

Minutes of the Kelbrook & Sough Neighbourhood Plan Steering Group

Date and time: 16 th January 2019 at 19:30

Venue: Kelbrook and Sough Village Hall

Attendees:

Steve Petrovic

Val Kimberley

Andrew Oliver

Christine Wheatley

Alan Wheatley

Christine Durance (Chair at the start of the meeting)

Debbie Richardson

Audrey Wilson

Garry Wilson

Apologies:

Isobel Wood

Paul Maskell

Linda Petrovic

Tracey Kelly Grimshaw

Neil Grimshaw

Kirsty Sharrat

1. Membership of the Steering Group appointed the following:-

Chair- Debbie Richardson (DR)

Vice Chair-Garry Wilson (GW)

Secretary- Audrey Wilson(AW)

2. Terms Of Reference.

These were agreed and along with confirmation that the Steering Group members are representatives of the Parish Council for the duration of the plan. DR went through the Neighbourhood Plan process and up

Action – DR to forward the updated TOR document to AW for circulation.

3. Neighbourhood Plan Process document.

DR went through the Neighbourhood Plan (NP) process. Information needs to be put on the Parish Website about the NP.

DR raised the issue that we need to define and agree our objectives for the NP. She suggested that we might want to answer ‘What makes Kelbrook and Sough unique?’ or ‘Why do we like living here?’ These might help create the unique proposition for the NP.

Action – DR to update document and circulate.

All to think about the objectives for the plan

4. A Borough councillor needs to be invited onto the Steering Group. The Planning

Department will be contacted by GW to establish our named contact. An invitation will be made for these participants to all Steering Group meetings.

Action – CD to contact Borough councillor. GW To contact planning department.

5 Meetings Framework.

The Steering Groups meetings will take place on the third Wednesday of every month except

March when the meeting will take place on the 27th.
All meetings will be held in the village hall.
Action -All members to put the dates in their diaries.

- 6 Funding.
The Parish Council will fund the Steering Group.
Action - CD will apply for available funding on behalf of the Parish Council as necessary.
7. Parish Web Site.
All information regarding the progress of the emerging NP will be made available on the Kelbrook and Sough Parish Council website.
Action – CD will contact the Parish Clerk to ascertain how documents and other information can be made available through the website.
8. Kelbrook and Sough as a Rural Service Service Centre or Hub
Action - GW To contact Pendle Council on behalf of the Parish Council and the Steering Group to understand the designation and develop a strategy to challenge this designation.
9. Designated Theme Leaders
Themes under consideration
 - a) Heritage
 - a. Buildings and their environment (noting listed buildings)
 - b. Conservation areas
 - b) Environment
 - a. Flooding and weather
 - b. Wildlife including ancient woodland
 - c. Kelbrook Moor
 - c) Enterprise
 - a. Local businesses – impact, growth, new businesses
 - b. Tourism/Leisure
 - c. Farming
 - d) Sustainability
 - a. Definition
 - b. Transport
 - c. Infrastructure – electricity/broadband/gas
 - d. Education
 - e. Green Spaces
 - f. Other local facilities
 - e) Housing site assessments

Farming and Land use - Val Kimberley, Garry Wilson and Andrew Oliver.
Environment/flooding/weather - Debbie Richardson and Steve Petrovic.
Heritage/historical sites etc - Garry Wilson and Andrew Oliver.
Local business identification and contacts - Christine Durance.
Sough - Alan and Christine Wheatley
Transport – Alan and Christine Wheatley
Education - Audrey Wilson.

Other activities
Communications – Christine Durance

Questionnaires – Debbie Richardson

The remaining themes forming part of the NP will be allocated and undertaken at a later stage. Further themes may be added or revised

10. Progress monitoring.

Monthly at the Steering Group meeting, however it was suggested that the Steering Group should keep each other informed by email of any significant progress and any difficulties which might benefit from the help or ideas of the group members

Action - Theme Leaders to bring updates to the next meeting.

11. Documents of interest.

Planning a Local Plan for Pendle. Local Plan Part 1(LSP)

Local Plan Part 2 (LSP)

National Planning Policy Framework (NPPF)

Strategic Housing and Land Availability Assessment (SHLAA)

Strategic Housing Market Assessment (SHMA)

Strategic Housing and Employment Land Availability Assessment (SHELAA)

Pendle Framework Newsletter – current issue is number 42

(The above documents can all be located at www.Pendle.gov.uk)

Neighbourhood Plans Roadmap (www.gov.uk/guidance/neighbourhood-planning)

Approved Neighbourhood Plans. - There are a many approved plans available on line. Liss

Village Plan has been identified as one which is a good example (www.lissnp.org.uk)

10. Website for logging Observed Wildlife.

AO had been in contact with a bat group and monitoring is done between March and October. Other wildlife to be monitored.

Action – GW to provide website for observed wildlife. All to review monitoring of other protected species

12. Date and Time of the next meeting. 20th February 7pm at Kelbrook village Hall.

A. Wilson, Secretary