

# MINUTES

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

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1. Attendance, Apologies and Declarations of Interest.  
**Attendance: Alan Bury, Richard Galloway, Simon Godley, Judith Stallard, Ann Kilcoyne and Stella Lewis.**  
**Apologies: John Price, Pat Shacklock, Rob Long and Maria Ratcliffe absent.**  
**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. Richard to provide dates for Woodplumpton site visit. *(All members to reply to Richard on dates available to visit sites)*
  2. Richard to provide key issues update on Transport & Infrastructure Topic Group area. *(Action completed).*
  3. Richard and Rob to compose suitable email regarding Green Space audit and buildings for the Heritage Local listing. *(Action completed. The Heritage group is to compose a letter for Local listing. Open Space consultation to be by flyer/information sheet).*
  4. Judith to compile a group email list of residents contacts. *(Action completed).*
  5. Chair to provide list of emails from the website responses to Judith. *(Action completed).*
  6. Public Realm & Open Space Topic group to arrange another meeting. *(Action completed).*
  7. Built Heritage Topic group to arrange to meet and compose a letter to be sent to the building owners on the local listing. *(Action Completed apart from letter to be composed).*
  8. Judith to use the Consultation responses spread sheet and extract the Community Facilities issues raised for further review. *(Action completed).*
  9. Richard to review additions to the Design Statement related to Infrastructure. *(This Action is ongoing as car parking issue also to be included).*
  10. All members to copy the Chair with any previous letters they have sent to consultees. *(Action completed).*
  11. Richard to send an email to the Chair regarding the methodology of the Housing Need Assessment proposal. *(Action completed).*

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12. Chair to obtain a sample of the Housing Survey questionnaire and circulate it to the Steering group for their comments. *(Action completed)*.
  13. Richard to contact Jean Hibbert regarding having a stand at the Scarecrow event in July. *(Action completed, stand will be in the Community Centre)*.
  14. Simon to report back about the developer contribution (106 monies) related to the Hill Lane development. *(Action completed)*.
4. Topic Groups – Progress to identification of key issues.  
Status review of each Topic area – group updates & timescale to complete.
- Transport & infrastructure:**  
Key issues table complete, need to determine the softer more aspirational ones and those that might form new policies within the Plan. Group agreed that “Traffic calming” would be added to the list. Potential policies to be considered must not conflict with any policies in the Core Strategy.
- Public Realm:**  
A number of actions were agreed at the last topic group meeting unfortunately Marias absence has left some of these still outstanding. These included looking into the criteria and implications of creating a new Bridleway, including seeking the views of local stables and communicating with the relevant person in Bolton Council. Also, make contact with the relevant person in Bolton Council regarding the Play areas and recreational spaces to assess their condition and suitability to provide adequate and relevant leisure activities and equipment for the community.  
Trees added to the street scene and parking were agreed to be common areas related to the Transport & infrastructure topic group.  
Wheel chair and mobility scooter access around the village was discussed by the group including the comments made by Carla Woods in her recent communications with the group. It was agreed that the chair should invite her to our next Steering group meeting.
- Open Space:**  
The Chair produced an AO sized map for consideration by the group. The map was colour coded with Open Spaces and other land ownership statuses held by Bolton Council. The consultants had provided an Open Space designation document which is to be circulated to the Steering Group. It was agreed that we should engage with the community to ask if any other areas of Open Space is required within the village.
- Community Facilities & Services:**  
The meeting was updated on the recent visit to the Unsworth Group, which is based in Westhoughton, who are responsible for our health centre and surgery. A resulting letter was also sent to Dr Bhatiani at Bolton CCG regarding the sustainability of the Blackrod health centre site. The key issues list has been established.
- Economy, Employment & Retail Centre:**  
It was agreed by all in the Steering Group that it had been very disappointing that no businesses had responded to the individual letters sent out recently to engage them in the Neighbourhood Plan. It was suggested, as a last attempt, that 4 or 5 businesses should be approached more direct and face to face in order to answer a questionnaire about this topic group. The possibility was also discussed regarding the designation of an Employment Zone.
- Built Heritage:**  
Updates were issued at the meeting on the Nominations document and related local buildings list. It was agreed that we should undertake some consultation with the community to identify any more buildings and structures (additional to the current list) in the parish that may have some heritage value. It was also agreed that a letter should be composed to be sent to those addresses identified as being buildings of importance and

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having heritage value to the village. In addition it was also agreed to send a letter to Highways, in Bolton, regarding the cobbled pathways in the parish.

Although we have a list of the Milestones in the parish it was suggested that there may be another one located in Little Scotland and that this should be investigated.

**Design Statement:**

It was agreed that this should include any Infrastructure areas that were relevant and appropriate. As well as BFL12 it was also suggested that in designing housing for the ageing population a relevant document is "Lifetime Homes" and that we should endeavour to learn more about this document and consider it for inclusion in the Plan.

**Housing:**

Sample Survey Questionnaires from Hexham, Northumberland and Bolton have been considered and it was agreed that these were probably too detailed for the Blackrod Questionnaire. A draft Survey Questionnaire for Blackrod has subsequently been compiled and is to be forwarded to Bolton Council for them to provide advice and guidance on Data Protection Act (DPA) issues.

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

In addition to the feedback provided in the previous agenda item the issue of the DPA was discussed further particularly the frustration at not being able to resolve the issues in a timely manner. It was agreed that we should approach the council lawyer to assist us in bringing the problem to a satisfactory conclusion, thus enabling us to proceed with the commissioning of the Assessment & Survey work.

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

The Chair gave the group a short update on the recent response from consultant Envision on the proposed next level of support. This support was costed and upon review it was felt that their costs would not leave enough grant left for us to cover our other associated project costs such as printing, room hire, publicity materials etc. It was agreed to revisit their proposal once the Survey work had been commissioned.

7. **Future meeting dates and times**

**Next three meetings dates agreed as:**

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

**Thursday 6<sup>th</sup> July 9.30 am**

**Tuesday 8<sup>th</sup> August 9.30 am**

8. **Any Other Business**

Judith advised that the Church School have been very helpful in supporting the work we are doing and have offered a room for Topic group meetings should we need one.

Richard enquired about the Two Towns Forum and if they had any funds that we could tap into now or when engaged in the delivery of the Plan. He was advised that the Forum only meet once a year now and that funds are usually for small projects. However, we should maybe still consider this nearer the time.

Simon advised the Group, for interest, that a second Neighbourhood Plan within Bolton had been proposed covering the area of Over Hulton.

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### **ACTIONS:**

- 1. All Steering group members to respond to Richard regarding suitable dates to visit the Woodplumpton housing site. Dates have been proposed but group members need to advise suitability.**
- 2. Heritage Topic group to compose a letter for sending to the owners of buildings identified as part of the heritage of Blackrod and to be included on a list of important buildings. (Judith to action)**
- 3. Richard to add "Traffic calming" to the issues list of Transport & Infrastructure topic group.**
- 4. Stella to contact relevant person in Bolton Council to determine the criteria for Bridleways – their creation, ownership, maintenance etc. Also, regarding the Play areas and recreational spaces to assess their condition and suitability to provide adequate and relevant leisure activities and equipment for the community.**
- 5. Chair to invite Carla Woods to the next Steering Group meeting.**
- 6. Chair agreed to compose a flyer/information request document for circulation around the village asking for suggestions on Open Spaces around the village and also for any buildings that might be regarded as part of the heritage of Blackrod.**
- 7. Richard and a volunteer to approach 4/5 businesses within the parish for their views on the Neighbourhood Plan and on any specific business issues/concerns they may have.**
- 8. A letter to be sent to Highways Department in Bolton Council regarding the heritage status of our cobbled pathways. (Judith kindly volunteered to action).**
- 9. Implications of establishing a designated Employment Zone in Blackrod to be investigated.**
- 10. Investigate the possibility of another milestone existing in the Little Scotland area.**
- 11. Chair to pursue a meeting with Bolton Council lawyer to discuss the ongoing issues of DPA relative to the Housing Survey. Also to forward the Blackrod draft questionnaire and Proposal.**
- 12. Chair to circulate to the Steering Group the Open Space designation document sent by the consultant Envision.**