



Minutes of the Kelbrook & Sough Neighbourhood Plan Steering Group

Meeting no 6

Date and time: 15th May 2019 at 19:00.

Venue: Kelbrook and Sough Village Hall

Attendees:

Debbie Richardson (Chair), Steve Petrovic, Linda Petrovic, Val Kimberley, Christine Wheatley, Alan Wheatley, Audrey Wilson, Garry Wilson

Apologies

Matthew Kennedy, Kirsty Sharratt, Michael Blakey, Paul Maskell, Isabel Wood, Andrew Oliver

- 6.1 Christine Durance has resigned from the Steering Group. As chairman of the Parish Council she has applied for funding and will manage this.
- 6.2 Minutes of the last meeting were formally approved. Proposed by Steve Petrovic, seconded by Garry Wilson
- 6.3 Actions from Minutes – see separate document on updated actions
- 6.4 Action 5.2 The questionnaire was approved. Steering Group members to final proof read the document and all comments to be with Debbie by the 31st May. The questionnaire will be professionally printed. A map will be included in the questionnaire illustrating to residents where in Kelbrook the post box collection points can be located. These will be located by the Sough notice board, the Village Hall, the Parish Notice Board, the Village School and at Quernmore Drive/Cob Lane junction. Help to collect the completed questionnaires will be available and detailed in the questionnaires for those residents who require this facility. An electronic copy of the survey will be created using Survey Monkey. Action 6.1 DR will be responsible for creating the survey on Survey Monkey .
- 6.5 A separate questionnaire will be drafted for local businesses. Action 6.2 DR will draft these in time for the next meeting.
- 6.6 Analysis of the questionnaire survey results will be supported by Steve and Garry. Time scales for residents to complete the questionnaires were agreed and are as follows :-
 - Six weeks for residents to complete and hand in the questionnaire.
 - Two weeks after posting the questionnaires, a 'completion' reminder will also be delivered to all residents. This will be in the form of a newsletter with other updates.
 - Two weeks after that, posters will be put up around the village reminding residents of the deadline date.
 - "Two days to go" banners will be put up across the posters reminding all residents of the imminent return deadline.
- 6.7 Scarecrow Trail weekend arrangements. We will have an information stand in the village Hall and our focus will be the same as our last event . The Scarecrow Trail will take place on both Saturday and Sunday 12 noon until 4 pm. DR has created a Parish photograph competition (it was very well received) in support of the Neighbourhood Plan. Winners of the competition will receive a voucher for a Fish and Chip supper for a family of four.



6.8 Update on Themes

- 6.8.1 Farming and land use. VK has been meeting with farmers and is getting a good understanding of the land use in the Parish. Her report is in progress.
 - 6.8.2 Register of listed buildings/assets. GW met with Rosemary Lyons (Pendle Council) and has been provided with information on how to categorise buildings and other assets. Conservation areas are assigned by the district council and until we are able to gain any such designation we are advised to use in the writing of our NP language such as 'Recognised Character Areas' to describe areas we feel would gain conservation designation. It was also advised that we gain early support from our Borough Councillors for conservation designation.
 - 6.8.3 Wildlife and Woodlands. Harwes Farm visit indicated that the trees in their woodland may be vintage. Garry will be visiting Harwes Farm again with Lee Johnson (tree officer). Tree Preservation Orders (TPO) can be put into place quite quickly if they are appropriate.
 - 6.8.4 Environment, flooding. No further work has been done on this.
 - 6.8.5 Air quality , noise pollution etc will have a negative impact by the expansion of industries. SP has completed the collation of the information however, this will need to be incorporated.
 - 6.8.6 Water quality. Generally, a good indicator of water quality is 'what lives in it'. Trout have been seen in the river lately. However in Sough there does seem to be an issue with the water in the beck. There is frequently pieces of rubbish blowin into the land/ fields behind the river. Action 6.3 GW will contact Rosemary Carroll (borough councillor) who may be on the Drainage Board to ask if there is any monitoring in this area.
 - 6.8.7 Transport. There is a lot of LCC and Pendle information available. The policies we adopt will reflect these.
 - 6.8.8 Education. Synopsis of Harwes Farm was submitted. Action 6.4 AW will make contact with both the School and the Nursery before the summer holidays.
- 6.9 Tourism and Leisure. Action 6.5 DR will look at this theme.
- 6.10 Housing Site Assessment. It was agreed that we will conduct the assessments using the matrix from Pendle council, sites identified on the Pendle SHLAA and other potential housing sites. Action 6.6 DR to collate the criteria for the Steering Group to review the criteria at the next two meetings.
- 6.11 There being no other business, the meeting was closed.

Next Meeting – Wednesday 19th June at 7.00pm

A. Wilson, Secretary