



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

Meeting no 3                      Date and time: 20th February 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  
Kirsty Sharratt

### Apologies:

Christine Durance  
Andrew Oliver

3.1 Debbie Richardson welcomed the Steering Group and apologies for absence were noted. Matt Kennedy ( Pendle Support Officer ) will be invited to the next meeting.

3.2 Minutes of the last meeting were formally approved. Proposed by Steve Petrovic, seconded by Garry Wilson.

3.3 Communication Plan. The first draft of the plan was submitted by Christine Durance,, thanked and noted by the group. After group discussion on the implementation, DR and AuW will further develop the communication plan ( draft 2) for the next meeting.

Action 3.1 DR and AuW to update the plan

3.4 Steering Group Activity and Community Awareness. There was a general consensus by the Steering Group that the absence of an active Website was not helping our progress. DR expressed concern about compliance to the legal aspects of NP without details on the web site. It was agreed that a newsletter to villagers will be distributed to keep villagers updated on progress. The newsletter will also inform villagers about the forthcoming survey. Additionally Steering Group information will be posted on to the village notice boards, the gates to the park at Sough and Sough Mill notice boards. Action 2.6 DR will contact CD to confirm when access to the Parish Council website will be made available.

Action 3.2 DR will draft a newsletter to villagers on the Steering Groups' progress and circulate to all Steering Group members. Once agreed, the newsletter will be printed and the group has agreed they can deliver the newsletter.

Action 3.3 DR and KS will develop Steering Group posters for distribution.

Action 3.4 KS will work on a logo for the plan that can be used on documentation.

3.5 A further discussion focused on the forthcoming draft development of the proposed village questionnaire. There are a number of these online and available to read. AuW has started to analyse a number of approved village plans questionnaires which are similar in character to Kelbrook and Sough. Many of the approved village plans are based in the south of England.

Action 3.5 DR and AuW will prepare draft questionnaire questions for the next meeting .



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Action 3.6 AuW will provide the Steering Group with the links and names of the villages she has already looked at.

- 3.6 Updates on Themes. All members agreed that the formats of the work package specification was easy to understand and it was agreed that we adopt this format for future work packages . AIW volunteered to keep a register of all the developing documents. Action 3.7 AIW to create a register of theme proposals.
- 3.7 Farming and land use. VK suggested that ‘ who works in agriculture ‘ could be a question to include in the forthcoming questionnaire . Research, meetings and general fact finding is continuing.
- 3.8 Register of Listed buildings and local assets, register of wildlife and register of ancient woodland Research, implementation and general fact finding is continuing. Action 3.8 KS to discuss with Craven Museum if they can provide the Steering Group with any help/ information.
- 3.9 Environment, flooding, weather. SP has distributed a number of maps that will be extremely useful to all the Steering Group members . They are part of the Magic Maps offering. It was brought to the groups attention that flooding issues in Kelbrook create problems for Earby and all other areas downstream. There appears to be a lack of local data or information regarding localised flooding and rainfall. This information, along with knowledge of our sewerage systems should be essential to any future development and infrastructure, and it was suggested that this local information should form a local policy within our plan. DR suggested that on the questionnaire we ask if residents property is supported by a septic tank or mains services. Research, meetings and fact finding is continuing. Action 3.9 GW to contact the local history society for any local rainfall information in our area. Action 3.10 DR to contact both the Lancashire CC and Yorkshire Water for all relevant information relating to drainage and water.
- 3.10 Sough area including local business identification and contacts. CW has surveyed the local businesses. Research and fact finding is continuing. Action3.11. CW will type up research information ascertained to date.
- 3.11 Transport. AIW has researched many of the available documents on line. All information indicates that highways are the responsibility of Lancashire. There are a number of unknowns regarding Government plans for the railway line and Colne bypass.
- 3.12 Education. AuW has investigated the different areas of Education and submitted a proposal. Further work requires a visit to each establishment and a series of questions to be asked so there will be little progress until after the next meeting.
- 3.13 The next meeting will be used to agree the questions for surveys. We may need different questions for residents and businesses. There was a brief discussion about how the surveys could be produced and completed for example, by delivering to every household, having an online survey and holding days where people could come to the Village Hall and complete a survey. The latter could be linked to another event such as the village duck race, scarecrow trail or tractor race. Discussion about this will take place at the meeting in March. Action 3.12 AuW to provide list of villages that have produced surveys.
- 3.14 There being no other business, the meeting was closed.

Next Meeting – Wednesday 27th March at 7.00pm

A. Wilson, Secretary