

# MINUTES

MEETING DATE/DAY	TIME	VENUE
3 <sup>rd</sup> November, Thursday	10.00 am	Blackrod Council Offices

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1. Attendance, Apologies and Declarations of Interest.

**Attendance:** Alan Bury, Stella Lowis, David Stallard, Judith Stallard, Rob Long, John Price, Mike Hollick, Richard Galloway, Pat Shacklock, Jonathan Charters and Simon Godley.

**Apologies:** Ann Kilcoyne

**No Declarations of Interest.**

2. Approval of Previous Minutes and any Matters Arising.

**Previous Minutes Approved and no Matters Arising.**

3. Previous Actions – **Actions Complete:**

**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.**

4. Discussion on Draft Neighbourhood Profile document and associated maps recently issued by the Consultants.

**Profile document discussed by the Steering group and a number of amendments and additions were suggested. This also included the accompanying maps which had some errors. The draft document was agreed to be updated, with tracked changes, and submitted back to the consultants for their feedback, revision and re-submission to the Steering Group.**

**This Profile document sets the scene in terms of the current status of the town and surrounding parish under a number of key headings.**

5. Topic Groups – Scoping Progress update

**It was agreed that the Transport & Infrastructure draft scoping document, compiled by Richard, would be circulated to all Steering Group members as an example of the content**

## Blackrod Neighbourhood Plan Steering Group Meetings

we would need for each of the Topic Groups. Each Topic Group team agreed on who should lead each group, the updated list to be circulated to the Steering Group members. The Topic Groups agreed that a dedicated email account should be established for Group, and inter-group communications, for restricted access use by the Groups only, Jonathan agreed to set this up on "OneDrive" file record system for shared documents etc. Where residents have expressed an interest in being involved in a Topic Group it was agreed by the Steering Group that their names could be passed on to the Topic Group Lead member for ongoing involvement and communications.

6. Consultation Strategy - Key Partners and Flyer delivery to Businesses, incl. Retail, Farms/Landowners and other Community Services.  
**It was agreed by the Steering Group that the addresses and contact details for these consultees would be compiled by each of the Topic Groups as they undertake their initial work. These can then be used in the targeted delivery of the Flyer together with a suitably worded brief tailored to suit each consultee. It was agreed that the Consultation Strategy Group should look at compiling these tailored, short briefs of words.**
7. Grant Funding – account status update  
**The Chair outlined the outstanding expenditure of the project and concerns that this might not be spent within the time frame of the grant award. Specifically costs outstanding for room hire, Flyer, posters etc and printing. Ideas were discussed on how some of these costs may be absorbed. Chair agreed to explore further.**
8. Future meeting dates and times  
**Next meeting agreed as 6<sup>th</sup> December at 10.00 am in the Council Offices.**
9. Any Other Business  
**The Greater Manchester Spatial Framework Consultation period has recently started and Steering Group member Simon Godley presented all Group members with a copy of the Consultation document.**

### ACTIONS:

1. Draft Neighbourhood Profile document to be updated and returned to the consultants for their verification and re-submission.
2. Circulate the Transport & Infrastructure Topic Group scoping document to all members of the Steering Group as an example of what is required.
3. Circulate to all Steering Group members the updated list of Topic Groups showing the agreed leaders.
4. Set up the OneDrive file server system for restricted access by the Topic Groups for ongoing communications.
5. Pass on the names of any residents who have expressed an interest in being involved in specific Topic Groups to the Leader of that group.
6. The Consultation Strategy Group (Ann, Richard & Rob) to compile suitable brief/script for each consultee type. (Point 6 on Agenda).
7. Chair to explore options regarding potential project underspend.
8. All Topic Groups to complete initial scoping for their areas; identifying the main parties, organisations and individuals relevant to and having an interest in their Topic. Compiling details, addresses and contacts on spread sheets.