



HYNDBURN

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**Local Development Scheme
(2022 – 2024)**

For the Hyndburn Local Plan

February 2022

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1. Introduction

- 1.1. The Planning and Compulsory Purchase Act 2004 (the 2004 Act) places a requirement on Local Authorities to publish a Local Development Scheme (LDS) in support of the Development Plan for their area. The primary purpose of an LDS is to set out the timetable for the production of documents within, and associated to, the Development Plan, otherwise referred to as the 'Local Plan'.
- 1.2. The Council's last published LDS was in June 2018, covering the period to August 2021. Since June 2018 the Council has undertaken three public consultations on a Core Strategy Review, Site Allocations DPD document and a specific consultation on the Gypsy and Traveller policy and site options. This LDS replaces the June 2018 version with a new, revised timetable of work to 2025. It confirms that the Council now intends to complete the new Local Plan by merging the Core Strategy Review and Site Allocations DPD into a single Strategic Policies and Site Allocations Local Plan document (which will also incorporate any Gypsy and Traveller policy and site allocations). This revised LDS presents the intentions of the Council to progress (and complete) the adoption and publication of the Local Plan over the period 2022-2025.
- 1.3. There has been some slippage in the timetable previously published. The main reasons for this are as follows:
 - The large number of responses/comments to the Regulation 18(2) consultation and the time taken to process and respond to these;
 - The findings from the 2019 Gypsy and Traveller and Travelling Showperson Accommodation Assessment (GTAA) led to further consultation being required in 2019 (Regulation 18(3));
 - Staff changes and resource issues;
 - Delays in the progression of the Huncoat Masterplan;
 - Proposed and actual changes to national planning policy, including a new National Planning Policy Framework (NPPF);
 - Need for additional and updated evidence base.
- 1.3. The Local Plan for an area can comprise a single Development Plan Document (DPD), or a collection of DPDs, as appropriate to that area. The Local Plan for Hyndburn is concerned with providing a complete planning framework for the Borough including:
 1. A spatial vision, strategy and strategic objectives for the next 15 years;
 2. Planning policies (both strategic and non-strategic/local) for helping to facilitate the development needs identified for the area;
 3. Land allocations in support of planning policy, for example to meet the key housing and employment needs over the plan period;
 4. Land designations to protect areas from development where appropriate;and

5. A monitoring and implementation framework for delivery of the local plan.
- 1.4. A local authority can also choose to produce Supplementary Planning Documents (SPDs) in support of delivering an effective planning service. SPDs provide additional guidance on planning policies and/or land allocations within a DPD. An SPD does not, however, hold the same weight in decision making and in the determination of planning applications as a DPD, as it is not subject to the same rigorous procedures and examination process. An SPD also cannot introduce new or amended policy.
- 1.5. The Town and Country Planning (Local Planning) (England) Regulations 2012 (hereafter referred to as ‘the Regulations’) set out the discrete stages that both a DPD and SPD must go through prior to being adopted. These stages are summarised in Table 1 below and are discussed in more detail in [Section 5 \(Timetable\)](#) of this revised LDS.

Table 1: Key stages in the preparation of DPDs and SPDS

Development Plan Documents (DPDs)	Supplementary Planning Documents (SPDs)
Regulation 18 Preparation (incl. Public Participation)	Regulation 12 Public Participation
Regulation 19 Publication (incl. Public Participation)	
Regulation 20 Representations	Regulation 13 Representations on Supplementary Planning Documents
Regulation 22 Submission of documents and information to the Secretary of State	
Regulation 24 Independent examination	
Regulation 25 Publication of the recommendations of the appointed person	
Regulation 26 Adoption	Regulation 14 Adoption

- 1.6. The Regulations also set out the minimum requirements that local authorities must meet during consultation with relevant interested parties, and the specific documents that must be made available at each stage in the process. The Council will ensure that as Local Plan documents are progressed, these minimum requirements are fulfilled, along with any additional requirements set out in the Council’s published Statement of Community Involvement.

- 1.7. The Government has enforced, through regulation¹, that local authorities review Local Plans and their Statements of Community Involvement at least every five years from the date of their adoption. Local Authorities will need to carry out an assessment of whether a Local Plan or Statement of Community Involvement remains relevant and effectively addresses the needs of the local community, or whether policies need updating. Having carried out this assessment authorities must decide:
- That one or more policies do need updating, and update their Local Development Scheme to set out the timetable for updating their plan, and then update their plan; or
 - That their policies do not need updating, and publish their reasons for this decision
- 1.8. This LDS seeks to summarise the current position with regards to the Hyndburn Local Plan, and how it is expected to be progressed over the coming few years. The Scheme is underpinned by an assessment of the resources available to support the delivery of the work programme, and a Risk Assessment.
- 1.9. Separate to the Local Plan making process, but integral to the future development of Hyndburn, is the masterplan exercise in Huncoat. This was a significant piece of work that was undertaken by external consultant, in conjunction with a variety of stakeholders.
- 1.10. The final Masterplan was approved in October 2021 and the site allocations for the area, along with the planning policy approach it sets out will be reflected in the Local Plan. Current intentions are also to adopt the Masterplan as an SPD².
- 1.11. In line with the latest advice from Government, this LDS has been kept as concise as possible. If further information is required on any of the content of this document then please contact planningpolicy@hyndburnbc.gov.uk or call 01254 380174 / 01254 380178.
- 1.12. Further information, including the most up to date published information in relation to the Local Plan can be found on the Council's Local Plan webpages: <https://www.hyndburnbc.gov.uk/localplan/>

¹ The Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017

² Subject to further work in line with the Regulations

2. The emerging Hyndburn Local Plan

2.1. The majority of the 1996 Hyndburn Local Plan and Proposals Map has been replaced by more recent Development Plan Documents. The new Local Plan will replace some parts of these but, for clarity, the following documents comprise the *current* statutory Development Plan for Hyndburn (as of March 2022):

1. Hyndburn Core Strategy (adopted 2012);
2. Accrington Area Action Plan (adopted 2012);
3. Hyndburn Development Management (DM) DPD (adopted 2018)
4. Saved policies from the Hyndburn Local Plan (1996) including the Proposals Map (statement of saved policies attached as Appendix 1);
5. Joint Lancashire Minerals and Waste Core Strategy (adopted 2009); and
6. Joint Lancashire Minerals and Waste Site Allocations and Development Management Policies (adopted 2013).

2.2. Additional documents to be produced are a review of the 2012 Core Strategy policies and a Site Allocations DPD. Following the previous consultations, it has been decided to amalgamate these two elements to form one Local Plan (Strategic Policies and Site Allocations) document.

New Strategic Policies

2.3. A review of the 2012 Core Strategy, which contained the strategic policies³ for the Borough, is required for a number of reasons:

- a) The current Core Strategy was adopted pre-National Planning Policy Framework (NPPF) 2019 (and revised in 2021);
- b) NPPF now expects Plans to be reviewed every five years;
- c) Housing provision targets set out in the Core Strategy are out of date; the Government now expects housing requirements to be based on the standard methodology for calculating housing need or an up-to-date housing need assessment which the Council has in the form of the recently produced Housing and Economic Needs Assessment (HENA);
- d) Employment land requirements have also been updated following the publication and findings of the Employment Land Study and updated HENA.

2.4 The extent and nature of the strategic policies review has been considered through the three rounds of Regulation 18 public consultation on the Local

³ NPPF paragraphs 17-23 make a distinction between “strategic” policies which should address the local authority’s priorities for development and use of land and “non-strategic” or local policies. Strategic policies are those which set out the overall strategy for the pattern, scale and design quality of places, including making provision for housing and employment development, infrastructure, community facilities and the natural environment. In Hyndburn, the new Local Plan will contain strategic policies, whilst non-strategic, detailed policies are contained in the adopted Development Management DPD.

Plan held between February 2018 and January 2020. The previous consultation has included the following stages:

- Regulation 18(1) 2018: this consultation set out a range of options for future housing and employment growth in the Borough, the distribution of that growth, and how the Council should assess specific sites to allocate;
- Regulation 18(2) 2019: consultation on a draft Core Strategy setting out proposed strategic planning policies, as well as a set of initial site assessments of 'reasonable alternative' site options for allocation;
- Regulation 18(3) 2019⁴: consultation on a specific Gypsy and Traveller Policy and Site Options paper.

Site Allocations

- 2.4. The Site Allocations element of the Local Plan will allocate and designate land for the Borough in accordance with new strategic policy requirements and the Development Management DPD. This will include, for example, the need to meet the full housing and employment needs of the Borough and to identify the open space network.
- 2.5. As well as a 'Call for Sites' exercise which was open between 2015 and early 2020 and various evidence base work, two rounds of Regulation 18 consultation have been carried out setting out the Site Assessment Methodology being applied in preparing the Site Allocations DPD. The second consultation also set out the long list of potential sites being considered for allocation.

Policies Map

- 2.7 Once the Strategic Policies and Site Allocations Local Plan is adopted, this will be accompanied by a new Policies map, which will fully replace the current Proposals Map (still dated 1996). The new map will include any adopted policy designations such as housing and employment allocations, areas of open space, heritage assets, wildlife areas and so on. It will also reflect amendments to the urban boundary, countryside and Green Belt boundaries which have come about through the designation of new site allocations and other changes.

Accrington Area Action Plan review

- 2.8 In line with the NPPF requirement to review plans at least every five years, the Council also undertook a review of the Accrington AAP in 2018. This review concluded that it was not considered necessary at that time to review any specific elements of the Accrington AAP (as set out in the published review document). However, it is recognised that town centres across the UK are increasingly facing significant challenges and, in particular, the Council is

⁴ Cabinet meeting of 13th November 2019

working on a new strategy for Accrington Town Centre. In light of this, whilst the majority of the Accrington AAP will remain relevant and in accordance with up to date policy, it will be necessary to undertake a further review at some point in the future.

The emerging Local Plan

2.9 In summary, the emerging Local Plan and Development Plan will comprise the following documents:

Table 2: The emerging Hyndburn Local Plan

Document	Description	Geographical Area	Current Status
Local Plan: Strategic Policies and Site Allocations and Policies Map	Establishes the strategic policy framework for the development of Hyndburn and will allocate and designate land for the Borough in accordance with strategic policy requirements	Borough Wide	Core Strategy Adopted (January 2012), under review with Regulation 18 consultation carried out Feb 2018-Jan 2020; will now be presented as a Strategic Policies and Site Allocations Local Plan, accompanied by a new Policies Map
Accrington Area Action Plan	Sets out a strategic and local planning policy framework for Accrington town centre	Accrington town centre and environs	Adopted (January 2012)
Development Management DPD	Provides the more detailed local (non-strategic) policy framework to assist Officers in decision making and dealing with applications	Borough Wide	Adopted (Jan 2018)

3. Neighbourhood Plans

- 3.1. The Localism Act 2011 introduced powers for local communities and Parish/Town Councils to develop Neighbourhood Plans (NPs). These are required to be in conformity with the strategic aims and policies of the Local Plan).
- 3.2. NPs are subject to independent assessment, followed by a referendum within the area to which the plan applies. If the referendum results in over 50% of those voting being in favour of the NP then the Council must adopt it as part of the statutory Development Plan for the Borough. Any NPs that are adopted will be highlighted in the Authority Monitoring Report (AMR). NPs will not however be programmed into this LDS as they are not the responsibility of the Council to programme and produce.
- 3.3. Where local communities have shown an interest in pursuing NPs, the Council will support this work. To date only one Neighbourhood Forum (NF) has been formally approved. This is the Clayton-le-Moors and Altham NF and the Council has worked with (and supported) local residents and consultants on this. The Neighbourhood Forum and Area were formally designated in March 2013. However, since designation, there has been no further progress and, as the designation of a Forum is only valid for five years, this has now expired.
- 3.4. A further group, based in Great Harwood, has shown interest in producing a NP, and an initial enquiry has also been received in relation to Church, but a valid application for 'Forum' and 'Area' status is yet to be received by the Council for either of these areas.
- 3.5. The Council will continue to support any future work on these or any other Neighbourhood Plans in the Borough.

4. Infrastructure Delivery Plan

- 4.1 Paragraph 122 of NPPF states that “Planning policies and decisions should support development that makes efficient use of land, taking into account...the availability and capacity of infrastructure and services – both existing and proposed – as well as their potential for further improvement and the scope to promote sustainable travel modes that limit future car use”.
- 4.2 PPG Plan-making also emphasises the importance of early engagement with infrastructure providers, service delivery organisations, other strategic bodies such as Local Enterprise Partnerships, developers, landowners and site promoters. This collaborative approach will help to ensure that infrastructure deficits and requirements are identified, as well as opportunities for addressing them. The PPG states that “In doing so they will need to:
- assess the quality and capacity of infrastructure, and its ability to meet forecast demands. Where deficiencies are identified, policies should set out how those deficiencies will be addressed; and
 - take account of the need for strategic infrastructure, including nationally significant infrastructure, within their areas”.
- 4.3 An Infrastructure Delivery Plan (IDP) will therefore be prepared alongside the Local Plan to ensure that planned growth and development is sufficiently supported by the necessary infrastructure. This will include the identification of infrastructure required, as well as the phasing of this infrastructure and indicative costs.
- 4.4 The IDP will be supported by an Infrastructure Funding Statement (IFS) which the Council are now expected to prepare annually. This will set out the anticipated funding from developer contributions, and the choices the Council has made about how these contributions will be used.

5. Sustainability Appraisal

- 5.1 Sustainability Appraisal (SA) is a statutory requirement of the Planning and Compulsory Purchase Act 2004. It is designed to ensure that the plan preparation process maximises the contribution that a plan makes to sustainable development and minimises any potential adverse impacts. The SA process involves appraising the likely social, environmental and economic effects of the policies and proposals within a plan from the outset of its development. SA Reports should be read in conjunction with the Local Plan consultation documents.
- 5.2 Strategic Environmental Assessment (SEA) is also a statutory assessment process and requires the formal assessment of plans and programmes which are likely to have significant effects on the environment and which set the framework for future consent of projects requiring Environmental Impact Assessment (EIA)⁵.

⁵ Under EU Directives 85/337/EEC and 97/11/EC concerning EIA.

- 5.3 SEA and SA are separate processes but have similar aims and objectives. Simply put, SEA focuses on the likely environmental effects of a plan whilst SA includes a wider range of considerations, extending to social and economic impacts. Whilst the requirements to carry out SA and SEA are distinct, it is possible to satisfy both using a single appraisal process, as advocated in Planning Practice Guidance (PPG), whereby the requirements of the SEA Directive can be complied with through a single integrated SA process – this is the process that is being undertaken in Hyndburn.
- 5.4 SA reports have been prepared for the Council by consultants LUC for each stage of the Regulation 18 consultation: starting with an appraisal of the Regulation 18(1) Growth Options and Spatial Options consultation (February 2018) and the Regulation 18(2) Core Strategy Review and Site Allocations DPD consultation (February 2019). An appraisal will also be carried out on the Regulation 19 version of the Local Plan.

6. Habitats Regulations Assessment

- 6.1 The application of the Habitats Regulation Assessment (HRA) to land-use plans is a requirement of the Conservation of Habitats and Species Regulations 2010⁶. HRA applies to all Local Development Documents in England and Wales.
- 6.2 The HRA process assesses the potential effects of a land-use plan against the conservation objectives of any European sites designated for their importance to nature conservation. European sites provide valuable ecological infrastructure for the protection of rare, endangered or vulnerable natural habitats and species of exceptional importance within the EU. These sites form a system of internationally important sites throughout Europe and are known collectively as the ‘Natura 2000 network’.
- 6.3 The purpose of HRA is to help ensure the protection of the Natura 2000 Network, including all the protected species and habitats associated with it. The suite of sites making up the network is comprised of Special Areas of Conservation (SAC) and Special Protection Areas (SPA).
- 6.4 An HRA will be undertaken for the emerging Local Plan and will be published alongside other documents during the Regulation 19 consultation.

7. Supplementary Planning Documents / Masterplans / Development Briefs

- 7.1. There is no requirement for the Council to set out or plan for Supplementary Planning Documents (SPDs) in the LDS⁷. As such they are not discussed any further in terms of the timetabling of work nor are they set out in the **Error! Reference source not found.**4. For clarity however, Table 3 summarises the SPDs that are already adopted by the Council and whether these are due to be

⁶ The UK’s transposition of European Directive 92/43/EEC on the conservation of natural habitats and of wild fauna and flora (the Habitats Directive).

⁷ This requirement was removed by The Town and Country Planning (Local Development) (England) (Amendment) Regulations 2009.

retained, revoked or reviewed. Please note that on the whole SPDs have been revoked as the development which they referred to has now been completed or the advice within them is no longer up to date.

Table 3: List of adopted SPDs

SPD	Status	Date	Update
Church and Oswaldtwistle	Adopted	2006 (Dec)	To be reviewed
Project Phoenix 1 and 2, Accrington	Adopted	2007 (Apr)	To be revoked
Former Peel Fold Mill, Stanhill	Adopted	2009 (Jan)	To be revoked
Platts Lodge, Woodnook, Accrington	Adopted	2009 (Feb)	To be revoked
Householder Design Guide	Adopted	2009 (Sep)	To be updated
East Accrington SPD / Masterplan	Adopted	2010 (Apr)	To be revoked
Hill Top SPD, Baxenden	Adopted	2010 (Sep)	To be revoked

8. Other Relevant Documents

Statement of Common Ground

- 8.1 A statement of common ground is a written record of the progress made by strategic policy-making authorities during the process of planning for strategic cross-boundary matters. It documents where effective co-operation is and is not happening throughout the plan-making process, and is a way of demonstrating at examination that plans are deliverable over the plan period and are based on effective joint working across local authority boundaries. In the case of local planning authorities, it also forms part of the evidence required to demonstrate that they have complied with the duty to cooperate.
- 8.2 A Statement of Common Ground will be produced in support of the emerging Local Plan and will be published in time for the Regulation 19 consultation, as part of the Duty to Co-operate procedures.

Authority Monitoring Report (AMR)

- 8.3 The Council must publish information at least annually that shows progress with local plan preparation, reports any activity relating to the duty to cooperate, any information collected which relates to indicators in the plan, and any policies

which are not being implemented. The AMR can also be used to provide up-to-date information on the implementation of any neighbourhood plans that have been brought into force. The latest AMR can be found on the Council's website here:

<https://www.hyndburnbc.gov.uk/download-package/hyndburn-amr-201516/>

Statement of Community Involvement (SCI)

- 8.4 The SCI sets out how communities and other interested parties can get involved in the planning process including the preparation of local planning policies and decisions on planning applications in the Borough. Local planning authorities must set out in their SCI how they will engage communities during the Local Plan preparation. The Council has a duty to produce an SCI but there is no formal requirement to consult on this. The Council has produced a revised SCI alongside this LDS and the final adopted document will be published on the Council's website here:

<https://www.hyndburnbc.gov.uk/download-package/statement-of-community-involvement/>

Community Infrastructure Levy (CIL) Charging Schedule

- 8.5 The CIL is a planning charge, introduced by the Planning Act 2008, as a tool for local authorities in England and Wales to help deliver infrastructure to support the development of their area. Where a CIL has been set in an area, development may be liable for a charge. Hyndburn Borough Council do not currently have a CIL charging structure in place but if this situation changes, the Council will provide further information.

9. Timetable for preparing the Hyndburn Local Plan

- 9.1. Table 1 of this LDS summarised the key stages in the preparation of a Local Plan, as prescribed by the Regulations. A more detailed description of the purpose of each regulatory stage is provided below:

Regulation 18 – Preparation of a Local Plan

This is the first statutory phase of preparation of a Local Plan, where the Council will prepare draft proposals and present them in the form of a consultation document to the public. Relevant supporting documents are also consulted on, such as a Sustainability Appraisal of proposed policies and plans and a Habitats Regulations Assessment. Multiple stages of Regulation 18 consultation may take place depending upon the nature and content of the proposed Plan documents.

Regulation 19 – Publication of a Local Plan

This is the version of the Local Plan that the Council wishes to put forward for independent Examination. By this point all the relevant supporting evidence should be in place and this version represents the version that the Council considers to be “sound” in terms of the legal requirements placed on plan preparation and to be justified and deliverable. NOTE: Following the Council's

approval of a 'Publication' version, policies and proposals within the plan will have greater weight in terms of decision making in Development Management.

Regulation 20 – Representations relating to a Local Plan

This stage affords any interested party a final opportunity to make comments on the plan (against the 'Publication' version published under Regulation 19). Any formal objections to the 'soundness'⁸ of the plan will need to be submitted at this stage in order to be considered by the Planning Inspector appointed to examine the Plan.

Regulation 22 – Submission to the Secretary of State

This is principally an administrative stage and relates to the formal submission of the documents (including all representations received under Regulation 20 consultation) by the Council to the Secretary of State, in preparation for the independent examination by a Planning Inspector. The Council may at this stage request that the Inspector makes recommendations which would address any key issues of the 'soundness' of the plan during the examination process.

Regulation 24 – Independent Examination

The formal examination of the Plan actually commences on Submission. However, hearings may well be held into specific aspects of the plan during the examination process. All objectors will have the right to be heard and involved in that process. The duration of the examination stage very much depends upon the complexity of the Plan and the number of objections received in relation to it. Typically however this takes around 9-12 months in total, depending on how much further work is required after the hearings, including the need to identify any modifications to the submitted Local Plan.

Regulation 25 – Publication of the recommendations of the appointed person

Where there are proposed modifications to the Local Plan arising from the Examination process the Planning Inspector will publish his/her recommendations to the Council in the form of a preliminary Inspector's report. The Council must make these available then determine how to address any proposed modifications. Where the Inspector recommends 'main modifications'⁹ the Council is expected to re-consult on these and, depending upon the scope of the main modifications, further Sustainability Appraisal work may also be required. Once consultation on any main modifications has taken place and the Inspector has considered any representations, a final Inspector's report will be issued.

Regulation 26 – Adoption

Once the Council has received the final Inspector's report, assuming that there are no issues of 'soundness' then it will consider the recommendations, and may formally adopt the Plan via a full Council meeting.

⁸ The tests of soundness are set out in paragraph 35 of the NPPF, namely that a Local Plan is 'positively prepared', 'justified', 'effective' and 'consistent with national policy'.

⁹ Changes that materially affect the policies of the Plan

- 9.2. There is no prescribed timescale for implementing a Local Plan from the start of the process (Regulation 18) through to adoption (Regulation 26). However, the Government has made it clear through various announcements that it wishes to see Local Plans progressed as fast as possible. Timescales are heavily influenced by the resources available, the complexity of the topics raised within the document, and the scale of objections received.

Delivery of the Hyndburn Local Plan

- 9.3. The anticipated delivery of the Hyndburn Local Plan over the next 3-year period is set out in Hyndburn Local Plan Timeline 2022-2025. It clearly demonstrates that the immediate priorities in 2022 are:

1. completing the evidence-base work in preparation for the Local Plan (Strategic Policies and Site Allocations);
2. finalising the proposed Local Plan for publication under Regulation 19, taking into account the responses from the Regulation 18 consultation and further assessment;
3. Publishing the Local Plan for consultation at Regulation 19 stage, alongside all evidence base and other document associated with the Local Plan.

- 9.4. There are a wide range of factors that can influence the timely delivery of Local Plans and these are set out and discussed in more detail in Appendix 1: Risk Assessment. In summary however, the risks identified within the Risk Assessment broadly fall within one or more of the following categories:

1. Effects of wider social and economic issues (such as those related to Covid-19 and Brexit)
2. Unrealistic / overly ambitious expectations;
3. Lack of sufficient resources (financial or skills related);
4. External influences (policy/legislative changes or competing demands); and
5. Potential changes in political leadership – both locally and nationally.

- 9.5. As part of the annual monitoring process and review of this LDS, these risks (and associated mitigation) will be carefully monitored to ensure that any impacts on delivery of the Hyndburn Local Plan are minimised.

Appendix 1: Local Plan Evidence Base (published and planned)

Published

The following list shows the key pieces of evidence that have been published (date order – most recent first) that will inform the new Local Plan for Hyndburn.

Evidence	Undertaken by:	Published
Authority Monitoring Report	Hyndburn BC	Annual
5 Year Housing Land Supply Statement	Hyndburn BC	Annual
Employment Land Study (refresh) 2019	Turley	2022
Habitats Survey	Graeme Skelcher Ecological Consultant	Dec 2020
Gypsy and Traveller and Travelling Showperson Accommodation Assessment	Arc4	July 2019
Housing and Economic Needs Assessment	GL Hearn	Dec 2018
Green Belt Assessment	Arup	Apr 2018
Economic Viability Study	Keppie Massie	Oct 2016
Strategic Housing Land Availability Assessment	PBA	Oct 2016
Retail Thresholds Evidence Note	Hyndburn BC	Jul 2016
Retail Study	PBA	Jun 2016
Employment Land Study	Turley	Jan 2016
Housing Needs Assessment (2012-based household projections update)	NLP	Dec 2015
Gypsy & Traveller & Travelling Showpeople Accommodation Assessment	Opinion Research Services	Aug 2014
Strategic Housing Market Assessment (SHMA) & Housing Needs Study	NLP	Jun 2014
Landscape Guidance for Wind Turbines up to 60m high in the South and West Pennines	Julie Martin Associates	Jan 2013
Lancashire Sustainable Energy Study	SQW	Mar 2011
Strategic Flood Risk Assessment (SFRA) Level 1	Hyndburn BC	Feb 2010
Mapping the Cultural Sector in Pennine Lancashire	Jura Consultants	Jan 2009
Green Spaces Audit and Strategy	Hyndburn BC	2007
Open Space Assessment Report	Knight Cavanaugh Page	2006

Planned

The following table shows the key pieces of evidence that are currently planned to be completed or updated in support of plan making work. All planned evidence base work should be completed and in place by Publication of the Council's plan documents under Regulation 19. Some studies may be completed in conjunction with other partners/bodies and may also be amalgamated where efficiencies can be achieved.

Evidence	Undertaken by:
Housing and Economic Needs Assessment update	Iceni
Highways Capacity Study	WSP
Economic Viability Study	HDH Planning
Open Space Audit	KKP
Playing Pitch Assessment and Strategy	Tetrattech
Built Sports Facilities Assessment and Strategy	Tetrattech
Landscape Assessment	Penny Bennett Landscape Architects
Habitats Regulations Assessment	Graeme Skelcher Ecological Consultant
Strategic Flood Risk Assessment (SFRA) Level 1	TBC

Appendix 2: Resources (Finances and Staffing)

Finances

The budget for the preparation of the new Local Plan has three main elements: staffing, evidence base / technical work (typically consultancy fees), and consultation (which will include fees for Examinations in Public in the future).

The majority of the non-staff related financial demands of Local Plan making work must be drawn down from central budgets. Requirements are considered and funded on a case by case basis within the context of this LDS. Funding for specific evidence base documents will be agreed with the Council's Corporate Management Team and will be kept under review.

Staffing

There is currently¹⁰ the equivalent of 1.6 full-time members of staff within the Plans and Environment team working on the Local Plan: a full-time Principal Planning Officer and a part-time Senior Planning Officer. In addition, the following in-house staff resources may be available to assist with discrete elements of Local Plan making work on an ad-hoc, part-time basis:

- 1 X Chief Planning and Transportation Officer
- 1 X Principal Planning Officer (Development Management)
- 1 X Senior Planning and Heritage Officer (Development Management)
- 1 X Assistant Planning Officer (Development Management)
- 2 X Technical Support Officers
- Officers from other Hyndburn Council Services (such as Housing & Regeneration, Environmental Projects etc.)
- Work experience graduates / student placements as and when they are available

¹⁰ As of March 2022

Appendix 3: Risk Assessment

Risk Assessment (March 2022) to the delivery of the Hyndburn Local Plan

It is intended that the identification and awareness of the risks in this assessment will allow an appropriate element of contingency to be built into the programme of work for the Hyndburn Local Plan. The Council's Local Development Scheme (LDS) sets out the most realistic and achievable timetable of work for delivery of the Local Plan based on the resources available. The LDS programme will help clarify and focus corporate decision making across the Council to ensure commitment to the Local Plan process. The effects of any unforeseen circumstances on the programme, together with further mitigation arrangements, will be identified in the Authority Monitoring Report and reflected in any necessary changes/updates to the LDS in the future.

Risk Assessment completed March 2022

Likelihood (1 not likely, 5 very likely); Impact (1 low impact, 5 very high impact); Risk score = Likelihood x Impact

Risk No.	Description	Consequence	Likelihood	Impact	Risk Score	Owner	Mitigation / Contingencies	Target	Current state
1	Covid-19 pandemic	Effects of Covid-19 in relation to the population's health and wellbeing and the economy	Very High (5)	Very High (5)	25		Long term consequences are currently difficult to accurately predict; possibility of global recession leading to social issues and inability to achieve housing targets and economic growth and subsequent difficulties in meeting Local Plan objectives and demonstrating deliverability of site allocations		
2	Volume of plan-making work, in all its aspects, greater than anticipated	Slippage in process and problems in bringing forward a "sound" plan. High impacts linked to 'special measures'	Low (2)	High (4)	8		Keep evidence requirements under review, monitor progress regularly (project plan and LDS); Keep up to date with Inspectors' reports of other LA DPDs, try to understand the implications for staff and/or consultants	LOW	MODERATE

Risk No.	Description	Consequence	Likelihood	Impact	Risk Score	Owner	Mitigation / Contingencies	Target	Current state
3	Volume of other (non plan-making) policy work greater than anticipated	Slippage in process and problems in bringing forward a “sound” plan	Moderate (3)	(High) (4)	12		Much harder to plan for/anticipate than plan-making work as this comes from other sources (e.g. commenting on planning applications, Duty to Co-operate, and Government announcements such as Planning Reforms, Brownfield Registers, Self-build etc.); Include time commitments for this kind of work in project plan and regularly review	LOW	MODERATE
4	Insufficient financial resources for technical work and staff	Inability to commission research or to recruit staff/outsource work	Very Low (1)	High (4)	4		Agree financial requirements/ commitments with CMT well in advance of requirements; Likelihood currently ‘very low’ based on current agreements of funding	LOW	LOW

Risk No.	Description	Consequence	Likelihood	Impact	Risk Score	Owner	Mitigation / Contingencies	Target	Current state
5	Local Plan programme too ambitious	Inability to meet programme, Slippage	Moderate (3)	Moderate (3)	9		Try to ensure that LDS and project plan is adequately resourced and based on good understanding of what is involved in plan making, including contingency time for non-plan related work	LOW	MODERATE
6	Policy Team skill base not adequate	Delay in plan preparation; Inability to produce "sound" document	Moderate (3)	Moderate (3)	9		Ensure staff are trained and cover the issues appropriately via CPD; Identify any specific training requirements early – include corporate aspects such as leadership, engagement with Members etc.; Recruitment provides an opportunity to address and widen skills issues within the local authority; Need for additional staff or outsourcing to assist on the plan-making process e.g. particularly with more technical aspects around Plan Viability	LOW	MODERATE

Risk No.	Description	Consequence	Likelihood	Impact	Risk Score	Owner	Mitigation / Contingencies	Target	Current state
7	High levels of opposition from the public / community groups	Difficulties in managing plan preparation (particularly likely at Site Allocations Stage), slippage in timetable	High (4)	High (4)	16		<p>Ensure adequate consultation and engagement in the process (in line with the Statement of Community Involvement);</p> <p>Ensure Engagement Strategy is established and followed (using Communications team where appropriate);</p> <p>Keep Members informed and seek early views on various issues and aspects during the Plan Making process;</p> <p>Ensure consultation / engagement allows area specific issues to be raised</p>	LOW	HIGH

Risk No.	Description	Consequence	Likelihood	Impact	Risk Score	Owner	Mitigation / Contingencies	Target	Current state
8	High levels of opposition from developers and statutory consultees	Difficulties in managing plan preparation (particularly likely at Site Allocations Stage), slippage in timetable – increased risk of legal challenge on the Plan if unresolved	Moderate (3)	High (4)	12		Ensure adequate consultation and engagement in the process; Ensure that plan is prepared in full accordance with the Legal and Soundness compliance checklists	LOW	MODERATE

Risk No.	Description	Consequence	Likelihood	Impact	Risk Score	Owner	Mitigation / Contingencies	Target	Current state
9	New national legislation or requirements	Slippage in programme; Juddering in the programme, as matters are reappraised	Moderate (3)	High (4)	12		The Government have proposed significant reforms to the planning system which are very likely to affect the plan making process in future; Changes, including those to NPPF and PPG have additional work implications; Likelihood of further reforms low for a period after this; Ensure that project planning has contingency to cover proposed changes	LOW	MODERATE
10	Administrative delays arising from the Council's Reporting / lead-in times (Cabinet & Council)	Slippage in programme and delays in decision-making	Low (2)	Moderate (3)	6		Plan in the Council's "Lead-in Time" to the plan making process; Acquire delegated authority and flexibility to make amendments to documents (in particular supporting documents such as Sustainability Appraisal) after committee deadlines and approval	LOW	LOW

Risk No.	Description	Consequence	Likelihood	Impact	Risk Score	Owner	Mitigation / Contingencies	Target	Current state
11	A Team member may leave / be off sick - staff turnover and recruitment difficulties	Major slippage in programme and inability to undertake required work. Small nature of team means there is very little slack	Low (2)	Very High (5)	10		Reappoint as soon as possible; Ensure that all Plan Making work as it is progressed is auditable, accessible and organised on the shared network	LOW	MODERATE
12	New Administration within the Council leading to a change in priorities in plan-making from Council	Slippage in programme ; Change in political priority for Local Plan	Very Low (1)	Moderate (3)	3		Ensure Members are kept informed and briefed on the Local Plan, and understand the consequences of changes in priorities part way through the plan making process; Continue with cross-party working group for Local Plan related work	LOW	LOW

Risk No.	Description	Consequence	Likelihood	Impact	Risk Score	Owner	Mitigation / Contingencies	Target	Current state
13	Failure to secure agreement of Council	Failure of the Plan making process;	Low (2)	Very High (5)	10		Continue cross-party working group of Members for Local Plan work, particularly to progress housing numbers element of the plan; Encourage and expand Member training on planning policy matters; Ensure that Members understand the full implications of changes to plans and impacts on delivery and timetable; Keep Members informed and seek views on various issues and aspects during the Plan Making process.	LOW	MODERATE

Risk No.	Description	Consequence	Likelihood	Impact	Risk Score	Owner	Mitigation / Contingencies	Target	Current state
14	Duty to Cooperate (DtC) – problems associated with joint/collaborative/cooperative working	Inability to get Plan Examined; Failure of the process	Low (2)	Very High (5)	10		Try to ensure that the Local Plan is prepared with DtC / Collaboration and joint understanding of strategic issues with neighbouring LPA's; Log discussions and outcomes on DtC, keeping good records as plan progresses	LOW	MODERATE

Risk No.	Description	Consequence	Likelihood	Impact	Risk Score	Owner	Mitigation / Contingencies	Target	Current state
15	Insufficient financial resources to cover Examination (SA DPD)	Inability to pay for the Examination	Low (2)	High (4)	8		Maintain dialogue with neighbouring authorities on specific costs of their examinations; Ensure that Corporate Management Team is advised as soon as any update to timetable for the Local Plan is established so that the likely Examination period is known well in advance; Establish a reserve pot to cover costs of examination and contribute finances over the relevant period.	LOW	LOW
16	Submitted Document found not to be "Sound"	Failure of the Plan making process; further work and costs will be required	Low (2)	High (4)	8		Use PAS "Soundness" checklist and audit to ensure submission of a "sound" plan; Undertake some kind of peer review process	LOW	MODERATE

Risk No.	Description	Consequence	Likelihood	Impact	Risk Score	Owner	Mitigation / Contingencies	Target	Current state
17	Submitted Document found not to be “Legal”	Failure of the Plan making process; further work and costs will be required	Low (2)	High (4)	8		Use PAS “Legal” checklist and audit to ensure submission of a “legal” plan; Get some Legal review when preparing Publication documents	LOW	MODERATE
18	Issues relating to Inspector’s Report which the Council finds difficult to accept	Delays in final Adoption of the Plan	Low (1)	High (4)	4		Keep Members informed of plan Examination progress; Make it as easy as possible for an Inspector at Examination to come to decisions, prepare documents in an appropriate way	LOW	LOW
19	Legal Challenge	Delay in final adoption of the plan	Low (2)	High (4)	8		Ensure the plan process follows all relevant regulations; Be aware of issues that may give rise to challenge (policy dependent)	LOW	MODERATE