



## **MINUTES OF A MEETING OF THE NEIGHBOURHOOD PLAN ADVISORY COMMITTEE on Thursday, 18<sup>th</sup> July 2024 at 6.30 p.m. in the Council Chamber of Colne Town Hall**

*In attendance: Cllr D. Clamp, Cllr D. Cockburn-Price, Cllr S. Cockburn-Price (Chairman), Mr A. Denton (Co-opted), Mr P. Foxley (Co-opted), Cllr I. Robinson, Mr B. Reynolds (Co-opted) and Cllr H. Thomas.*

*Others in attendance: Ms. G. Langley (Responsible Financial Officer), Mr J. Birchenough and Mr M. Wellock (Kirkwells Planning Consultant).*

### **1. Welcome**

The Chairman welcomed all to the July 2024 Neighbourhood Plan Advisory Committee (NPAC) meeting of Colne Town Council.

### **2. Apologies**

*Apologies were received from Cllr A. Chamberlain, Cllr A. Mann and Cllr B. Wildman and were duly accepted.*

*Apologies were also received from Mrs E. Hartley (Co-opted).*

### **3. Declarations of Interest**

To receive any declarations of interest from Members relating to any item on the agenda in accordance with the provisions of the Code of Conduct and/or indicate if S106 of the Local Government Finance Act 1992 applies to them.

*No declarations were received.*

### **4. Minutes**

To approve as a correct record the Minutes of the meeting held on Tuesday, 27<sup>th</sup> June 2023. (Decision required)

*The Minutes of the meeting held on Tuesday, 27<sup>th</sup> June 2023 were accepted as a true and accurate record.*

***Proposed by Cllr D. Cockburn-Price***

***Seconded by Cllr I. Robinson***

***Approved by Committee***

### **5. Public Forum**

To consider questions, statements, or petitions from members of the public who are welcome to the meeting and have a total collectively of 15 minutes to make their representations to the Committee. (Information only)

*Mr J. Birchenough expressed a concern about a report that was presented at the July Area Committee meeting regarding parking policy and strategies for Pendle.*

*The report stated that an overarching Pendle Parking Policy was to be determined and set out the process that will be followed to achieve this. The chosen policy will then be underpinned by five area-specific parking strategies for the individual towns.*

*Mr Birchenough's concern was that the appendix to the report suggested that the introduction of pay and display should be further investigated for Colne and he asked if there was anything the Advisory Committee would be able to do, should such a proposal come forward for approval, given that free parking was considered to be a strength during analysis for the Colne Neighbourhood Plan, and the Town Centre policy to maintain and enhance vitality and viability of the Town could be adversely affected. Would individuals be allowed to speak at such as meeting and would a collective response from the Advisory Committee carry more weight than that of an individual resident.*

*The Chairman confirmed that such a decision would be made at the Executive Meeting of Pendle Borough Council, and that this is a public meeting in which members of the public can register to speak on an agenda item.*

*It was suggested that, should such a proposal come forward for approval, in addition to individual objections, the Town Council should also formally write to Pendle Borough Council to voice its concern.*

## **6. Introductions**

Following a brief introduction to the Colne Neighbourhood Development Plan and its purpose, those present will give a brief introduction of who they are and their interest in the CNDP.

*All those in attendance gave a brief introduction to the rest of the group.*

***Action: For the Town Clerk to contact Mr J. Stanford, who was a valued member of the group and had made a positive material impact on the made Colne Neighbourhood Plan, to formally thank him for all his years of hard work and commitment to the Project. Sadly, he is unable to continue to assist owing to having other pressing commitments.***

## **7. NPAC Terms of Reference**

To present the agreed terms of reference for the Neighbourhood Plan Advisory Committee to those present.

*The Town Clerk gave a brief outline of the terms of reference for those present who are not familiar with such documents. It was explained that they state the aims and objectives of the group and will be useful for those considering co-option on to the committee.*

*The presented Terms of Reference were noted by those in attendance.*

## **8. Co-option**

To consider candidates for co-option onto the Neighbourhood Plan Advisory Committee in line with the Committee's approved Terms of Reference.

*The following candidates were approved for co-option on to the Neighbourhood Plan Advisory Committee:*

*Mr A. Denton*

*Mr P. Foxley*

*Mrs E. Hartley (Protect Pendle's Countryside)*

*Mr B. Reynolds (Lidgett & Beyond)*

**Proposed by Cllr S. Cockburn-Price**  
**Unanimously Approved by Committee**

**Seconded by Cllr I. Robinson**

## **9. Frequency of Meetings**

To consider whether meetings should be regularly scheduled or if they are just going to be arranged as and when required.

*It was proposed that the Committee continues to hold ad hoc meetings as and when required, rather than having a formal schedule.*

*The Chairman stated that at some points, for example when we are writing our evidence base, meetings will be more infrequent, however members will still be updated on any relevant information. It was suggested that the methods of communication be via email for anything formal, and via a newly created WhatsApp group for anything more informal.*

**Proposed by Cllr S. Cockburn-Price**  
**Approved by Committee**

**Seconded by Cllr H. Thomas**

**Action: Town Clerk to set-up a WhatsApp group for the Committee.**

## **10. Finances and Grants**

To discuss the Neighbourhood Plan budget requirements for the next few years, and to identify any grants that may be available.

*The Town Clerk explained that although the agreed budget for 2024/25 is quite small, there is still an element of funding remaining from Locality (total of £4,952.39) that the Town Council can claim.*

*The Planning Consultant mentioned that the Town Council may now be eligible for additional funding, as it is about to embark on a review of its made plan and that it is certainly worth asking the question.*

**Action: For the Town Clerk to contact Locality to ascertain the amount of funding that the Town Council is eligible for.**

## **11. The Required Processes when Updating a Neighbourhood Plan**

To hear from Mr M. Wellock of Kirkwell's Planning Consultants regarding the processes involved when updating policies and information within a made Neighbourhood Plan.

*The Planning Consultant explained that there are three ways in which a made neighbourhood plan can be amended:*

- *For routine updates, e.g. changes to reflect any updates in legislation / guidance, these can be approved by the Full Council, following a recommendation from the Advisory Committee and can be done as a matter of course.*
- *For any minor amendments such as small mapping errors, these can be corrected if approved by the Local Authority.*
- *For any changes to policy, additional housing sites and green spaces, the full neighbourhood planning process would need to be repeated, i.e. full public consultation (Regulation 14), submission to the Local Authority (Regulation 16), examination and referendum.*

*Given the potential updates listed in item 13 on the agenda, it is thought that the latter option will apply in most cases.*

## **12. How changes in Government may affect Neighbourhood Planning and the CNDP**

To discuss any potential legislative changes that may be introduced that could affect existing Neighbourhood Plans.

*Pre-consultation talks have gleaned that the new Labour Government will remove the power of Local Councillors to decide on any large housing developments. It has also been suggested that they will look to remove the housing allocations from Neighbourhood Plans, however this has not yet come to pass.*

*The Planning Consultant stated that there is certainly a clear intent to increase house building and a considerable emphasis on change at a rapid rate, however, we need to wait a couple of weeks for the details of the National Planning Policy Framework (NPPF) consultation. This will give us a better idea of where national policy is headed. National Policy will also inform the Pendle Local Plan., with which the Colne Neighbourhood Development Plan (CNDP) will need to be aligned. Until we know the details of the changes that are going to be made, we will not know in which areas we should focus our efforts, although we can probably hazard a good guess that housing viability will be an important factor.*

## **13. Potential Updates Required**

To review and discuss the changes that have previously been brought forward and that are likely to be implemented in the forthcoming months, including, and not limited to:

- Additional Housing Sites
- Additional Green Spaces
- Additional Non-Designated Heritage Assets
- The removal of degraded Non-Designated Heritage Assets
- New HMO Policy
- New Telecommunications Infrastructure Policy
- New Green / Environmental Policies

*Although the prospect of another Regulation 14 Consultation is daunting, the Chairman explained why it is essential that the CNDP is re-aligned with the Pendle Local Plan. Given that the latter will run until 2040, coupled with the more than likely increased housing targets, a Neighbourhood Plan that only focusses until 2030, will leave the town's green spaces vulnerable, and we will be at the mercy of the developers.*

*It is essential that the updated Plan runs to the same period and re-informs its evidence base accordingly, to endeavour to continue to enhance and protect Colne.*

*It was decided that, rather than getting immersed in the details at this meeting, the bullet points above would be used to inform a wish list for a future meeting. In the meantime, we need to look at the review in a much more structured way.*

*The planning consultant suggested using the existing document as the basis for the review and taking the following steps:*

*Step 1: Once National Policy has been identified (we should have details in the next few weeks), to review the policies to ascertain where they are no longer consistent with the NPPF and identify the changes that need to be made.*

*Step 2: Repeat this process and review the policies against emerging local plan policy.*

*Step 3: Look at any factual changes that need to be reflected in the plan, i.e. houses that have been built,*

*planning applications that have been approved / turned down, changes to any Non-Designated Heritage Assets and any changes in legislation and/or linked paragraphs to the NPPF that may now have changed.*

*Step 4: Take an overview of the policies. How have they performed, which have worked well and is there anything we need to change? Are any of the policies now redundant?*

*Step 5: Are there any new issues that were not covered previously that the Committee would now like to consider?*

*The Chairman stated that whilst we are waiting for the NPPF Consultation details to come through, it would be worth reading through the Colne Masterplan Document produced by PBC, and to re-acquaint with our current plan which can be found on the Town Council's website.*

*It was stated that Kirkwells Consultants have a series of tables that can be worked through to aid the initial review of the CNDP.*

*Once the National Policy has been determined, Mr M. Wellock will begin the initial review, using the tables as a guide. This work will then be presented to the Committee at a future meeting to determine the work that will need to be undertaken.*

#### **14. Evidence Base**

To discuss evidence base documentation that may be required for any changes to the CNDP.

*This item was placed on the agenda for the benefit of those that are new to the Advisory Committee and new to neighbourhood planning in general.*

*When considering additional material and policies for a Neighbourhood Plan, it is not sufficient to just include a policy to facilitate a desired outcome. A genuine need for the policy will have to be demonstrated, and this will need to be backed up with an appropriate evidence base document. Sometimes evidence can be collated by the Committee, alternatively, some more complex policies may warrant professional intervention, which can often be applied for as a technical package as part of the grant funding process. In either case, the information must be presented in such a way that strengthens the argument you are trying to make.*

#### **15. Items for a future month's Agenda**

Points raised under this item are for information only, any debate should be limited to five minutes only and to consider the items for the agenda for a future meeting.

- *An update on the National Planning Policy Framework and the NPPF Consultation Document.*
- *The results from the initial review of policies by the planning consultant.*
- *Identification of the next steps that will need to be taken.*

#### **16. Date & Time of Next Regular Meeting**

The next Neighbourhood Plan Advisory Committee meeting will be in approximately one month's time and is TBC.

*This meeting was concluded at 8:10 p.m.*