies – Natural England, Historic England and the Environment Agency – to ensure consensus on the scope of the SA.

### Plan Preparation (Regulation 18)

- 4.19 This stage establishes the basis for continuous participation in plan-making. Meaningful engagement with the local community, public sector partners and private businesses helps to deliver confidence in the chosen strategy.
- 4.20 The starting point for all policy documents is a process of **informal engagement**. This typically involves a mix of discussions with key stakeholders; desk-based analysis of published data; and the preparation of new documents for the evidence base that will underpin the plan.<sup>11</sup> Collectively these sources of information help to identify the key issues to be addressed by the emerging plan and possible options for dealing with them.
- 4.21 Where the **issues and options** identified through early informal engagement are many and varied a formal six-week public consultation may be appropriate. This provides all interested parties with the opportunity to identify issues important to them, which may have been inadvertently overlooked up to this point.
- 4.22 The Council is now in a position to evaluate all possible options. It will carefully consider all of the comments received and carry out further assessment of the available evidence. This will help to identify the most realistic options. These will be taken forward for further evaluation as part of the plan-making process. Each 'reasonable alternative' will be subject to a full sustainability appraisal, which is a key element in this stage of the process.
- 4.23 Where it remains evident that more than one policy approach may be acceptable, further public engagement will help to determine the Council's **preferred options**.

---

<sup>11</sup> Options are considered to be reasonable where they are (1) Not in conflict with national or regional planning policy. (2) Not adversely affected by, or adversely affect a known constraint (i.e. flood zone, contaminated land etc.) and help to address a key issue that has been identified and is supported by the available evidence.



- 4.24 Considering the views put forward in response to the formal six-week issues and options and/or preferred options consultations typically takes between five and nine months. The actual length of time is dependent on the level of response and the complexity of the plan.

### **Publication (Regulation 19)**

- 4.25 The Publication Report represents what the Council considers to be the final version of the Plan. It sets-out what is considered to be the most appropriate strategy for addressing both local needs and the principles of sustainable development.
- 4.26 Before it can be submitted to the Secretary of State for examination, the Council must allow a minimum of six-weeks for interested parties to submit their comments on this version of the plan.
- 4.27 This consultation is not concerned with suggesting further amendments to the overall strategy or individual policies. Its purpose is to determine whether the Council has met all legal requirements in the production of the plan and whether it is considered to be 'sound'. To be sound the plan must be:
- **Positively prepared** – providing a strategy which, as a minimum, seeks to meet the area's objectively assessed needs; and is informed by agreements with other authorities, so that unmet need from neighbouring areas is accommodated where it is practical to do so and is consistent with achieving sustainable development
  - **Justified** – an appropriate strategy, taking into account the reasonable alternatives, and based on proportionate evidence
  - **Effective** – deliverable over the plan period, and based on effective joint working on cross-boundary strategic matters that have been dealt with rather than deferred, as evidenced by the statement of common ground
  - **Consistent with national policy** – enabling the delivery of sustainable development in accordance with the policies in this Framework.
- 4.28 Inevitably many of the representations received at this stage continue to address matters of detail that do not undermine the soundness of the Plan. The Inspector will **not** make recommendations about these matters even if he/she feels that the representation is well founded.
- 4.29 In effect the Publication stage is part of the process for testing the soundness of the plan.
- 4.30 At this stage any significant concerns may require the Council to revise and consult once again on the Publication Report (Regulation 19). If new options need to be considered it may even be necessary to go-back a stage further (Regulation 18). Both scenarios will have a consequent knock-on effect on the timetable for examination of the plan.
- 4.31 Any relatively minor concerns can be addressed through proposed changes to the document prior to submission. Ideally these should be discussed in advance with the Planning Inspectorate, or set-out in a Schedule of Proposed Changes submitted for consideration by the Inspector appointed to carry out the examination of the plan.

**Submission (Regulation 22)**

- 4.32 As soon as practicable after the close of the consultation on the Publication Report, the Council will submit the plan and all supporting documents to the Secretary of State. The examination process starts on the date of submission.
- 4.33 Before the plan can be submitted, the Council must produce a summary of the main issues raised by the representations it received in response to the public consultation on the Publication Report (Regulation 22 (c) (iii)).
- 4.34 Only those representations submitted in response to this consultation will be considered by the Inspector during the examination process. These comments will be used by the Inspector to draw-up a series of questions relating to the overall soundness of the plan.

**Independent Examination (Regulations 23 and 24)**

- 4.35 Where the subject matter addressed by the plan is relatively straightforward the Inspector, may choose to deal with the whole examination by written representations (subject to the right to be heard). However, it is more likely that one or more hearing sessions will need to be held. The key stages in the examination process are set-out below:
- **Pre-hearing Meeting** – A meeting, arranged by the Planning Inspector, to set out the procedures involved at the formal and informal hearing sessions.
  - **Hearing Sessions** – An appointed Inspector will consider issues of soundness at the hearing sessions. Anyone who submitted a representation against the soundness of the plan at the Publication stage can exercise their right to be heard.
  - **Inspector's Report** – Following the examination period the Inspector will issue a report on the soundness of the plan. Should the plan be found to be sound, or capable of being so with some modification, the local planning authority can progress to adoption.
- 4.36 The Inspector will normally circulate a Guidance Note at an early stage of the examination process. The issuing of this note usually eliminates the need for a Pre-Hearing Meeting. Its purpose is to outline the procedures to be followed in the examination and in preparation for any hearing sessions.
- 4.37 Where requested to do so by the local planning authority, the Inspector's Report will make recommendations on the 'Main Modifications' necessary to make a plan sound. The Planning and Compulsory Purchase Act 2004 requires the Inspectors Report to be explicit that the plan as submitted (i.e. without these Main Modifications) should not be adopted and outlines the reasons why.
- 4.38 There is no requirement for the Council to adopt the plan following the examination. But if it chooses to do so the Main Modifications must be made, to meet the statutory (legal) requirements.

**Adoption (Regulation 26)**

- 4.39 Adoption will require a formal resolution at a meeting of the Council. In Pendle, the full Council meets every three months.

**Judicial Review**

- 4.40 Any person may issue a formal challenge if they do not think that the plan meets the conditions of the relevant legislation.

- 4.41 Applications must be made to the High Court within six weeks of the date of the authority advertising that the development plan document has been adopted. You should get legal advice before starting this process.

**Further Information**

- 4.42 Further information can be found in the fifth edition of the Planning Inspectorate document [Procedure Guide for Local Plan Examinations](#) (The Planning Inspectorate, November 2020).

## 5. Project management in plan-making

### Introduction

- 5.1 This chapter considers three important elements in the preparation of new plans and policy. It considers the availability of staff and financial resources, the assessment of risk and the need for ongoing monitoring and review.

### Resources

- 5.2 Since the LDS was first published in 2005, there have been considerable changes in the number of staff working on planning policy matters in Pendle.
- 5.3 In 2005 the team comprised of four planning officers – 1 x manager, 1 x principal officer and 2 x senior officers – supported by a planning technician. All were employed on a full time basis. Three additional officers were then appointed to help prepare up to four Area Action Plans in support of the Housing Market Renewal [“HMR”] pathfinder.
- 5.4 The withdrawal of funding for the HMR pathfinder in 2011 and local government austerity measures have seen significant reductions in the numbers of staff available to work on planning policy matters (Table 5.1).

**Table 5.1: Staff resources (full-time equivalent jobs) Time Spent on Supporting Plan Production**

Members of Staff	2005	2007	2014	2022
Planning, Economic Development & Regulatory Services Manager	0.10	0.10	0.10	0.15
<del>Planning Policy Manager</del> <sup>1</sup>	0.50	0.60	-	-
Principal Planning Officer (Policy)	0.50	0.75	0.75	0.75
Senior Planning Officer (Policy)	0.50	0.60	0.75	0.75
<del>Senior Planning Officer (Policy)</del> <sup>1</sup>	0.50	0.60	-	-
Principal Planning Officer (Built Heritage) <sup>2</sup>	0.10	0.07	0.07	0.07
<del>Senior Planning Officer (Built Heritage)</del> <sup>1</sup>	0.10	0.10	-	-
Principal Planning Officer (Environment) <sup>2</sup>	0.10	0.10	0.15	0.09
Planning Technician	0.40	0.40	0.24	0.50
Manager / Principal Planning Officer (DM)	0.10	0.10	0.10	0.10
<del>Principal Planning Officer (HMR)</del> <sup>1</sup>	0.50	0.50	-	-
<del>Development Officer (HMR)</del> <sup>1</sup>	0.50	0.50	-	-
<del>Development Officer (HMR)</del> <sup>1</sup>	0.50	0.50	-	-
<b>Full-time equivalent jobs (FTEs)</b>	<b>4.40</b>	<b>4.92</b>	<b>2.16</b>	<b>2.41</b>

1 This post has been made redundant.

2 The post is not currently filled.

- 5.5 The number of full-time officers in the Planning Policy team reduced from four to two, with the loss of the Planning Policy Manager (2010) and a Senior Planning Officer (2014) post. The Planning Technician works full time. Vacant posts currently exist for the Conservation Officer and Environment Officer.
- 5.6 The individual responsibilities of staff within Planning, Building Control and Licensing who allocate all or part of their regular hours to work on the Local Plan are set-out in Table 5.2.

**Table 5.2: Staff responsibilities**

Position	Areas of work on planning policy
<b>Planning, Building Control &amp; Licensing Manager</b>	<ul style="list-style-type: none"> <li>• Management of the Planning Policy and Conservation teams.</li> <li>• Oversee Local Plan preparation – project and staff management.</li> <li>• Oversee preparation of the evidence base.</li> <li>• Ensure compliance with the statutory Duty to Cooperate.</li> <li>• Support parish and town councils with the preparation of their neighbourhood plans.</li> <li>• Review and update the LDS.</li> <li>• Manage budgets.</li> </ul>
<b>Principal Planning Officer (Policy)</b>	<ul style="list-style-type: none"> <li>• Lead on the preparation of DPDs (including the Local Plan), SPDs and evidence base documents.</li> <li>• Write or oversee the commissioning of documents for the evidence base.</li> <li>• Identify and initiate opportunities for joint working.</li> <li>• Oversee and manage any externally contracted work programmes.</li> <li>• Ensure compliance with the statutory Duty to Cooperate.</li> <li>• Support parish and town councils with the preparation of their neighbourhood plans.</li> <li>• Prepare documents concerned with matters of process (e.g. SCI, Sustainability Appraisal, Equality Impact Assessment etc.) and ensure compliance with their requirements throughout the plan making process.</li> <li>• Liaise with other Council departments and key stakeholders, to ensure clear and consistent linkages with their action plans and strategies.</li> </ul>
<b>Senior Planning Officer (Policy)</b>	<ul style="list-style-type: none"> <li>• Assist in the preparation of DPDs and lead on the preparation of SPDs.</li> <li>• Contribute ideas for policy development.</li> <li>• Policy writing.</li> <li>• Support parish and town councils with the preparation of their neighbourhood plans.</li> <li>• Write documents for the evidence base.</li> <li>• Gather baseline information for the evidence base, monitoring (AMR, SHLAA etc.).</li> <li>• Carry out survey and GIS work.</li> <li>• Organise and participate in community engagement events.</li> <li>• Manage the annual monitoring process</li> </ul>

Position	Areas of work on planning policy
<b>Planning Technician</b>	<ul style="list-style-type: none"> <li>• Gather baseline information.</li> <li>• Carry out annual monitoring site visits and data collection.</li> <li>• GIS mapping.</li> <li>• Manage representations during public consultations.</li> </ul>
<b>Principal Conservation Officer</b> <b>Principal Environment Officer (both posts vacant)</b>	<ul style="list-style-type: none"> <li>• Prepare Pendle Conservation Areas Design and Development Guidance SPD.</li> <li>• Help to prepare policies addressing conservation of our built heritage, the natural environment and design.</li> <li>• Coordinate work on the Habitat Regulations Assessment (Appropriate Assessment) for Local Plan and any other plans and policies.</li> </ul>

- 5.7 As a consequence there has been an increased need to identify and implement opportunities for collaborative working.
- 5.8 Monitoring the occupancy of premises in town centres and protected employment areas is now done by staff in Economic Development. The increased utilisation of staff from other Council departments and partner organisations will continue to play a key role in policy development and monitoring going forward (Table 5.3).

**Table 5.3: Input from other Council departments**

Position	Areas of work on planning policy
<b>Development Management</b> – Principal Development Management Officer	<ul style="list-style-type: none"> <li>• Significant input on Local Plan Part 2 Site Allocations and Development Policies</li> <li>• Significant input into topic based SPDs and Design Briefs</li> </ul>
<b>Development Management</b> – Building Control Manager	<ul style="list-style-type: none"> <li>• Assist in monitoring of housing completions (building completion certificates issued)</li> </ul>
<b>Council Tax</b> – Council tax Manager	<ul style="list-style-type: none"> <li>• Assist in monitoring of housing completions (new council tax records)</li> </ul>
<b>Housing</b> – Housing Needs Manager – Senior Regeneration Officer	<ul style="list-style-type: none"> <li>• Carry-out monitoring of unauthorised gypsy and traveller encampments</li> <li>• Maintain Self-build and Custom-build Housing Register</li> </ul>
<b>Economic Development</b> – Economic Development Officer	<ul style="list-style-type: none"> <li>• Carry-out survey work, help to maintain and update evidence base for Town and Local Shopping Centres and Protected Employment Areas.</li> </ul>

Position	Areas of work on planning policy
<b>Environmental Health</b> <ul style="list-style-type: none"> <li>– Housing Needs Manager</li> <li>– Waste and Recycling Coordinator</li> <li>– Environmental Health Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring of long term empty homes (Housing Flow Reconciliation)</li> <li>• Assist in monitoring housing completions (blue bin registrations)</li> <li>• Reporting of emissions data for the Windsor Street Air Quality Management Area (AQMA)</li> </ul>

## Monitoring and Review

- 5.9 The plan, monitor and manage approach emphasises the importance of reviewing existing policy, to ensure that it is still performing as originally intended. It also helps to identify any potential gaps that may require the preparation of a new DPD or SPD.
- 5.10 The Council produces the Authority Monitoring Report [“AMR”] as soon as practical following the close of the monitoring year on 31 March. The AMR provides details on the delivery of new planning policy, against the timetable included in the LDS. It also measures the effectiveness of existing planning policies against a set of agreed indicators. This helps to identify if the revision or replacement of a policy or document is required.

## Risk Assessment

- 5.11 The following table considers a series of issues that could potentially affect the delivery of the Pendle Local Plan. Wherever possible measures have been highlighted that would help to overcome or minimise the effects of the problems these may cause.

**Table 5.4: Assessment of potential risks and possible mitigation**

Risk	Impact	Mitigation Measures
<b>Programme slippage</b>	<p>Key milestones in the Pendle LDS cannot be met and the Local Plan will not be delivered within the predicted timescales.</p> <p>Could potentially affect the levels of funding awarded to Pendle Council.</p>	<ul style="list-style-type: none"> <li>• Pendle Council has taken a realistic view of Local Plan delivery and will not start work on key documents until it is possible to complete them within a reasonable timeframe.</li> <li>• Annual monitoring in the AMR and regular reviews of the LDS will be used to help manage this process.</li> <li>• Early and meaningful engagement in the plan-making process should help to minimise the volume of representations received.</li> <li>• The need for further Project Management training will be considered, as necessary.</li> </ul>
<b>Changes to national planning policy</b>	Need to revise documents currently in preparation	<ul style="list-style-type: none"> <li>• The Council has no control over this matter and it is difficult to mitigate against.</li> <li>• Significant changes are normally</li> </ul>



Risk	Impact	Mitigation Measures
<b>Staff resources</b>	<p>Lack of sufficient staff resources to bring forward documents in accordance with the LDS timetable.</p> <p>This could potentially affect the levels of funding awarded to Pendle Council.</p>	<p>preceded by a public consultation.</p> <ul style="list-style-type: none"> <li>• The allocation of responsibilities across the Planning Policy team will help to ensure consistency in the absence of a member of staff.</li> <li>• If necessary, and where funding permits, the use of external consultants will be considered.</li> <li>• Should key members of staff be absent for a prolonged period of time, it may be necessary to re-assess the priorities within the section or department – i.e. make use of ‘surplus’ resources from other sections within Planning &amp; Building Control (e.g. should Development Management be low on applications) – or seek the appointment of a trainee or modern apprentice.</li> <li>• Pendle Council offers excellent staff retention packages, including flexitime and the opportunity for home working.</li> </ul>
<b>Inability to recruit</b>	<p>Lack of sufficient staff resources to bring forward documents in accordance with the LDS timetable.</p> <p>This could potentially affect the levels of funding awarded to Pendle Council.</p>	<ul style="list-style-type: none"> <li>• The allocation of responsibilities across the Planning Policy team will help to ensure consistency in the absence of a member of staff.</li> <li>• If necessary, and where funding permits, the use of external consultants may be considered, on a temporary basis.</li> <li>• Should key members of staff leave and not be replaced, or be absent for a prolonged period of time, it may be necessary to re-assess the priorities within the section or department – i.e. make use of ‘surplus’ resources from other sections within Planning &amp; Building Control (e.g. should Development Management be low on applications) – or seek a temporary secondment.</li> <li>• Pendle Council is willing to fund geography graduates to enable them to obtain a recognised planning qualification when necessary.</li> <li>• Pendle Council offers excellent staff retention packages, including flexitime and the opportunity for home working.</li> </ul>

Risk	Impact	Mitigation Measures
<b>Capacity of Planning Inspectorate</b>	Inability to meet deadlines for examination.  This will result in delays to the adoption of DPDs.	<ul style="list-style-type: none"> <li>This is largely out of the Council's control, but Pendle Council will liaise closely with the Planning Inspectorate (PINS) on this issue.</li> </ul>
<b>Capacity of statutory consultees and other agencies to engage in the plan making process</b>	Risk of potential slippage or failure to meet Duty to Cooperate requirements	<ul style="list-style-type: none"> <li>Early consultation with key stakeholders to advise them and other interested parties about the programme timescales and opportunities to engage and provide for formal comments</li> <li>Highlight potential impacts on other strategies and programmes</li> </ul>
<b>Political delay</b>	Deferring decision making.  This could result in delays to the adoption of DPDs and SPDs.	<ul style="list-style-type: none"> <li>Elected Members are involved at an early stage in the preparation process.</li> <li>A cross-party Steering Group has been set-up to help resolve any issues and secure political 'buy-in' ahead of committee decisions.</li> <li>Approval of the Full Council is required for all new planning policy, but meets on a quarterly basis, potentially delaying the preparation process. Requests to hold a special meeting of the Full Council can be pursued with the Chief Executive and Leader of the Council.</li> </ul>
<b>Limited availability of committee dates at certain times of the year</b>	Delays decision making.  Could result in delays to the LDF programme.	<ul style="list-style-type: none"> <li>When reviewing the LDS, ensure that committee dates are available when key milestones need to be achieved.</li> <li>Target dates should, wherever possible, avoid election time (late March – early May) when Committee meetings are unlikely to be held.</li> </ul>
<b>DPDs found unsound</b>	A key component of the Local Plan is not delivered.  Wasted staff and financial resources.	<ul style="list-style-type: none"> <li>Make use of the PAS Self-Assessment Toolkit to ensure that all necessary steps have been taken and are fully documented.</li> <li>Liaise with PINS ahead of Publication of a DPD.</li> </ul>
<b>Lack of in-house skills</b>	Inability to prepare a comprehensive and robust evidence base.  Those studies produced may be inappropriate and contribute to a potential delay in the preparation of the evidence base.	<ul style="list-style-type: none"> <li>Budget is available for staff training.</li> <li>Where in-house expertise is not available, external consultants may be employed to provide technical support and/or produce key pieces of work for the evidence base.</li> </ul>

## 6. Conclusions

### Summary

- 6.1 This Local Development Scheme [“LDS”] provides details of the work to be carried out by the Council and its partners, in order to produce a sound Local Plan for the borough.
- 6.2 The LDS provides clear information for councillors, members of the local community and other interested parties (key stakeholders) about the process and timescales to be followed. In particular it highlights when they can expect to be consulted or asked to actively participate in the preparation of new planning policy documents.
- 6.3 The Localism Act, 2011 makes it clear that where there is any slippage from the agreed timetable, the Council should provide real time public information on progress. The Council will do this by publishing up-to-date information on the Council website; in the Framework newsletter and via local media.

### Further information

- 6.4 The Council’s website is a valuable source of information on planning policy. It is also used to engage with the local community via online surveys.
- 6.5 All Local Plan documents, including those that form part of the evidence base, can be viewed or downloaded from the Council’s website via the planning policy portal at:
- [www.pendle.gov.uk/planning](http://www.pendle.gov.uk/planning)
- 6.6 Regular updates on progress are provided in our RTPI award winning newsletter Framework. This is emailed to all contacts on our database with a valid email address. Copies are also sent to local libraries and council offices throughout Pendle. Recent issues can be viewed or downloaded at:
- [www.pendle.gov.uk/framework](http://www.pendle.gov.uk/framework)
- 6.7 The Council’s planning policy is currently set-out in a number of development plan documents. An interactive version of the Local Plan is available at:
- [www.pendle.gov.uk/localplan](http://www.pendle.gov.uk/localplan)
- 6.8 For more detailed advice or assistance, please contact a member of the Planning Policy team using the contact details below:
- Pendle Council  
Planning, Economic Development and Regulatory Services  
Town Hall  
Market Street  
Nelson  
BB9 7LG
- Email: [ldf@pendle.gov.uk](mailto:ldf@pendle.gov.uk)
- Telephone: 01282 661330

## **Appendix 1 – LDS Timetable**

## Appendix 1: Pendle LDS Timetable

Name and Type of Document		Status	2022												2023												2024												2025																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														
A Local Plan / Development Plan Documents (DPDs)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				
1	Pendle Local Plan (Fourth Revision)	IN PREPARATION																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		

### NOTES:

- [1] Where stages have been completed prior to January 2020, the milestones are not shown in this timetable.
- [2] In line with Regulation 22 of the Town and Country Planning (Local Planning) (England) Regulations 2012, an amended Policies Map will be submitted with each DPD.

### KEY:

#### Development Plan Documents


	Consult statutory bodies on the scope of the SA
	Evidence gathering and/or document preparation
	Regulation 18 - Local Plan Preparation
	Issues / Preferred Options consultation (optional)
	Regulation 19 - Publication of the Local Plan
	Regulation 22 - Submission to the Secretary of State
	Pre-hearing meeting
	Regulation 24 - Independent Examination
	Regulation 25 - Publication of the Recommendations
	Regulation 26 - Adoption of the Local Plan

#### Supplementary Planning Documents

	Consult statutory bodies on the scope of the SA
	Evidence gathering and/or document preparation
	Regulation 12 - Publication of SPD
	Regulation 13 - Consideration of Representations
	Regulation 14 - Adoption of SPD

## **Appendix 2 – DPDs in preparation**


<b>Pendle Local Plan (Fourth Review)</b>		
<b>Status</b>	Development Plan Document [DPD]	
<b>Scope</b>	Sets-out strategic policy including defining development needs and how this need will be met. Site specific allocations for different types of development. Identifies areas where development will be resisted or required to meet higher standards of design. Establishes a suite of detailed policies for development management.	
<b>Chain of Conformity</b>	National Planning Policy Framework	
<b>Geographical Coverage</b>	Borough-wide	
<b>Production Timetable &amp; Key Milestones</b>	Consult statutory bodies on the scope of the Sustainability Appraisal	April/May 2022
	Commence document preparation	April 2022
	Preferred Options consultation	January – February 2023
	Publication consultation	October – November 2023
	Submission to the Secretary of State	December 2023
	Pre-Hearing Meeting (if needed)	March 2024
	Hearing Sessions	June – July 2024
	Receipt of Inspector's Report	October 2024
	Adoption	December 2024
<b>Lead Officer</b>	Principal Planning Officer (Policy)	
<b>Management</b>	Planning, Economic Development & Regulatory Services Manager Pendle Council Management Team	
<b>Political Management</b>	Member Working Group comprising the established area sub-committees All documents reported to the Policy & Resources and/or Council. Council resolution required for each formal public consultation and for submission and adoption.	
<b>External Resources</b>	Squire Patton Boggs is engaged to provide legal advice.	
<b>Council Resources</b>	The Local Plan budget is ring-fenced.	
<b>Community Engagement</b>	Engagement with stakeholders and members of the community takes place in accordance with the requirements set out in the <a href="#">Town and Country Planning (Local Planning) (England) Regulations 2012</a> and the Council's <a href="#">Statement of Community Involvement</a> .	

 Estimated dates; stage not yet complete.


## **Appendix 3 – SPDs in preparation**




Development in the Open Countryside and AONB		
<b>Status</b>	Supplementary Planning Document [SPD]	
<b>Scope</b>	Provide detailed design guidance for new development in the open countryside or the Forest of Bowland Area of Outstanding Natural Beauty (AONB).	
<b>Chain of Conformity</b>	NPPF New Local Plan	
<b>Geographical Coverage</b>	Borough-wide and site specific to the Forest of Bowland AONB	
<b>Production Timetable &amp; Key Milestones</b>	Consultation on the SPD objectives	August 2024
	Commence document preparation	September 2024
	Consultation on draft SPD	January – February 2025
	Consider representations	March – April 2025
	Adoption	June 2025
<b>Lead Officer</b>	Principal Planning Officer (Policy)	
<b>Management</b>	Planning, Economic Development & Regulatory Services Manager Pendle Council Management Team	
<b>Political Management</b>	Lead member for planning Draft documents for public consultation reported to Policy & resources and/or Council. Council resolution required for adoption.	
<b>External Resources</b>	Squire Patton Boggs is engaged to provide legal advice.	
<b>Council Resources</b>	The Local Plan budget is ring-fenced.	
<b>Community Engagement</b>	Engagement with stakeholders and members of the community takes place in accordance with the requirements set out in the <a href="#">Town and Country Planning (Local Planning) (England) Regulations 2012</a> and the Council's <a href="#">Statement of Community Involvement</a> .	

 Estimated dates; stage not yet complete.


Pendle Design Code		
<b>Status</b>	Supplementary Planning Document [SPD]	
<b>Scope</b>	Provide detailed design parameters for developments coming forward within Pendle	
<b>Chain of Conformity</b>	NPPF New Local Plan	
<b>Geographical Coverage</b>	Borough-wide	
<b>Production Timetable &amp; Key Milestones</b>	Consultation on the SPD objectives	January 2023
	Commence document preparation	February 2023
	Formal consultation on draft	October – November 2023
	Consider representations	December – January 2024
	Adoption	March 2024
<b>Lead Officer</b>	Principal Planning Officer (Policy)	
<b>Management</b>	Planning, Economic Development & Regulatory Services Manager Pendle Council Management Team	
<b>Political Management</b>	Lead member for planning Draft documents for public consultation reported to Policy & resources and/or Council. Council resolution required for adoption.	
<b>External Resources</b>	Squire Patton Boggs is engaged to provide legal advice.	
<b>Council Resources</b>	The Local Plan budget is ring-fenced.	
<b>Community Engagement</b>	Engagement with stakeholders and members of the community takes place in accordance with the requirements set out in the <a href="#">Town and Country Planning (Local Planning) (England) Regulations 2012</a> and the Council's <a href="#">Statement of Community Involvement</a> .	

 Estimated dates; stage not yet complete.

Climate Change and Energy		
<b>Status</b>	Supplementary Planning Document [SPD]	
<b>Scope</b>	Provide detailed guidance to ensure that new development is resilient to the effects of climate change and makes an effective contribution to the Council's aims to secure the carbon neutrality of the Borough by 2030 including energy production.	
<b>Chain of Conformity</b>	NPPF New Local Plan	
<b>Geographical Coverage</b>	Borough-wide	
<b>Production Timetable &amp; Key Milestones</b>	Consultation on the SPD objectives	August 2024
	Commence document preparation	September 2024
	Consultation on draft SPD	January – February 2025
	Consider representations	March – April 2025
	Adoption	June 2025
<b>Lead Officer</b>	Principal Planning Officer (Policy)	
<b>Management</b>	Planning, Economic Development & Regulatory Services Manager Pendle Council Management Team	
<b>Political Management</b>	Lead member for planning Draft documents for public consultation reported to Policy & resources and/or Council. Council resolution required for adoption.	
<b>External Resources</b>	Squire Patton Boggs is engaged to provide legal advice.	
<b>Council Resources</b>	The Local Plan budget is ring-fenced.	
<b>Community Engagement</b>	Engagement with stakeholders and members of the community takes place in accordance with the requirements set out in the <a href="#">Town and Country Planning (Local Planning) (England) Regulations 2012</a> and the Council's <a href="#">Statement of Community Involvement</a> .	

 Estimated dates; stage not yet complete.

Biodiversity Net Gain		
<b>Status</b>	Supplementary Planning Document [SPD]	
<b>Scope</b>	Provide detailed guidance on measures required to meet and deliver net biodiversity requirements as introduced through the Environment Act 2021	
<b>Chain of Conformity</b>	Environment Act 2021 NPPF New Local Plan	
<b>Geographical Coverage</b>	Borough-wide	
<b>Production Timetable &amp; Key Milestones</b>	Consultation on the SPD objectives	January 2023
	Commence document preparation	February 2023
	Consultation on draft SPD	July - August 2023
	Consider representations	September – October 2023
	Adoption	December 2023
<b>Lead Officer</b>	Principal Planning Officer (Policy)	
<b>Management</b>	Planning, Economic Development & Regulatory Services Manager Pendle Council Management Team	
<b>Political Management</b>	Lead member for planning Draft documents for public consultation reported to Policy & resources and/or Council. Council resolution required for adoption.	
<b>External Resources</b>	Squire Patton Boggs is engaged to provide legal advice.	
<b>Council Resources</b>	The Local Plan budget is ring-fenced.	
<b>Community Engagement</b>	Engagement with stakeholders and members of the community takes place in accordance with the requirements set out in the <a href="#">Town and Country Planning (Local Planning) (England) Regulations 2012</a> and the Council's <a href="#">Statement of Community Involvement</a> .	

 Estimated dates; stage not yet complete.

## **Appendix 4 – Adopted DPDs**

<b>Bradley Area Action Plan</b>		
<b>Status</b>	Development Plan Document [DPD]	
<b>Scope</b>	To provide a statutory basis for regeneration activity in that part of the Bradley ward in Nelson, which forms part of the ELEVATE Housing Market Renewal (HMR) Pathfinder Intervention Area.	
<b>Chain of Conformity</b>	Core Strategy Policy LIV1 – Housing Provision and Delivery	
<b>Geographical Coverage</b>	Bradley area of Nelson (as defined on the Proposals Map)	
<b>Production Timetable &amp; Key Milestones</b>	Consult statutory bodies on the scope of the Sustainability Appraisal	February 2006
	Commence document preparation	
	Pre-submission consultation	18 February 2008 – 31 <sup>st</sup> March 2008
	Publication consultation	6 <sup>th</sup> August 2010 – 20 <sup>th</sup> September 2010
	Submission to the Secretary of State	December 2010
	Pre-Hearing Meeting	None - guidance note issued by the Inspector
	Hearing Sessions	15 <sup>th</sup> March 2011
	Receipt of Inspector's Report	26 <sup>th</sup> May 2011
	Adoption	30 <sup>th</sup> June 2011
<b>Lead Officer</b>	HMR Principal Planner	
<b>Management</b>	Principal Planning Officer (Policy), Planning & Building Control Manager and the Council's Management Team	
<b>Political Management</b>	HMR Member Steering Group and the Executive Members for Planning and Housing. All documents reported to the Council's Executive and/or Full Council. Full Council resolution required for submission and adoption.	
<b>External Resources</b>	Consultants lead on preparation of the Masterplan (Pre-submission consultation). Cobbetts LLP was engaged to provide legal advice.	
<b>Council Resources</b>	HMR budget. HMR Principal Planner post established to lead on publication and submission.	
<b>Community Engagement</b>	DPD followed the Transitional Provision of the Town and Country Planning (Local Development) (England) Regulations 2008.  Engagement with stakeholders and members of the community took place in accordance with the requirements set out in the Town and Country Planning (Local Development) (England) Regulations 2008, the Council's Statement of Community Involvement and the requirements of the ELEVATE programme.	

<b>Local Plan Part 1: Core Strategy</b>		
<b>Status</b>	Development Plan Document [DPD]	
<b>Scope</b>	<p>Sets-out a vision for the future of Pendle.</p> <p>Establishes strategic (development) objectives, together with a spatial strategy and core planning policies to guide future development.</p> <p>Identifies strategic site allocations for housing and employment.</p>	
<b>Chain of Conformity</b>	National Planning Policy Framework	
<b>Geographical Coverage</b>	Borough-wide	
<b>Production Timetable &amp; Key Milestones</b>	Consult statutory bodies on the scope of the Sustainability Appraisal	October 2006
	Commence document preparation	July 2007
	Issues and Options consultation	4 <sup>th</sup> July – 18 <sup>th</sup> August 2008
	Preferred Options consultation	28 <sup>th</sup> October – 12 <sup>th</sup> December 2011
	Publication consultation (1)	19 <sup>th</sup> October – 3 <sup>rd</sup> December 2012
	Further Options consultation	10 <sup>th</sup> January – 21 <sup>st</sup> February 2014
	Publication consultation (2)	10 <sup>th</sup> October 2014 – 24 <sup>th</sup> November 2014
	Submission to the Secretary of State	19 <sup>th</sup> December 2014
	Pre-Hearing Meeting	None
	Hearing Sessions	14 <sup>th</sup> – 28 <sup>th</sup> April 2015
	Receipt of Inspector's Report	26 <sup>th</sup> October 2015
	Adoption	17 <sup>th</sup> December 2015
	Review	<p>Carried out in December 2020 (Partially concluded through LP2)</p> <p>Document now being replaced by the preparation of a new Local Plan.</p>
<b>Lead Officer</b>	Principal Planning Officer (Policy)	
<b>Management</b>	Planning & Building Control Manager and Council's Management Team	
<b>Political Management</b>	<p>Member Steering Group comprising the leaders of the Conservative, Labour and Liberal Democrats (one of whom will be The Leader of the Council) and the Executive Member for Planning.</p> <p>All documents reported to the Council's Executive and/or Full Council.</p> <p>Full Council resolution required for each formal public consultation and for submission and adoption.</p>	
<b>External Resources</b>	Eversheds LLP, Cobbetts LLP and Squire Patton Boggs were engaged to provide legal advice.	
<b>Council Resources</b>	The Local Plan budget is ring-fenced.	
<b>Community Engagement</b>	Engagement with stakeholders and members of the community took place in accordance with the requirements set out in the Town and Country Planning (Local	

	Planning) (England) Regulations 2012 and the Council's Statement of Community Involvement.
--	--



## **Appendix 5 – Adopted SPDs**

<b>Brierfield Canal Corridor Housing Brief</b>		
<b>Status</b>	Supplementary Planning Document [SPD]	
<b>Scope</b>	To provide a basis for regeneration activity in an area of Brierfield forming part of the ELEVATE Housing Market Renewal (HMR) Pathfinder Intervention Area.	
<b>Chain of Conformity</b>	Core Strategy Policy LIV1 – Housing Provision and Delivery	
<b>Geographical Coverage</b>	Area of Brierfield off Clitheroe Road (as defined on Map 1 in the SPD)	
<b>Production Timetable &amp; Key Milestones</b>	Commence document preparation	July 2003
	Preparation of ADF Planning Brief	July 2003 – March 2004
	Consideration of Issues and Options	April – October 2004
	Consultation on draft Masterplan	17 <sup>th</sup> January – 28 <sup>th</sup> February 2005
	Consult statutory bodies on the scope of the Sustainability Appraisal	June 2005
	Consultation on draft SPD	1 <sup>st</sup> July – 29 <sup>th</sup> July 2005
	Consider representations	August – September 2005
	Adoption	27 <sup>th</sup> October 2005
<b>Lead Officer</b>	HMR Senior Regeneration Officer	
<b>Management</b>	Planning Policy Manager, Development Control Manager, Planning & Building Control Manager and the Council's Management Team.	
<b>Political Management</b>	HMR Member Steering Group and the Executive Members for Planning and Housing. Draft documents for public consultation reported to the Council's Executive and/or Full Council. Full Council resolution required for adoption.	
<b>External Resources</b>	Consultants (GVA Grimley) led on the preparation of a Masterplan for the Brierfield Area Development Framework.	
<b>Council Resources</b>	HMR budget. HMR Regeneration team lead on the preparation of the SPD.	
<b>Community Engagement</b>	Engagement with stakeholders and members of the community took place in accordance with the requirements set out in the Town and Country Planning (Local Development) (England) Regulations 2004, the Council's Statement of Community Involvement and the requirements of the ELEVATE programme.  <b>Please note:</b> Much of the preparatory work leading up to the publication of the draft SPD pre-dated the introduction of the Planning & Compulsory Purchase Act (September 2004) and the requirements for sustainability appraisal.	

<b>Conservation Area Design and Development Guidance</b>		
<b>Status</b>	Supplementary Planning Document [SPD]	
<b>Scope</b>	Detailed policy advice on design and new development within the Conservation Areas of Pendle.	
<b>Chain of Conformity</b>	Replacement Pendle Local Plan 2001-2016 – Policy 10	
<b>Geographical Coverage</b>	Borough-wide, within the boundaries of the designated Conservation Areas.	
<b>Production Timetable &amp; Key Milestones</b>	Consult statutory bodies on the scope of the Sustainability Appraisal	October 2006
	Consultation on the SPD objectives	21 <sup>st</sup> May – 15 <sup>th</sup> June 2007
	Commence document preparation	July 2007
	Consultation on draft SPD	18 <sup>th</sup> January – 29 <sup>th</sup> February 2008
	Consider representations	March – July 2008
	Adoption	14 <sup>th</sup> August 2008
<b>Lead Officer</b>	Principal Planning Officer (Built Heritage)	
<b>Management</b>	Planning Policy Manager, Development Control Manager, Planning & Building Control Manager and the Council's Management Team.	
<b>Political Management</b>	<p>Executive Member for Planning</p> <p>Draft documents for public consultation reported to the Council's Executive and/or Full Council.</p> <p>Full Council resolution required for adoption.</p>	
<b>External Resources</b>	None	
<b>Council Resources</b>	The Local Plan budget is ring-fenced.	
<b>Community Engagement</b>	Engagement with stakeholders and members of the community took place in accordance with the requirements set out in The Town and Country Planning (Local Development) (England) Regulations 2004 and the Council's Statement of Community Involvement.	

<b>Design Principles</b>		
<b>Status</b>	Supplementary Planning Document [SPD]	
<b>Scope</b>	To provide guidance on the types of householder developments, shop-fronts and advertisements likely to be acceptable to the local planning authority; together with advice on the planning and design of domestic extensions.	
<b>Chain of Conformity</b>	Replacement Pendle Local Plan 2001-2016 – Policy 13	
<b>Geographical Coverage</b>	Borough-wide	
<b>Production Timetable &amp; Key Milestones</b>	Consult statutory bodies on the scope of the Sustainability Appraisal	3 <sup>rd</sup> October – 20 <sup>th</sup> October 2006
	Consultation on the SPD objectives	21 <sup>st</sup> May – 15 <sup>th</sup> June 2007
	Commence document preparation	June 2007
	Consultation on draft SPD	27 <sup>th</sup> February – 14 <sup>th</sup> April 2009
	Consider representations	May – November 2009
	Adoption	10 <sup>th</sup> December 2009
<b>Lead Officer</b>	Development Control Manager	
<b>Management</b>	Principal Planning Officer (Policy), Planning & Building Control Manager and the Council's Management Team.	
<b>Political Management</b>	<p>Executive Member for Planning</p> <p>Draft documents for public consultation reported to the Council's Executive and/or Full Council.</p> <p>Full Council resolution required for adoption.</p>	
<b>External Resources</b>	None	
<b>Council Resources</b>	The Local Plan budget is ring-fenced.	
<b>Community Engagement</b>	Engagement with stakeholders and members of the community took place in accordance with the requirements set out in The Town and Country Planning (Local Development) (England) Regulations 2004; The Town and Country Planning (Local Development) (England) (Amended) Regulations 2008 and the Council's Statement of Community Involvement.	

<b>Railway Street Neighbourhood (Brierfield)</b>		
<b>Status</b>	Supplementary Planning Document [SPD]	
<b>Scope</b>	To provide a basis for regeneration activity in an area of Brierfield forming part of the ELEVATE Housing Market Renewal (HMR) Pathfinder Intervention Area.	
<b>Chain of Conformity</b>	Core Strategy Policy LIV1 – Housing Provision and Delivery	
<b>Geographical Coverage</b>	Area of Brierfield immediately east of the railway line (as defined on the map on the inside cover of the SPD)	
<b>Production Timetable &amp; Key Milestones</b>	Commence document preparation	August 2003
	Preparation of ADF Planning Brief	August 2003 – March 2004
	Consideration of Issues and Options	7 <sup>th</sup> October 2006 – 10 <sup>th</sup> December 2008
	Consultation on draft Masterplan	11 <sup>th</sup> May – 25 <sup>th</sup> May 2007
	Consult statutory bodies on the scope of the Sustainability Appraisal	May 2007
	Consultation on draft SPD	20 <sup>th</sup> August – 1 <sup>st</sup> October 2010
	Consider representations	October – November 2010
	Adoption	9 <sup>th</sup> December 2010
<b>Lead Officer</b>	HMR Senior Regeneration Officer and HMR Principal Planner	
<b>Management</b>	Planning Policy Manager, Development Control Manager, Planning & Building Control Manager and the Council's Management Team.	
<b>Political Management</b>	HMR Member Steering Group and the Executive Members for Planning and Housing. Draft documents for public consultation reported to the Council's Executive and/or Full Council. Full Council resolution required for adoption.	
<b>External Resources</b>	Consultants (URBED) led on the preparation of a Masterplan for the Railway Street Area Development Framework.	
<b>Council Resources</b>	HMR budget. HMR Regeneration team lead on the preparation of the SPD.	
<b>Community Engagement</b>	Engagement with stakeholders and members of the community took place in accordance with the requirements set out in the Town and Country Planning (Local Development) (England) Regulations 2004, The Town and Country Planning (Local Development) (England) (Amended) Regulations 2008, the Council's Statement of Community Involvement and the requirements of the ELEVATE programme. <b>Please note:</b> Much of the preparatory work leading up to the publication of the draft SPD pre-dated the introduction of the Planning & Compulsory Purchase Act (September 2004) and the requirements for sustainability appraisal.	

## **Appendix 6 – Glossary**

Term / Common abbreviation		Brief Description <span>Bold Text = A term also addressed within the glossary</span>
Authority Monitoring Report	AMR	Previously known as the Annual monitoring Report. This document is published as soon as practicable after the end of the monitoring period (31 March). It sets out how the Council's planning policies have been used and whether they have achieved the milestones set out in the <b>Local Development Scheme</b> .
Appropriate Assessment	AA	A requirement, under the European Habitats Directive. Its purpose is to assess the potential impact emerging planning policies may have – either alone, or in combination with other projects or plans – on the structure, function or conservation objectives for a European (Natura 2000 <sup>12</sup> ) Site.
Area Action Plan	AAP	A <b>Development Plan Document</b> that provides the planning framework for a specific location subject to conservation, or regeneration. A key feature is its focus on implementation.
Consultation Statement	-	Demonstrates how a document has been prepared in accordance with the requirements set out in The Town and Country Planning (Local Planning) (England) Regulations 2012, as amended. The statement set outs: <ul style="list-style-type: none"> <li>• which bodies and persons were invited to make representations under Regulation 25 (Regulation 26 for the Statement of Community Involvement);</li> <li>• how these bodies and persons were invited to make such representations;</li> <li>• a summary of the main issues raised by those representations; and</li> <li>• how those main issues have been addressed in the LDD.</li> </ul>
Core Strategy	-	The key document in the new Pendle Local Plan. It establishes the strategic framework for planning in Pendle. Specifically it sets out: <ul style="list-style-type: none"> <li>• a spatial vision and strategic objectives;</li> <li>• a spatial strategy;</li> <li>• core policies; and</li> <li>• a framework for monitoring and implementation.</li> </ul> <p>The Core Strategy must be kept up to date and all other planning policy documents in the borough must be in general conformity with the strategic policies in the plan.</p>

<sup>12</sup> Natura 2000 Sites include Special Areas of Conservation (SACs) designated for species and habitats and Special Protected Area (SPAs) designated for birds. On land these are usually part of existing Sites of Special Scientific Interest (SSSIs).

Term / Common abbreviation		Brief Description	Bold Text = A term also addressed within the glossary
Development Management		<p>The introduction of ‘development management’ sought to change the culture of planning away from ‘development control’. It is customer-focussed, positive, proactive and inclusive. Great emphasis is placed on landowners, developers or their agents seeking pre-application advice before submitting a planning application.</p> <p>Development management policies are set out in a suite of <b>Development Plan Documents</b>, including the <b>Local Plan</b>. They help to ensure that the vision and strategic objectives for the future of the area are achieved.</p>	
Development Plan	-	The Development Plans consists of a small number of <b>statutory</b> planning documents. These <b>Development Plan Documents</b> contain the policies and <b>site specific allocations</b> used to guide the nature and location of development in the borough.	
Development Plan Document	DPD	<p>These are <b>statutory</b> planning documents, which contain the key policies used to control development in the Borough. A <b>Policies Map</b> (previously known as a Proposals Map), which illustrates the spatial extent of these policies, must also be prepared and maintained to accompany all DPDs.</p> <p>DPDs form part of the <b>Development Plan</b> and are, therefore, a primary consideration in decisions on a planning application, unless material considerations indicate otherwise. As such they are subject to rigorous consultation procedures, <b>sustainability appraisal</b> and independent examination. DPDs can only be adopted once the inspector appointed by the Government to oversee the examination has issued his/her binding report.</p>	
Evidence Base	-	The body of information and data prepared or commissioned by a local planning authority to help justify the <b>soundness</b> of the policy approach set out in the <b>Local Plan</b> .	
Front Loading	-	The term used to reflect that public input and consensus will be sought at the earliest opportunity in the production of the <b>Local Plan</b> and other planning policy documents.	
General Consultation Bodies	-	<p>The <b>Regulations</b> require local planning authorities to consult such of the ‘general consultation bodies’ as they consider appropriate, in the preparation of documents that will form part of the Local Plan. General consultation bodies include:</p> <ol style="list-style-type: none"> <li>Voluntary bodies some or all of whose activities benefit any part of the authority’s area</li> <li>Bodies which represent the interests of different racial, ethnic or national groups in the authority’s area.</li> <li>Bodies which represent the interests of different religious groups in the authority’s area.</li> <li>Bodies which represent the interests of disabled persons in the authority’s area.</li> <li>Bodies which represent the interests of persons carrying on business in the authority’s area.</li> </ol> <p>Also refer to: <b>Specific consultation bodies</b></p>	



Term / Common abbreviation		Brief Description	Bold Text = A term also addressed within the glossary
Green Infrastructure	-	The term used to describe natural and managed areas of ‘green’ land lying both in, and between, our towns and villages, that together make up a network of inter-connected, high quality, multi-functional open spaces and the corridors that link them, which provide multiple social, economic and environmental benefits for both people and wildlife. Also refer to: <b>Infrastructure</b>	
Housing Market Renewal	<b>HMR</b>	A Government programme that ran from April 2002 to March 2011. It sought to coordinate public sector intervention to help sustain areas where housing market failure was evident – i.e. low demand and high levels of abandonment.	
Infrastructure	-	Collective term for the basic services necessary for development to take place i.e. transport, electricity, sewerage, water, education, health and community facilities. Also refer to: <b>Green infrastructure</b>	
Local Development Scheme	<b>LDS</b>	Sets out the timetable for the production of the <b>Local Plan</b> and other planning policy documents.	
Local Plan	-	Document setting out detailed proposals concerning the use of land in an area. The Plan consists of a Written Statement and accompanying <b>Policies Map</b> . The Plan provides the basis for the determination of planning applications and to help co-ordinate new development.	
Local Transport Plan	<b>LTP</b>	A bidding document to help secure funding for local transport projects. Lancashire County Council is responsible for preparing the Lancashire Transport Plan.	
National Planning Policy Framework	<b>NPPF</b>	The National Planning Policy Framework was published by the Department of Communities and Local Government on 27 <sup>th</sup> March 2012, consolidating information previously contained in a large number of individual Planning Policy Statements (PPS) or Planning Policy Guidance Notes (PPG).	
Neighbourhood Development Plan	-	Introduced by the Localism Act 2011, they enable local communities to shape development in their areas through the production of a Neighbourhood Development Plan (often abbreviated to Neighbourhood Plan). When made (adopted) they become part of the <b>Development Plan</b> and are used in the determination of planning applications. In Pendle, which is fully parished, their preparation must be led by a Parish or Town Council.	
Planning Practice Guidance	<b>PPG</b>	Launched on 6 March 2014, this is a web-based resource that brings together detailed information on various topics. It is important to note that the guidance should not be seen as representing Government policy. This is set out in the <b>National Planning Policy Framework</b> .	

Term / Common abbreviation		Brief Description	Bold Text = A term also addressed within the glossary
Policies Map	-	A map of the borough, using an Ordnance Survey base to illustrate the <b>spatial</b> implications of the policies and proposals contained in the Local Plan and other Development Plan Documents. The map defines sites where particular developments or land uses are favoured, or those areas that are protected from development. Detailed inset maps are used where additional clarity is required.	
The Regulations	-	Refers to The Town and Country Planning (Local Planning) (England) Regulations 2012, as amended, which govern all matters relating to the preparation of <b>Local Plan</b> documents.	
Site Allocations	-	The allocation of land for particular uses within a <b>Development Plan Document</b> .	
Soundness	-	For a document to be considered sound it must be legally compliant (i.e. prepared in accordance with <b>The Regulations</b> ) positively prepared, justified, effective and compliant with national policy.  Documents must be founded on adequate, up-to-date and relevant evidence and represent the most appropriate strategy when considered against the reasonable alternatives.	
Spatial planning	-	Spatial planning refers to the methods used by the public sector to influence the distribution of people and activities in a particular area. It goes beyond traditional land use planning, in that it brings together and integrates policies for the development and use of land with other policies and programmes which influence the nature of places and how they function.  This will include policies which can impact on land use by influencing the demands on, or needs for, development, but which are not capable of being delivered solely or mainly through the granting or refusal of planning permission and which may be implemented by other means.	
Specific Consultation Bodies		<b>The Regulations</b> require local planning authorities to consult each of the ‘specific consultation bodies’, to the extent that they consider that the proposed subject matter affects the body, in the preparation of documents that will form part of the <b>Local Plan</b> .  The list of specific consultation bodies is identified in the regulations. It includes organisations such as major government departments, <b>infrastructure</b> providers neighbouring local authorities and parish councils both within and adjoining the borough boundary.  Also refer to: <b>General consultation bodies</b>	
Stakeholder	-	The term used to describe any organisation or individual that has a direct interest in, or is affected by, the actions or decisions of another individual or organisation.	

Term / Common abbreviation		Brief Description	Bold Text = A term also addressed within the glossary
Statement of Community Involvement	SCI	Sets out how a local planning authority (e.g. Pendle Council) intends to consult the public and selected organisations in the preparation, alteration and continuing review of the <b>Local Plan</b> , other planning policy documents <b>and Development Management</b> decisions. It explains how people and organisations can get involved in the preparation of new planning policy and how they will be consulted on planning applications.  The SCI is no longer subject to independent examination but is still part of a comprehensive approach to engagement.	
Strategic Environmental Assessment	SEA	A legally enforced procedure required by EU Directive 42/2001/EC. It aims to introduce a systematic assessment of the environmental effects of strategic planning and land use decisions. In England the SEA requirements have been incorporated into the <b>Sustainability Appraisal</b> process.	
Statutory	-	Required by law (statute), usually through an Act of Parliament.	
Sub-regional	-	The term used to describe any subdivision of a region, larger than a district authority. For example Lancashire and East Lancashire are both regarded as sub-regions within the North West of England.	
Supplementary Planning Document	SPD	Cover a thematic or site specific issue. They provide additional information and guidance that expands on a 'parent' policy in a <b>Development Plan Document</b> . They do not form part of the <b>statutory Development Plan</b> and cannot be used to allocate land or introduce new planning policies (Development Plan Document). Although SPDs go through public consultation procedures and <b>sustainability appraisal</b> , they are not subject to independent examination.	
Sustainability Appraisal	SA	The process of assessing the policies and site allocations in a <b>Development Plan Document</b> , for their global, national and local implications on social, economic and environmental objectives.  Also refer to: <b>Strategic Environmental Assessment</b>	
Sustainable Development	-	Various definitions of sustainable development have been put forward over the years, but that most often used is the Brundtland definition: enabling development that meets the needs of the present without compromising the ability of future generations to meet their own needs.  Planning seeks to promote sustainable development by helping to achieve a balance between economic growth, social advancement and environmental conservation.	

**Pendle Council**  
**Planning, Economic Development & Regulatory Services**  
**Town Hall**  
**Market Street**  
**Nelson**  
**Lancashire**  
**BB9 7LG**

**Tel: 01282 661330**

**Email [ldf@pendle.gov.uk](mailto:ldf@pendle.gov.uk)**

**Website: [www.pendle.gov.uk/planning](http://www.pendle.gov.uk/planning)**



**If you would like this information in a way which is better for you, please telephone us.**

اگر آپ یہ معلومات کسی ایسی شکل میں چاہتے ہیں، جو کہ  
آپ کے لئے زیادہ مفید ہو تو براۓ مہربانی ہمیں ٹیلیفون کریں۔



**Liberata**

