

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

Meeting no 4

Date and time: 27th March 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

Michael Blakey

Christine Durance

Andrew Oliver

Apologies

Matthew Kennedy

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

4.2 Actions from Minutes – see separate document on updated actions

4.3 Weather ( SP) Kelbrook and Sough sit in a 'high density ' rain fall area, third out of four on the National Comparisons. Unfortunately Local rainfall records only go back 5 years which is not long enough to differentiate between local and national records . However, it has been noted that the Air Quality in our area is a '1' on a scale of 1 to 5. Following a group discussion it was unanimously agreed that as a village we would want to maintain this listing. DR had received information from Yorkshire Water about how to obtain a map of the sewers and public drainage. This will cost £25. It was agreed we would go ahead and purchase this.

Action 4.1 SP would try to locate some documentation that references these findings.

Action 4.2 DR to purchase the map of sewers and drains.

4.4 Business research and proposal was submitted and this will be on the next meeting's agenda

4.5 Vision and objectives: All agreed with the V&O and that other objectives may be added as the Neighbourhood Plan develops.

4.6 Communications Plan: All agreed with the plan and a discussion ensued about the website and how this is updated. Currently, documents can be sent to the Parish Clerk and he will add them to the site as separate documents. DR suggested that it would be helpful to have the information directly on the web page rather than contained in documents that had to be downloaded. This may make it easier to read information, particularly if you are using a phone.

Action 4.3 DR, CD and GW to have a further discussion about how the website can be used.

4.7 Project Plan: All agreed with the plan. All the documents have version control to manage which version we are working on at any time.

Action 4.4 DR to update all the documents with page numbering and the logo and then they can be put on the website.

4.8 Questionnaires. The issue of ' what constituted a good residential questionnaire ' was discussed at length. Numerous other village questionnaires have been reviewed with the best points collated to form the basis of discussion. A Powerpoint slide show provided a general overview as a starting point for further review, omissions, additions etc etc. by the Steering Group. Quantifying the results of the questionnaires was also briefly discussed and it was felt that Survey Monkey may be able to accommodate our needs. It was agreed that DR would type up the draft residents questionnaire document , and circulate to the group for review and comments.

Action 4.5 DR to type up the document produced by AuW and circulate for comment

4.9 Resident awareness and promotion of the Neighbourhood Plan. It has already been agreed that these events would 'piggy back 'on existing Village events/ activities. The first of these events is 'The Annual Duck Race' on Saturday 13th April. CD will provide a table in the Village Hall for the Steering Group to host the promotional/ information sharing / gathering event. DR will finish the posters and draft brief information on the Neighbourhood Plan and purpose. DR will attend the first part of the day starting at 10 o'clock to set up the table. Other volunteer timeslots are. 10.00am - 12.00 Andy and Val, 12-1.00pm Kirsty, 12- 2.00pm Audrey and Garry. Steve and Linda will be happy to hand out posters/leaflets to attendees. It is short notice but all Steering Group Members are welcome to support at any time if available.

Action 4.6 CD will provide AuW with the dates , venue and times of the next four forthcoming events in order that the Steering Group can plan the delivery of Neighbourhood Plan information sharing and gathering with the residents.

Action 4.7 DR to provide briefing materials and feedback to KS for the poster to use on the display

4.10 Any Other Business - AIW attended the SELRAP Meeting in Colne. The general impression from those delivering this meeting was that the position of delivery was not IF , but WHEN and HOW. There seemed to be plenty of confidence by the group and this was said to be underpinned by Westminster being unanimous that it would go ahead. It is in the consultation phase so the group will keep reviewing the progress

4.11 Plastic Free Pendle. KS discussed the new initiative and it was agreed that this would be supported by the Steering Group. KS will put the information on a Facebook page for the group. It was discussed that the Facebook group that has been created is not visible or easily searchable.

Action 4.8 DR to revisit the page to work out why it is not visible.

4.12 There being no other business, the meeting was closed.

Next Meeting – Wednesday 17th April at 7.00pm

A. Wilson, Secretary