



## **Minutes of the Kelbrook & Sough Neighbourhood Plan Steering Group**

Meeting no 25

Date and time: 16 December 2020 at 19.00.

Venue: Zoom Conference call

Attendees:

Debbie Richardson (Chair), Garry Wilson, Christine Wheatley, Alan Wheatley, Audrey Wilson, Eddy Taylor

Apologies

Matthew Kennedy, Paul Maskell, Isabel Wood, Andrew Oliver, Val Kimberley

- 25.1 The previous minutes were approved. Proposed by G Wilson and seconded by A Wheatley.
- 25.2 Actions from Minutes – see separate document on updated actions
- 25.3 Mr. Eddy Taylor joined the meeting via Zoom as we have now been given a Locality Grant securing Mr. Taylor's expertise. Eddy introduced himself to the group and we discussed the following :-  
Availability and confirmation of building sites.  
Traffic and village congestion., parking, traffic movement and how this also links with Character Assessment.
- 25.4 ET's workplan was discussed and agreed that he would start on the Character Assessment. He plans to visit Kelbrook and Sough as soon as possible when the weather permits.  
ET took the group through his proposed draft work plan ( see attached document ) and explained how he will initially start work remotely. The work includes looking at viability options, existing sources of evidence, existing and emerging policies, Core Strategies for Pendle. ET further explained the use of his Policy Development Matrix, a tool which helps identify evidence/ gaps etc, and where that evidence is located. ET will use this format and complete it as he progresses and works through the information we have provided. This will then provide us with a comprehensive list of what else is required. As a result of this the Plan will be reformatted to make it a more usable document.  
The group also discussed the use of a 'sister document' or 'supporting document' as an additional document to the Neighbourhood Plan that may contain information that is not relevant to a planning document but may help to evidence base any future developments/ improvements within the village.  
ACTION 25.1: DR will email strategic documents/ links to ET.
- 25.5 DR will follow up with Matthew Kennedy to arrange a meeting between ET and Pendle Planning.
- 25.6 DR has also obtained Technical Support for the Housing Needs Analysis. This will be progressed before the end Jan 2021
- 25.7 As the village hall is still closed due to Covid, the Steering Group agreed to continue to use Zoom for meetings. DR will continue to send the links prior to each meeting.
- 25.8 There being no other business, the meeting was closed at 7.50pm.

Next Meeting – Wednesday 20th January at 7.00pm using Zoom.

A Wilson, Secretary