

MINUTES

MEETING DATE/DAY	TIME	VENUE
9 th January 2017, Monday	10.00 am	Blackrod Council Offices

1. Attendance, Apologies and Declarations of Interest.
Attendance: Alan Bury, Richard Galloway, Simon Godley, Ann Kilcoyne, Rob Long, Pat Shacklock, and Stella Lewis.
Apologies: John Price, Judith and David Stallard.
Resignations due to personal circumstances tendered & accepted: Jonathan Charters and Michael Hollick
No Declarations of interest.
2. Approval of Previous Minutes and any Matters Arising.
Previous Minutes approved and no Matters Arising.
3. Previous Actions – **Actions Completed:**
 1. **Consultation group to compile suitable script/letter for target consultees. (*This action is complete for the letter aimed at businesses*).**
 2. **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. (*No requests made to Chair, however, Census data requirements will be assessed going forward*).**
 3. **Consultants ARC4 to be approached regarding availability of Housing needs assessment data specifically for Blackrod. Bolton MBC to progress and advise the Steering group. (*Chair liaising with ARC4 and Bolton MBC on options to suit Blackrod*).**
 4. **All Steering Group members to review the Heritage Assets list and the Community facilities circulated at the meeting and advise of any additions. (*Additions advised to Judith*).**
 5. **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. (*The majority of members agreed that this should be adopted as part of the Plan*).**
 6. **All Topic groups to provide an update and indication of their next steps for the next meeting.**
 7. **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.**

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8. Letter to be drafted for issue to all businesses as part of our Consultation.
9. Display in the Library foyer to be erected by Christmas.

Actions Outstanding:

- 1 Set up of a OneDrive file server system for access by Topic groups. *(This action delayed due to resignation of Jonathan. Chair to investigate options.)*
 - 2 All Topic groups to complete initial scoping of their areas – Public Realm & Open Spaces and Natural Environment to be completed. *(This action delayed due to resignation of Michael. Chair to review options with new members).*
 - 3 Historic England to be contacted by Heritage Topic Group to establish criteria for Grading of Heritage buildings.
 - 4 Environment and /or Public Realm Topic group to contact Manchester Ecology unit to review requirements for a Conservation area.
4. Topic Groups - Status updates and general discussion.

Updates presented by each Topic Group Leader on progress and current status:

Housing: Topic Group Leader updated the meeting on discussions with ARC4, the consultants used by Bolton in compiling the Housing Needs Assessment data for Horwich & Blackrod in 2011. The assessment survey also included data for Horwich North East. As there were only 54 responses from Blackrod in the survey it seems most likely that the real housing needs for Blackrod have been diluted and overtaken by those responses received in the other areas of the survey. After discussion the Steering group unanimously agreed that we should seek a more accurate and meaningful assessment of the housing needs, specifically for Blackrod. ARC4 have indicated a cost of circa £8/9K for a detailed survey in line with other surveys that they have undertaken but further lower cost options need to be considered before a decision can be made on a suitable solution.

Design Standards: Copies of the Building for Life 12 (BFL12) document were issued to all Steering group members at the last meeting and of those present at this meeting, who had read the document, all agreed that this should be included as part of the Plan. Group discussion highlighted the need to be more specific in the Plan as to what would be expected of developers in them adopting this standard and how they may best demonstrate it via the traffic light indicators used in the standard.

Transport & Infrastructure: Topic group leader provided an update and the latest report is included with these Minutes. From the meeting with the Bolton Transportation team it seems there is little we can do to influence main highways and any new constructions would have to show a linear link to the development for which it would be required. There may then be potential for 106 funding to help support the local community as impacted by the new development. The next steps for the group are to produce a list of issues from the information and residents feedback received so far for consideration in the Plan.

Natural Environment and Public Realm & Open Spaces: No updates or developments. Discussion needs to be had with the Manchester Ecology unit (as per the Actions)

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regarding the criteria required for establishing a Conservation area. Other activities “parked” until discussion with new (potential) Steering group members on their topic group preferences.

Community Facilities: Brief outline update provided by the Chair due to absence of Topic Group leader. Meeting arranged with NHS Bolton CCG at Unsworth Group Practice, Westhoughton on 19th January 2017.

Economy & Employment, Town & Retail: Update from Topic group leader confirmed detailed list of all businesses in Blackrod parish, including retail (shops) is now 80% complete. Once the list is complete the engagement, via letter and visit- where applicable, can commence. Methods of engagement and communication will be coordinated by the Consultation/Communications group.

Built Heritage: No further updates provided other than the outstanding action to contact Historic England regarding the criteria for Grade 2 listed buildings.

5. Consultation Strategy – Public Meeting; Business engagement; Landowners & farmers engagement. Questionnaire?
There was much discussion on these areas of consultation and it was decided to arrange a separate meeting of the Consultation group and any other Steering group member who wanted to attend. Draft letter already agreed by Topic group for specific engagement of businesses. The meeting was set for 16th January, Monday early evening time to be confirmed.
6. Display in Library foyer – General discussion on content.
The Chair requested that Steering group members review the display about the Neighbourhood Plan situated in the Library foyer and provide feedback on any changes/improvements they may have.
7. Grant Funding – account status update
The Chair informed the group of the current standing of expenditure and that the grant will end on 8th February 2017. The intention is to apply for further grant to cover expenditure over the six months from April 2017.
8. Future meeting dates and times
Next 3 meeting dates agreed as:
 - Thursday, 9th February at 9.30am
 - Thursday, 9th March at 9.30am
 - Thursday, 6th April at 9.30am

(Note earlier start times of 9.30am)
9. Any Other Business
As requested by some Steering group members a short brief was provided by the group member from Bolton Strategic Planning on CIL (Community Infrastructure Levy). In short, Bolton have not implemented CIL as it is viewed as difficult to administer and not beneficial while land values remain at their current levels.

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ACTIONS:

Outstanding Actions from previous Minutes:

- 1. Set up OneDrive file server system, or equivalent, for access by Topic groups. (*Chair to discuss options with Jonathan*).**
- 2. Public Realm & Open Spaces and Natural Environment Topic group to be re-established and scope determined.**
- 3. Historic England to be contacted by Heritage Topic Group to establish criteria for Grading of Heritage buildings.**
- 4. Environment and /or Public Realm Topic group to contact Manchester Ecology unit to review requirements for a Conservation area.**

New Actions from this meeting:

- 1. Chair to discuss potential membership to Steering Group with two interested residents.**
- 2. Chair to determine options available in producing an acceptable Housing Needs assessment for Blackrod parish.**
- 3. Housing developments where BFL12 has been adopted are to be identified and if possible and local enough arrangements made to visit.**
- 4. Transport & Infrastructure group to produce a list of issues from the information and residents feedback received so far for consideration in the Plan.**
- 5. Consultation / Communications group to meet (16th January) and establish the means and methods of engagement with outstanding areas of the community.**
- 6. Steering group members to advise the Chair of any improvements / changes to the Neighbourhood Plan display located in the Library foyer.**