

## Agenda Item 8

### NOTES ON A MEETING HELD AT HOLMEFIELD HOUSE ON 5th OCTOBER 2015

#### PRESENT

Kirkwells Town Planning Consultants

Barrowford Parish Council (BPC)

Michael Wellock - Managing Director  
Paula Fitzgerald - Associate

Cllr Oliver  
Cllr Nike  
Cllr Windley  
Mr Iain Lord

#### INTRODUCTION

The meeting was held to discuss the proposed Barrowford Neighbourhood Plan.

#### DISCUSSION

Michael Wellock outlined the role of Kirkwells - a Burnley based consultancy - in assisting local Councils to create their own Neighbourhood Plan. Kirkwells have been involved in 60 to date, a number are close to completion some pending the finalisation of Core Strategies. About 50% of Councils do not have Core Strategies at this time.

He pointed out that the Governments Locality Funding scheme could be accessed for up to a maximum of £8000 (£5000 in the current fiscal year) and this can be used to cover the engagement of specialist help. It cannot be used for internal Council costs or Clerks time.

In respect of the Barrowford Plan he strongly recommended setting up a small Steering Group comprising several Councillors and people from outside organisations and community interests with very close collaboration with the Borough Council.

The time scale from inception to Referendum is about 2 years.

Kirkwells are willing to support BPC in applying for the Grant Aid and developing a successful Plan. They underlined the benefits to BPC in the future protection of local interests and infrastructure, in preserving green spaces and having a stronger voice in Planning Applications.

Subsequent to the meeting Kirkwells have provided examples of Neighbourhood Plans for Leominster (51 pages) and West Haddon (57 pages) together with a comprehensive support package for BPC (34 pages) which is broken down into 4 key stages with costs for each stage and totals £8240 + VAT.

These documents will be made available for Councillors to study.

The Barrowford representatives recognised the value of engaging professional Town Planning Consultants.

They were not entirely comfortable with the emphasis on close collaboration with Pendle Borough Council in the light of recent experiences including the Core Strategy consultations and the Trough Laithe housing plans.

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### **CONCLUSIONS**

It is recommended to the Parish Council that;

1. That Barrowford Parish Council engage Kirkwells as the Council's Consultants during the process of producing the Neighbourhood Plan and that Kirkwells apply for Locality Grant funds in accordance with their proposed support package.
2. That a Steering Group is set up, with its first task being to set clearly defined Terms of Reference that will oversee and co-ordinate the drafting and implementation of the key stages of the Neighbourhood Plan.
3. To enter into early discussions with Pendle Borough Council at a Senior planning strategy level to agree on mutually acceptable collaboration in future key stages of both Pendle's new planning framework and the Barrowford Neighbourhood Plan.