

# MINUTES

MEETING DATE/DAY	TIME	VENUE
9 <sup>th</sup> March 2017, Thursday	9.30 am	Blackrod Council Offices

---

1. Attendance, Apologies and Declarations of Interest.  
**Attendance: Alan Bury, Richard Galloway, Simon Godley, Robert Long, Judith Stallard, John Price, Ann Kilcoyne, Pat Shacklock and Harry Pennington.**  
**Apologies: David Stallard, Stella Lewis and Maria Ratcliffe.**  
**(Note: due to personal circumstances David Stallard has had to resign from the Steering group).**
2. Approval of Previous Minutes and any Matters Arising.  
**Previous Minutes approved and no Matters Arising.**
3. Previous Actions – **Actions Completed:**
  1. **Judith to send update email to all Heritage Group members and arrange a meeting. (*Meeting held on 28<sup>th</sup> February 2017*)**
  2. **Richard to explore potential site visit times at Woodplumpton. (*Leave on as an Action as not yet agreed*)**
  3. **Chair to update and circulate to the Group the latest Consultation responses from the website and feedback forms. (*Circulated on 13<sup>th</sup> February 2107*)**
  4. **Chair to amend and circulate to the Group the revised Topic Group members. (*Circulated on 13<sup>th</sup> February 2017*)**
  5. **Chair to provide 19 copies of original Flyer to Judith for delivery to all households in Dootson Close. (*Copies provided and delivery completed*)**
  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. (*Meeting took place on 8<sup>th</sup> March 2017*)**
  9. **Richard to update Transport & Infrastructure issues sheet once Action 3 above is completed. (*Sheet issued on 8<sup>th</sup> March 2017*).**
  10. **Natural Environment, Public Realm and Open Spaces Topic group to arrange a meeting. (*Meeting organised for 14<sup>th</sup> March 2017*)**
  11. **All engagement letters to be printed and posted. *Completed by 23<sup>rd</sup> February 2017*.**
  12. **Maria to set up a Facebook page for the Neighbourhood Plan (*Action not required as Facebook page already exists but not activated – activated on 17<sup>th</sup> February 2017*).**
4. Public Meeting of 28<sup>th</sup> February. Debrief – Things that worked well & things that didn't, any changes for future events. Attendance level, the Q&A Session, Feedback etc.  
**Things that worked well: General consensus was that overall the meeting went very well. Screen location and chair layout was ideal, plenty of questions from the audience.**  
**Things that did not work so well: Not everyone could hear the questions and discussions so a Microphone should be used at any future events.**

## Blackrod Neighbourhood Plan Steering Group Meetings

Attendance level was around 60 people and some left their feedback at the meeting and others left their feedback on the website. All the questions were captured at the meeting and will be circulated to the Steering Group for agreement and addition of the answers that were given. This Q&A document will then be placed on the website and on the Library display. Also, to consider placing the questionnaire feedback form on the website.

5. Housing Needs Assessment & Household Survey  
**Chair informed the Steering Group of the decision made by Blackrod Town Council at their meeting on Monday 6<sup>th</sup> March 2017 to fund the commissioning of this assessment & survey. The proposal for this work is awaited from ARC4 Consultants and when received will be circulated to all group members.**
6. Topic Groups – Status updates and general discussion.  
**Updates presented for each Topic Group:**  
**Housing update: as point 5 above. Also, the Steering Group thought it would be useful to go “door knocking” with the Survey once it is made available.**  
**Transport & infrastructure: Latest spreadsheet produced indicated 20 theme areas/issues for consideration.**  
**Community Facilities & Services: Meeting held with Bolton Youth Services and they have agreed to undertake Focus group work with the pupils of Rivington & Blackrod High school to help determine their community/social interests. The CCG is still to respond to a meeting request. Simon offered to provide some information on required numbers of GP’s per household ratios. Chair agreed to approach the local Surgery to build awareness of BNDP at their team meeting.**  
**Economy & Employment and Retail Centre: Car parking is an issue especially around the retail centre of Blackrod. Topic group leader believes we may need more engagement with businesses in order to identify any issues.**  
**Built Heritage: Refer to separate minutes of the Topic group meeting held on 28<sup>th</sup> February 2017 – Actions included in these Minutes. Endeavouring to engage with Historic England and the local advisor based in Manchester to assist with building classification. Also, seeking to determine if the War Memorial and Chapel can be Grade 2 listed – John to discuss with John White of Bolton Cemeteries and confirm back to the group. Simon agreed to advise the group on the number and location of the Milestones in the parish.**  
**Design Standards: Appropriate BFL 12 sites to visit still ongoing and to be arranged. Also, the car parking allocations per household to be considered - minimum number of cars per household versus Bolton’s current maximum number of car designation.**  
**Pat to circulate to the group a car parking survey that was undertaken during the Nightingale Farm development site review.**
7. Topic Group Natural Environment, Open Spaces and Public Realm – discussion on how to move this group forward.  
**Chair requested a separate meeting to take this Group forward. Meeting agreed for Tuesday 14<sup>th</sup> March at 10.00am in the council offices.**
8. Grant application (2<sup>nd</sup> tranche)  
**Chair explained to the group how the remainder of the grant might be used and the timescales within which it must be spent.**
9. Future meeting dates and times  
**Agreed meeting dates as follows:**  
**Thursday 6<sup>th</sup> April at 9.30am**  
**Thursday 4<sup>th</sup> May at 9.30am**  
**Thursday 8<sup>th</sup> June at 9.30am**

## Blackrod Neighbourhood Plan Steering Group Meetings

### 10. Any Other Business

**Simon raised our awareness of a new Planning Tool for Neighbourhood Planners however it looks like it produces information very similar to the Neighbourhood Profile document that was produced for us by Envision. Never the less the chair will circulate a sample of the Planning Tool outputs together with a copy of our Neighbourhood Profile document for the Steering group to review and decide.**

**In general discussion it was agreed by all that the future Open Day event should be held at one site only and that is the Community Centre. Also, that we should send a letter of thanks to all those who attended the Public Meeting event and that we should use the Advertiser more for Community engagement and updates. Richard agreed to draft a short editorial for this newspaper about the success of the Public Meeting.**

**Blackrod Town Council invited two members of the Steering group to join them at a training session about “Planning” to be held in Penwortham, Preston on the 20<sup>th</sup> April in the evening. Two members accepted the invitation – Richard and Pat.**

#### **ACTIONS:**

- 1. Richard to explore potential site visit times at Woodplumpton.**
- 2. Q & A document, from the Public meeting, to be compiled and circulated to the Steering Group by the Chair.**
- 3. Circulate the consultants (ARC4) Housing Assessment proposal to the Steering Group once received.**
- 4. Simon to provide information on number of GPs per household ratios.**
- 5. Simon to provide information on the Milestones of the parish.**
- 6. Chair to approach local surgery to meet their team.**
- 7. John to discuss potential of Grade 2 listing for the War Memorial and the Chapel with John White.**
- 8. Pat to circulate to the Steering group the parking survey undertaken recently.**
- 9. Arrange to send a letter of thanks to all those who attended the Public meeting.**
- 10. Richard to draft and editorial for the Advertiser.**