

# MINUTES

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

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1. Attendance, Apologies and Declarations of Interest.  
**Attendance: Alan Bury, Stella Lewis, Rob Long, John Price, Ann Kilcoyne, Judith Stallard and Simon Godley.**  
**Apologies: Pat Shacklock, Richard Galloway**  
**No Declarations of Interest**
2. Approval of Previous Minutes and any Matters Arising.  
**Previous Minutes Approved and no Matters Arising**
3. Previous Actions – Review Status.
  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. (Two dates in July 4<sup>th</sup> & 7<sup>th</sup> suggested-awaiting confirmation from Developer)**
  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) (Action completed-Letter composed)**
  3. **Richard to add “Traffic calming” to the issues list of Transport & Infrastructure topic group. (Action completed)**
  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. (Action completed and email responses received from appropriate Bolton Council Departments.**
  5. **Chair to invite Carla Woods to the next Steering Group meeting. (Action Completed).**
  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. (Action completed and circulated as agreed including on website and Facebook).**
  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. (Action not yet completed-follow up for next meeting)**

## Blackrod Neighbourhood Plan Steering Group Meetings

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). (Action completed and email response received).*
9. Implications of establishing a designated Employment Zone in Blackrod to be investigated. *(Action not yet completed- follow up for next meeting. Scot Lane Industrial Estate is not a protected zone).*
10. Investigate the possibility of another milestone existing in the Little Scotland area. *(Action completed by Richard- the stone is a boundary stone not a milestone)*
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. *(Action completed-Meeting held and email responses exchanged)*
12. Chair to circulate to the Steering Group the Open Space designation document sent by the consultant Envision. *(Action completed- circulated to all Group members).*

### 4. Carla Woods

Was welcomed to the meeting and introductions were exchanged. Carla has worked with Bolton at Home and architects in helping to design internal structures of houses to suit the disabled, including her own home. She highlighted a number of areas of concern around Blackrod for disabled people who are dependent on a wheel chair for getting around: Limited disabled parking around the village; No Open Spaces with park benches for wheel chair users; no access/footpaths/paved areas in general Open Spaces; generally no suitable Parks to enjoy.

After the meeting the Steering Group agreed that we should work closer with Carla to better understand the challenges faced by wheel chair users and mobility scooter users across the parish.

### 5. Topic Groups Status:

Housing – Refer to Agenda point 6

Transport & Infrastructure:

Traffic calming has been added to the issues list which now totals ten issues. These now need to be reviewed in terms of which ones are realistic and relevant to the Plan then checked how these relate to the NPPF and Local Plan prior to determining potential policies.

Economy and Employment & Retail Centre:

Continue to pursue engagement with employers and complete above action point 7.

Natural Environment:

As agreed in previous meetings no further action is required on this topic having already outlined the site of biological interest at Arley wood. This will be described and expanded upon with in the subsection text of the Plan.

Public Realm:

- a. Recreation / Play Areas – Response received from Bolton Council outlining their responsibilities for the two sites at Vicarage Road and Scot Lane. No apparent plans to improve the scope of these areas or the equipment that is currently on offer.

## Blackrod Neighbourhood Plan Steering Group Meetings

Feedback from the Youth Council, Rivington & Blackrod High School as well as Outreach interviews with Blackrod children indicates that more is required if we are to keep our children, including the youth, of Blackrod suitably occupied with a wider provision of equipment and things to keep them engaged and challenged.

- b. **Bridle Way** – Response received from Bolton Council outlining the rules and responsibilities for Bridle ways, their creation, their ownership, use and maintenance etc. Despite the idea for a new bridleway, running from the Scot Lane area through to Little Scotland, to provide a safe route and gallop for horses, off the main roads, the idea has had no support from those Landowners who were interviewed or from any expressions of interest from local stables. It was therefore agreed not to conduct any further work on this topic but mention it in the Plan as a potential aspiration.
- c. **Trees added to street scene** – This topic has been integrated into the Transport & infrastructure Topic and is part of the 10 key issues identified.
- d. **Signage** – as previously reported to the Group this topic currently has a recognised process under the Local Plan and as such should be noted in our Plan but no further work is required.
- e. **Parking within the street scene** – as for point c this topic has been integrated into the Transport & infrastructure Topic and is part of the 10 key issues identified.
- f. **Wheelchair and mobility scooter access** – as discussed in Agenda point 5 further work is required to provide an assessment of the issue across the parish, probably by a small project/task group.
- g. **Orchards** – Only input so far on this topic is a site opposite 2 Geenbarn Way. Suggest we review this once the Open Space consultation is completed.
- h. **Gateway** – Ideas include; Lamppost mounted signs sited at the gateway points and specific designed structures (stone and metal frame village logo) have been suggested, possibly sponsored.

### Open Spaces

Residents' views on Open Spaces are currently out for consultation with the community together with the Heritage consultation. Although all the areas of Open Spaces are clearly identified on the Bolton map we will await the result of the consultation at the end of June. It was agreed at the meeting, however, that some areas, currently classed as Open Space, should be considered for re-designation to Green Space to provide a higher level of protection. These currently include; Vicarage road recreation ground (next to the Park) and the football ground linked to the Community Centre.

### Community Facilities & Services

Judith, the lead for this Topic group, read out the 6 key issues determined from the consultations undertaken so far, these to be circulated to the group. Response received from Bolton Council, Public Rights of Way Officer, regarding the cobbled pathways in the parish which are protected under the Highways Act 1980 s130.

There has been no reply received so far to the letter we sent to Dr Bhatiani on the 28<sup>th</sup> April 2017. It was agreed that we should send a chase up to this letter.

## Blackrod Neighbourhood Plan Steering Group Meetings

### Built Heritage

The spreadsheet document detailing the addresses & occupiers of the buildings of importance to the Heritage of Blackrod (as identified so far) was circulated to each Steering Group member present for their information and feedback on any of the queries that were highlighted in red. A copy of the draft cover letter was also circulated to group members for their feedback. The majority agreed that the letter should be re-drafted to ensure the right tone was purveyed. It was also suggested that the letter be delivered by hand to enable an appropriate background discussion to take place.

### Design Statement

The chair outlined the quality standards so far agreed to be included in the Plan as: **Building for Life 12; Lifetime Homes and Secure by Design**. It was felt that these would probably form the main crux of our Design Statement with some additional text on buildings sizes (heights) and maximum numbers per development Etc.

### 6. Housing Needs Assessment & Household Survey Questionnaire

The Chair updated the Steering group on progress so far and on some of the issues that had caused delays, specifically 6 weeks delay on DPA issues with Bolton Council Governance Team. Current status is:

- a. Proposal (Contract) agreed amendments have been issued to ARC4 Consultants for issue of final Proposal.
- b. Data Processing Agreement created and issued to ARC4 for agreement and signing.
- c. Survey Questionnaire compiled (to save time later) and ready to send to ARC4
- d. Survey Questionnaire covering letter drafted (to save time later) and ready to send to ARC4.
- e. Timeline and plan for delivery of Survey Questionnaire by end of June submitted to ARC4.

Once the Survey Questionnaires arrive with the Steering Group they will need to be delivered to all the addresses across the parish, all members agreed to assist with this.

### 7. Key Policy themes and issues for each Topic group area. Check how these relate to NPPF and the Local Plan

Each Topic group needs to initially determine which issues they have identified are NOT appropriate for inclusion in the Plan e.g Improving Bus Services; Improving Rail services; Signage etc. However these areas may still be included in the text of the Plan to ensure completeness. The immediate aim is then to have all Topic groups remaining identified Key issues checked against NPPF and the Local Plan in order that suitable Policies may be shaped.

### 8. Strategic Environmental Assessment (SEA) and Sustainability requirements/determination – screening

Simon advised that the SEA screening process is fairly straightforward but will probably be best done when we have identified our Policies.

## Blackrod Neighbourhood Plan Steering Group Meetings

### 9. Future meeting dates and times

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

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

### 10. Any Other Business

**Members of the Group enquired about the BNDP Stand at the upcoming Scarecrow festival and how they could assist on the weekend. As Richard was currently away no further discussion could be made on the subject until his return.**

### **ACTIONS:**

- 1. Richard and a volunteer/s 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.**
- 2. Interested Group members to confirm attendance at Woodplumpton development site on the 4<sup>th</sup> or 7<sup>th</sup> July 2017.**
- 3. Create a small Task group with Carla Woods to undertake a village wide review to help determine which areas need improvements to better facilitate wheel chair users.**
- 4. Public Realm Topic group to arrange to meet to discuss points a, to h and determine the key issues for ongoing review and inclusion in the Plan.**
- 5. The Chair to draft a letter to Dr. Bhatiani and send once approved by the main Topic group members.**
- 6. Judith to circulate to the Steering Group the 6 key issues identified for the Community Facilities & Services Topic group.**
- 7. Judith to redraft a suitable letter to the owners of those buildings identified as having importance to the Heritage of Blackrod, circulating it to the wider group for comments and approval.**
- 8. Judith to arrange meeting of the Heritage Topic Group to consider how we engage with the owners of the important buildings and take things forward.**
- 9. All Steering Group members (and any other volunteers) to be available (if Possible) for delivering the Survey Questionnaires to households.**
- 10. Richard to update Steering Group members with status of the Scarecrow stand and what support will be required on the event weekend.**