

## Blackrod Neighbourhood Plan Steering Group Meetings

# MINUTES

MEETING DATE/DAY	TIME	VENUE
6 <sup>th</sup> December, Tuesday	10.00 am	Blackrod Council Offices

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1. Attendance, Apologies and Declarations of Interest.  
**Attendance: Alan Bury, Richard Galloway, Simon Godley, Michael Hollick, Ann Kilcoyne, Rob Long, John Price, Pat Shacklock, Judith Stallard and Stella Lewis.**  
**Apologies: Jonathan Charters and David Stallard.**  
**No Declarations of interest.**
2. Approval of Previous Minutes and any Matters Arising.  
**Previous Minutes approved and no Matters Arising.**
3. Previous Actions – **Actions Outstanding:**
  1. **Set up of a OneDrive file server system for access by Topic groups.**
  2. **Consultation group to compile suitable script/letter for target consultees**
  3. **All Topic groups to complete initial scoping of their areas – Public Realm & Open Spaces and Natural Environment to be completed**
4. Discussion on each Topic Group – Scoping progress & status from each Topic group & open discussion including any identified issues.  
**Updates presented by each Topic Group Leader on progress and current status:**  
**Housing: Topic Group leader updated the meeting on discussions and meetings held with Bolton Planning Strategy team. Blackrod specific Information being sought from the Consultants (ARC4) used by Bolton in compiling the Housing Needs Assessment data for Horwich & Blackrod. The Meeting was informed about the range of information available from the Census data team in Bolton and requested to advise the Chair of any Census data they required to complete work on their respective Topic group areas.**  
  
**Design Standards: Copies of the Building for Life 12 (BFL12) document were issued to all Steering group members present at the meeting for their feedback by the next meeting on its adoption and inclusion in the Plan. This document includes some common cross Topic group areas.**  
  
**Transport & Infrastructure: Update given to the meeting and detailed spreadsheet compiled & issued as potential template for other groups. Topic group has arranged to meet with Bolton Transportation team.**

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**Natural Environment:** Fracking was discussed by this group including locations of old mine shafts in the parish. Advice was provided by a Steering group member that Fracking is a process involved in the extraction of shale gas and as such falls under the remit of minerals exploration which is not eligible for inclusion in neighbourhood planning. There may be potential for a Conservation area, near Arley and the canal - to be investigated further. An email was circulated to the Topic group advising of the contact details of the Ecological Unit in Greater Manchester who have responsibility for Conservation areas.

**Public Realm & Open Spaces:** Apologies given by Topic group leader on progress of this group and due to personal commitments has tendered resignation from the Steering group. Implications to be discussed with the deputy leader of this group including combining the group with the Natural Environment group and seeking other residents to join the Steering Group and/or Topic group with ideally with interest in the particular Topics.

**Community Facilities:** Update provided on various meetings held with providers and Group leader circulated spreadsheet to the meeting detailing the community facilities and services for Blackrod. Steering group members requested to provide feedback on any additions or omitted organisations. Meeting arranged with NHS Bolton CCG at Unsworth Group Practice, Westhoughton in January 2017.

**Economy & Employment, Town & Retail:** Update provided and detailed list of businesses compiled on spreadsheet. Further work is ongoing to finalise the list including discussions with Bolton MBC regarding FOI request and comparison exercise with a business rates list to be provided by Blackrod Town Clerk.

**Built Heritage:** Update provided on various meetings held and Group leader circulated a spreadsheet to the meeting which detailed the Blackrod Grade two listed structures. A list of other potential structures for consideration was also included. Steering group was requested to provide feedback on the list for any other additions. Group leader agreed to contact Historic England to establish the criteria for selection of structures to Grade 2 listing. Milestones were suggested in the meeting as being potential for protection and Blackrod Town Clerk agreed to provide contact details for the Group leader to follow up and review, as well as for other archaeology areas of interest.

A discrepancy in bridge names has been revealed; Anderton Bridge or Weavers Bridge which the Group is to review.

### 5. Project Management – update on next steps

Update provided from Chair on status and next steps of the project following on from Topic Group work. Need to apply for second tranche of grant funding around February 2017 time; Need to establish Housing needs assessment for Blackrod only, soonest; Need to Consider next consultation event for April 2017 including an Open day type event. Project management software application, Smartsheet, currently being used for the project may also be viewed by Steering group members – Chair to determine how they can access.

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6. Consultation Strategy – update discussion

**Resident's letters, received from the first consultation Flyer and submitted into the Library, were copied and handed out to Steering group members for their information. A member suggested placing all feedback, including from the website, onto the webpage.**

**The Steering group discussed and agreed that a letter should be sent to all businesses that have not been engaged with so far, or received the Flyer, as part of our consultation. In some cases it was agreed that there would also be a face to face with certain business leaders. Sole traders would not receive a letter as they have already received the Flyer. The letter will be drafted by a volunteer group member.**

**The Steering Group discussed and agreed that to keep the awareness raised within the community a Public meeting should be held during February 2017 at the Community Centre, preferably on an evening. This is prior to an Open day in April 2017. The Town Council Newsletter is issued around the end of January 2017 so a communication to all residents about the Public meeting could be included with the Newsletter.**

7. Display in Library foyer

**The Chair outlined a plan to set up a display in the foyer of the Library showcasing the Neighbourhood Plan in order to keep it continuously in the public eye. A brief outline of content was discussed and a volunteer from the group offered to assist. Target for completion is before Christmas.**

8. Grant Funding – account status update

**Chair informed the group of the current standing of expenditure and that a small amount of grant would be handed back to Locality prior to submitting another grant application for the remaining entitlement. Any underspend this time would be recouped in the next and final application.**

9. Future meeting dates and times

**Next meeting date to be advised to group via email**

10. Any Other Business

**No other Business**

### **ACTIONS:**

- 1. All Steering group members to advise the Chair of their Census data requirements in connection with their Topic group. Standard Census data is available via ONS and Nomis websites. However, any data required expanding for the next 5, 10 and 15 years will have to be specifically requested of the Census team in Bolton MBC.**
- 2. Consultants ARC4 to be approached regarding availability of Housing needs assessment data specifically for Blackrod. Bolton MBC to progress and advise Steering group.**

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3. Chair to re-send to the group the spreadsheet of resident's feedback to first Flyer Consultation including the latest additions.
4. Historic England to be contacted by Heritage Topic Group to establish criteria for Grading of Heritage buildings.
5. All Steering Group members to review the Heritage Assets list and the Community facilities circulated at the meeting and advise of any additions.
6. All Steering group members to provide feedback on the Building for Life (BFL12) document they were given at the meeting as to its suitability to be adopted as part of the Plan.
7. All Topic groups to provide an update and indication of their next steps for the next meeting.
8. Town Clerk to provide list of businesses on the Business rates list for use by the Employment & Economy Topic Group. Also to provide information on Milestones and archaeological sites of interest to the Heritage Topic Group.
9. Letter to be drafted for issue to all businesses as part of our Consultation.
10. Display in the Library foyer to be erected by Christmas.
11. Environment and /or Public Realm Topic group to contact Manchester Ecology unit to review requirements for a Conservation area.

### Outstanding Actions from previous Minutes:

1. Set up of a OneDrive file server system for access by Topic groups.
2. Consultation group to compile suitable script/letter for target consultees
3. All Topic groups to complete initial scoping of their areas – Public Realm & Open Spaces and Natural Environment to be completed