

MINUTES

MEETING DATE/DAY	TIME	VENUE
9 th February 2017, Thursday	9.30 am	Blackrod Council Offices

1. Attendance, Apologies and Declarations of Interest.

Attendance: Alan Bury, Richard Galloway, Simon Godley, Robert Long, Stella Lewis, David Stallard, Judith Stallard, Maria Ratcliffe and Harry Pennington.

Apologies: John Price, Ann Kilcoyne and Pat Shacklock

2. Approval of Previous Minutes and any Matters Arising.

Previous Minutes approved and no Matters Arising.

3. Previous Actions – **Actions completed:**

1 Set up of a OneDrive file server system for access by Topic groups. (Group agreed to keep current method of storage of documents by each member and share as and when appropriate.)

2 Public Realm & Open Spaces and Natural Environment Topic group to be re-established and scope determined. (Group agreed to amalgamate these Topics into one and a new team was established)

3 Historic England to be contacted by Heritage Topic Group to establish criteria for Grading of Heritage buildings. (Contact made and additional information provided)

4 Environment and /or Public Realm Topic group to contact Manchester Ecology unit to review requirements for a Conservation area. (New group to take this issue forward)

5 Chair to discuss potential membership to Steering Group with two interested residents. (Two new members now established on the Steering group)

6 Chair to determine options available in producing an acceptable Housing Needs Assessment for Blackrod parish. (Options established and costings under review by Consultants before further action can be undertaken).

7 Housing developments where BFL12 has been adopted are to be identified and if possible and local enough arrangements made to visit. (A number of Potential sites were discussed and Woodplumpton was agreed as the site to visit due to its proximity and multi stages of development)

8 Transport & Infrastructure group to produce a list of issues from the information and residents feedback received so far for consideration in the Plan. (Spread sheet produced listing the identified issues)

9 Consultation/Communications group to meet (16th January) and establish the means and methods of engagement with outstanding areas of the community. (Action complete and notes of the meeting were produced).

Blackrod Neighbourhood Plan Steering Group Meetings

10 Steering group members to advise the Chair of any improvements/changes to the Neighbourhood Plan display located in the Library foyer. (*Action complete and minor changes made to the display*).

4. **Topic Groups – Status updates and general discussion. Including BFL development site visit. Updates presented on each Topic Group. New members joined the groups of their choice and revised list to be produced. Harry joined Public Realm and Maria joined Housing. Housing update: Awaiting response from Consultants ARC4 on cost of Housing Needs Assessment and household survey. Transport & infrastructure update: Issues list produced. Progressed as far as can go, however issues list to be reviewed and extended when latest feedback forms are added to the Consultation Responses spreadsheet. Natural Environment update: Members agreed to include this topic with the Public Realm and Open Spaces Topic creating a common group. A meeting is to be arranged for this new group to scope out the areas and issues. Community Facilities update: Clinical Commissioning Group to rearrange cancelled meeting. Meeting to be arranged with Rivington & Blackrod high school to discuss how we can engage with the older children of the village eg High school age to help us determine what community facilities/services we should be providing to meet the needs of these school children within Blackrod. Economy & Employment/Town Centre & Retail update: Spreadsheet completed of all Blackrod businesses and prepared for engagement letters to be mail merged and posted. Retail and some larger businesses to have hand delivered letters. Built Heritage update: Group to arrange a meeting to re-assess status and further actions - to include new resident member. Design Standards update: Example of where BFL12 has been implemented found at Woodplumpton and site visit to be arranged.**
5. **Consultation Strategy – Business engagement; Community organisations; Landowners & Farmers, Schools. etc Targeted letter/Questionnaire. Engagement letters prepared for all businesses including retail. These are now required to be placed in envelopes and posted. Hand delivered ones to be agreed. Letters also prepared for engaging with Farmers, Landowners, Schools, Community and Sports organisations - These are template type letters requiring addresses only and posting/hand delivering. Community Facilities Template letter to be copied into the Topic Group. The group discussed once again using Facebook as a means of informing and building awareness about the Plan. It was agreed that Maria would set up and monitor a Facebook page just for the Neighbourhood Plan and advise the Consultation Strategy Group of all feedback and comments received.**
6. **Public Meeting on 28th February - discussion on responsibilities /roles, publicity, arrangements, aims & objectives etc. Consultation Strategy Group met previously to plan & scope out requirements. Aims and objectives discussed, Rob to produce presentation materials, Powerpoint etc. Hand out/Feedback form to be printed and given to attending residents (place on chairs in meeting hall). Equipment to be provided: Rob – Laptop, power cable, and projector and Pat to provide the screen. Judith to design a signing-in form to cover the maximum number of attendees.**

Blackrod Neighbourhood Plan Steering Group Meetings

Maria and Stella to provide support in the kitchen. Judith and a-another to provide support at the signing –in desk.

Steering group members attending the event to arrive at 5.00 pm to help set up the hall and arrange the seating etc.

Display in Library to be transferred to the hall and another display panel to be sourced to be used for supporting a large map of the parish.

7. **Grant Funding – Status**

End of Grant Funding report submitted to Groundwork as first tranche (£) of support completed.

8. **Future meeting dates and times**

Thursday 9th March at 9.30 am

Thursday 6th April at 9.30 am

9. **Any Other Business**

None

ACTIONS:

- 1. Judith to send update email to all Heritage Group members and arrange a meeting.**
- 2. Richard to explore potential site visit times at Woodplumpton.**
- 3. Chair to update and circulate to the Group the latest Consultation responses from the website and feedback forms.**
- 4. Chair to amend and circulate to the Group the revised Topic Group members.**
- 5. Chair to provide 19 copies of original Flyer to Judith for delivery to all households in Dootson Close.**
- 6. Rob and Richard to provide Powerpoint and handouts for the Public Meeting event.**
- 7. Judith to create a signing in form for the event.**
- 8. Chair to organise meeting with Rivington & Blackrod high school.**
- 9. Richard to update Transport & Infrastructure issues sheet once Action 3 above is completed.**
- 10. Natural Environment, Public Realm and Open Spaces Topic group to arrange a meeting.**
- 11. All engagement letters to be printed and posted.**
- 12. Maria to set up a Facebook page for the Neighbourhood Plan**