

## Blackrod Neighbourhood Plan Steering Group Meetings

# MINUTES

MEETING DATE/DAY	TIME	VENUE
6 <sup>th</sup> October 2016, Thursday	10.00 am	Blackrod Council Offices

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1. Attendance, Apologies and Declarations of Interest.  
**Attendance: Alan Bury, Stella Lewis, Ann Kilcoyne, David Stallard, Judith Stallard, Rob Long, John Price, Mike Hollick, Richard Galloway and Simon Godley.**  
**Apologies: Pat Shacklock and Jonathan Charters.**  
**No Declarations of Interest.**
2. Approval of Previous Minutes and any Matters Arising.  
**Previous Minutes approved and no Matters Arising.**
3. Previous Actions – Complete  
**Actions complete: Flyer text approved by the Group; Group members confirmed their attendance at the 5<sup>th</sup> September Workshop and amended Terms of Reference sent to all Group members.**
4. Appointment of Vice Chairman and Secretary  
**One nomination received for the Vice Chairman role and with no further candidates the group voted in favour of the nominee, Rob Long, to the role.**  
**No candidates or nominations for role of Secretary were received so the role was taken on an interim shared basis by Chair Alan Bury and Treasurer Stella Lewis.**
5. 5<sup>th</sup> September Workshop – Outcomes  
**The Outcomes document had been updated with some minor amendments and the group agreed by unanimous vote that these were now acceptable and representative of the Workshop discussions.**
6. Website Live – feedback and comments  
**Generally favourable comments about the website with the following suggestions:**
  - (a) Place a link to the Neighbourhood Plan website on the Blackrod Council website.
  - (b) Correct the spelling of St.Katharine's with a K not a C on Out & About page.
  - (c) Is it possible to have some sort of a visual indicator on home page to signal when new items are added to the site?
7. Vision and Objectives Draft Document – discussion and agreement  
**There were varied views & discussions on the draft document.**  
**Draft document version v1 attached outlining the agreed amended content.**  
**The Group agreed to place this draft document on the website for Community comments & input prior to adopting it as an agreed Vision & Objectives document.**

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8. Consultation Strategy Draft document – discussion and agreement

The range of Consultation methods was discussed and the preferred methods agreed by the group are those indicated on page 2 of the draft document but not including the first two listed e.g Self completion questionnaires and street face to face questionnaires.

It was agreed that Group members would feedback to the Chair their suggestions for Key Local Partner names in the sections highlighted in yellow on page 3 of the document and those specific groups and organisations as listed under section 8.1 on page 4. Where BTC is stated this means the Steering Group.

Further discussion on this Agenda item led to Group members agreeing the make-up of the Topic Groups and each member stated their preference for the Topic they wished to be involved in. The Topics and members names are as follows:

Topic	Member Name
Housing	Alan, Pat (tbc) & Simon
Transport & Infrastructure	Richard, Mike & Rob
Natural Environment	David & John
Public Realm	Mike, Jonathan (tbc) & Richard
Community Facilities	Ann, Judith, Alan & Scott Bachelor (volunteer)
Economy & Employment + Town Centre & Retail	John, Richard & Pat (tbc)
Built Heritage	Ann, Judith & Blackrod History Group (volunteers)
Design Standards	David & Pat (tbc)

For further guidance it was suggested by the Chair that the scope and meaning of each Topic should be determined prior to the commencement of any ongoing work. Also that these Topic Groups can be made up of other volunteers from the community where and when they specifically request to be part of the Neighbourhood Plan process. These volunteers then become members of the wider project group for input into the Neighbourhood Plan.

These Topic Groups are not decision making groups per se, they are data and evidence gathering groups providing information that will feed into the draft, then final, Neighbourhood Plan document.

The Steering Group members also discussed and agreed that the Consultation process and methods should be overseen by a small group of members with interest and experience in this area. The Consultation Strategy group was agreed as being: Ann, Richard & Rob.

The Chair informed the group that a small room had been made available to members for any Topic Group work meetings. This room is situated within the Library back offices.

9. Community Engagement Flyer – Delivery Progress

(Discus Flyer for Businesses and other Community Services)

The first Community Engagement Flyer has been posted through the doors of some 2300+ residents over the course of the past two weeks by members of the Steering Group and other volunteers. The Aulsebrook Road and Harrison Crescent area is expected to be completed over the next few days, which completes the parish coverage.

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**It was agreed that when delivering the Flyer to businesses, shops, and the Community Services that we should provide a short explanation of what the Group and the Plan is about. Farms will also be included and a list of their addresses is to be compiled.**

10. Duty of Support letter to Bolton Council and response  
**The Chair advised that Bolton Council had responded to the letter confirming the areas and level of support they would provide.**
11. Grant Funding – Treasurer statement of account status  
**The Treasurer stated the position of expenditure to date from the Grant monies received and the Chair detailed the breakdown of the Grant and how it was apportioned to the planned activities outlined under the project plan.**
12. Future meeting dates and times  
**The Steering Group agreed the following dates and times for future meetings:  
Thursday, 3<sup>rd</sup> November at 10.00am in the Council offices.  
Tuesday 6<sup>th</sup> December at 10.00am in the Council offices.**
13. Any Other Business  
**None.**

### **ACTIONS:**

1. **Place a link to the Neighbourhood Plan website on the Blackrod Council website.**
2. **Correct the spelling of St.Katharine's with a K not a C on Out & About page.**
3. **Review possibility of having some sort of a visual indicator on home page to signal when new items are added to the website.**
4. **Place agreed amended Vision & Objectives document on the website for Community feedback.**
5. **All Steering Group members to feedback to the Chair their suggestions for Key Local Partner names under the sections highlighted in yellow on page 3 and specific groups highlighted on page 4 of the Consultation Strategy document.**
6. **Members (Pat & Jonathan) who were unable to attend this meeting to confirm their acceptance, or not, of the Topic Group selections made on their behalf.**
7. **First community engagement Flyer to be posted to remaining residents living in the area of Ainse Road and Harrison Crescent.**
8. **List to be compiled of all the working Farms in the parish.**