

# MINUTES

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

---

1. Attendance, Apologies and Declarations of Interest.

**Attendance:** Alan Bury, Richard Galloway, Rob Long, Simon Godley, Judith Stallard, and Pat Shacklock.

**Apologies:** Ann Kilcoyne, John Price, Stella Lewis and Maria Ratcliffe.

**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:

**Group discussed the New Planning Tool software now available online and agreed that the document it produced was very similar to the Neighbourhood Profile document that was produced for us by Envision. Agreed to review towards the end of the project and if grant monies allow we may purchase to cover any gaps in the information we already have.**

1. Richard to explore potential site visit times at Woodplumpton. (Richard to provide some dates for those interested in a site visit)
2. Q & A document, from the Public meeting, to be compiled and circulated to the Steering Group by the Chair. (*Action complete, Q&A document also on website and display in Library foyer*).
3. Circulate the consultants (ARC4) Housing Assessment proposal to the Steering Group once received. (*Some Group members had read this document- which was not the final version and discussed further under Agenda item 5*)
4. Simon to provide information on number of GPs per household ratios. (*Action complete*).
5. Simon to provide information on the Milestones of the parish. (*Some doubt on who has this information within the Group so Simon agreed to send again*).
6. Chair to approach local surgery to meet their team. (*Chair met with local GP Surgery team who stated that all decisions are made at the head office in Westhoughton. We are already planning to meet the head office team later in April*)
7. John to discuss potential of Grade 2 listing for the War Memorial and the Chapel with John White. (*John has had the meeting but due to his current hospitalisation we will review the outcomes by our next meeting*).
8. Pat to circulate to the Steering group the parking survey undertaken recently. (*Action complete*).

## Blackrod Neighbourhood Plan Steering Group Meetings

9. Arrange to send a letter of thanks to all those who attended the Public meeting.  
*(Action still outstanding and to be completed by next meeting).*
  10. Richard to draft an editorial for the Advertiser. *(Action completed and editorial sent to the Advertiser but as of this month it had not been published).*
4. Topic Groups – identification of key issues.  
Status review of each Topic area – group updates & timescale to complete.  
**Topic group updates:**
- Housing:** It was agreed to discuss under Agenda item 5.
- Transport & Infrastructure:** Richard gave an overview of progress which has reached identification of the key issues stage but that there were some recent additions to be made to the Key issues list. Connected Public Realm issues were also discussed eg. Wheel chair access across the village, parking and tree area designs.
- Public Realm & Open Spaces:** The group had a discussion on the classification of Local Space and Local Green space and concluded that we need to undertake an audit of these across the parish. We also need to email residents and about this and capture their views and knowledge. Agreed that Richard and Rob to compose a suitable email. Judith to create a group email listing from all the emails we have from residents for ease of bulk emailing. The Chair to provide the email addresses of those residents who have made contact via the website. As there are outstanding actions from the recent Topic group meeting a new meeting is to be arranged.
- Built Heritage:** Judith updated the Group which included the circulation of the position statement dated 6<sup>th</sup> April 2017. We have so far created a list of buildings, in addition to the Grade 2 listed buildings, which is considered to be those additional buildings which are part of the heritage of the village. This list will be our Local Listing of important buildings which will be detailed in the Neighbourhood Plan. It was felt however that we need more consultation with the community as to whether there are more buildings that should be on the list. It was agreed that the email mentioned in the previous Topic group update (Public Realm and Open Spaces) should also include this Topics question. It was also agreed that all the owners of the buildings on the local list will need to be sent a letter explaining the situation, why their building has been selected etc . It was agreed to arrange another Topic group meeting to discuss the content of the letter and to start the process of compiling a template for each building.
- Community Facilities & Services:** Judith updated the Group on progress. In moving to identification of the key issues it was agreed that information to be extracted from the Consultation responses received from the community to establish a working list of issues for review. Judith agreed to review the Consultation responses spread sheet and from this produce a relevant list of issues.
- Employment, Economy and Retail Centre:** Richard provided an update on progress. From the letters sent to all the businesses of Blackrod, including the hand delivered ones, not one response had been received (One Farmer/landowner sent a letter in response). As there has been no responses or issues raised in these Topic group areas it was agreed that we will include a generic statement within the Neighbourhood Plan covering the employment zones of the parish, the quality of these areas and the potential for future development. No further development work will be undertaken on this Topic group.

## Blackrod Neighbourhood Plan Steering Group Meetings

**Design Statement: We have already agreed to adopt the Building for Life 12 standard but Richard suggested we consider road /infrastructure layout for inclusion. Richard to review potential scope and content then update the Group.**

**The Chair advised the Steering Group that when they send a communication to a consultee or relevant organisation they should send a copy of this to the Chair/Secretary for record and so that this can be captured in the Consultation Statement which is currently being compiled. Communications already sent should be copied to the Chair/Secretary.**

**The Chair suggested to the group that as the Housing Needs Assessment & Survey is expected to take some 8 weeks to complete then we should also aim to make this the maximum period with in which we establish and finalise all the outstanding key issues from the Topic group work.**

5. **Housing Needs Assessment & Household Survey**

**The latest version of the Proposal had been circulated to the Steering group for their consideration and comments. It was stated that certain logistical and invoicing issues had yet to be agreed. Richard stated that he was not sure about the methodology suggested and how this would give us what we wanted eg housing types, sizes etc. Richard is to send a separate email to the Chair detailing his concerns. It was also agreed that we need to see an example of the survey questionnaire as this may answer some of the concerns raised. The chair agreed to obtain this sample questionnaire and circulate it to the Steering Group for their comments.**

**The Chair updated the group on a recent communication from Bolton Council Corporate Communications Unit requesting further details from us regarding data protection, how the survey is to be undertaken, why the survey is required etc. The Chair is seeking guidance from ARC4, Simon and Envision before responding.**

6. **Consultancy support – Next steps.**

**The Chair gave the group a short update on the recent meeting with Envision. They are to provide an indication of future support in order that we can review & agree. This information will also assist us with the preparation of the next grant application.**

7. **Future meeting dates and times**

**It was agreed that in our May meeting we will set the dates for future meetings in July and August.**

**Thursday 4<sup>th</sup> May 9.30 am**

**Thursday 8<sup>th</sup> June 9.30 am**

8. **Any Other Business**

**General discussions concerning some of the issues discussed at today's meeting included: Members of the group felt that we should have a stand/gazebo at the Scarecrow event in July to continue informing the community on the progress of the Plan and where relevant gain more views on specific issues from the residents, such as identifying any new Green/Open Spaces and any buildings to add to the heritage list. Richard agreed to contact Jean Hibbert and discuss.**

## Blackrod Neighbourhood Plan Steering Group Meetings

Simon to check on developer contribution (106 monies) related to the Hill Lane development. These are monies that should be put back into local issues such as Education and Health. The group agreed that that this general issue should also be covered in the Plan.

### **ACTIONS:**

1. Richard to provide dates for Woodplumpton site visit.
2. Richard to provide key issues update on Transport & Infrastructure Topic Group area.
3. Richard and rob to compose suitable email regarding Green Space audit and buildings for the Heritage Local listing.
4. Judith to compile a group email list of residents contacts.
5. Chair to provide list of emails from the website responses to Judith.
6. Public Realm & Open Space Topic group to arrange another meeting.
7. Built Heritage Topic group to arrange to meet and compose a letter to be sent to the building owners on the local listing.
8. Judith to use the Consultation responses spread sheet and extract the Community Facilities issues raised for further review.
9. Richard to review additions to the Design Statement related to Infrastructure.
10. All members to copy the Chair with any previous letters they have sent to consultees.
11. Richard to send an email to the Chair regarding the methodology of the Housing Need Assessment proposal.
12. Chair to obtain a sample of the Housing Survey questionnaire and circulate it to the Steering group for their comments.
13. Richard to contact Jean Hibbert regarding having a stand at the Scarecrow event in July.
14. Simon to report back about the developer contribution (106 monies) related to the Hill Lane development.