

MINUTES

MEETING DATE/DAY	TIME	VENUE
13 th July 2017, Thursday	9.30 am	Blackrod Council Offices

1. Attendance, Apologies and Declarations of Interest.
Attendance: Alan Bury, Stella Lewis, Rob Long, John Price, Judith Stallard, Richard Galloway and Pat Shacklock.
Apologies: Simon Godley and Ann Kilcoyne
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. 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. *(Action not completed due to holidays and delivery of Survey envelopes refer to new Action for these Minutes).*
 2. Interested Group members to confirm attendance at Woodplumpton development site on the 4th or 7th July 2017. *(Developer not responded in time for these dates and to be chased up for new dates).*
 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. *(Action not completed due to time scales and delivery of Survey envelopes, new Action in these Minutes).*
 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. *(Action not completed due to holidays and delivery of Survey envelopes, new Action in these Minutes).*
 5. The Chair to draft a letter to Dr. Bhatiani and send once approved by the main Topic group members. *(Approved letter sent on 15th June 2017 – Action completed).*
 6. Judith to circulate to the Steering Group the 6 key issues identified for the Community Facilities & Services Topic group. *(Issues list circulated to the Steering Group – Action completed).*
 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. *(Letter completed and circulated for feedback – Action completed).*

Blackrod Neighbourhood Plan Steering Group Meetings

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. *(Meeting arranged for the 12th July 2017 – Action completed).*
 9. All Steering Group members (and any other volunteers) to be available (if Possible) for delivering the Survey Questionnaires to households. *(2212 Survey questionnaires delivered over the 4th to 7th July inclusive to the household addresses – Action completed).*
 10. Richard to update Steering Group members with status of the Scarecrow stand and what support will be required on the event weekend. *(One stand in the community Centre and one in the Library foyer manned over the weekend as available by Judith and Ann – Action completed).*
4. Housing Needs Assessment & Household Survey Questionnaire
- The Survey envelopes were received at the council offices on Monday 3rd July and the Neighbourhood Plan logo was affixed to all 2212 envelopes by volunteers on the 4th July ready for distribution. A total of 11 people, Steering group members and other volunteers undertook the delivery of envelopes which was completed by Friday 7th July. The Chair reported that social media activity (facebook) over the week 4th July to 8th July was generally positive overall regarding the message posted about the importance of completing the questionnaire. The Survey consultants reported that as of the 10th July over 207 questionnaires had been returned. Engagement on facebook was 782 people reached; 115 people actively engaged; 107 people following the website. Overall the responses and returns were very positive.
- Richard asked if the returns total more than the budgeted target of 17/18% how will they be processed ie first-in-first processed, or wait until ALL returns are in then take the 17/18% randomly from that total – the Chair agreed to ask the Consultants the question.
5. Topic Groups - Open discussion on progress and on outstanding issues
- Transport & Infrastructure:** The identified issues list is complete – These need to be assessed against the NPPF and Bolton Local plan for suitable draft Policies. This stage will need input from the Consultants Envision.
- Community Facilities and Services:** The identified issues list is complete – These need to be assessed against the NPPF and Bolton Local plan for suitable draft Policies. This stage will need input from the Consultants Envision. In addition a reply was finally received from the team at Bolton CCG which outlines some potential far reaching issues. Due to the importance of this it has also been passed to the Town Council for their consideration and to invite volunteer councillors to an update session with Bolton CCG.
- Natural Environment:** No issues - confirm the site of biological interest.
- Design Statement:** As in previous Minutes -
- 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 and any other areas identified from the site visit.
- Richard agreed to chase the developers for another site visit date.

Blackrod Neighbourhood Plan Steering Group Meetings

Built Heritage: The identified issues list is complete. Judith circulated to the Group the list of buildings that have been identified so far as having importance to the Heritage of Blackrod, including a Criteria sheet and covering letter for feedback. More suggestions were submitted by members for inclusion on the list.

As some of the Topic groups have now finalised their issues lists volunteers were requested to assist with the work involved in visiting the identified buildings and engaging with the owners to gather the necessary information, as well as their approval, to complete the Nomination form. Steering group members put their names forward against some of the buildings on the list with the plan to visit over the course of the next 4 weeks.

Economy; Employment and the Retail Centre: It was agreed by the Topic Group members present that the following businesses should be approached about the Plan – Phillips Butchers; Blackrod Spares; The Poacher Pub; Chamberlain Doors and Dickinsons. Both Richard and John agreed to conduct visits with these businesses in order to gain their views and input into the Plan.

Public Realm and Open Spaces: The Open Space consultation is still out for review until end of July 2017 after which all inputs will be considered.

The Public Realm feedback needs to be compiled into a final issues list.

6. Grant application (2nd tranche); re-engagement of Consultant – Envision & scope of support
The Chair informed the Steering group of the outstanding amount of Grant still to be applied for together with the latest proposal from Consultants Envision for the support required to complete the Project. It was proposed by the Chair, based on the first half grant expenditure, that we should reduce the Consultants costs, by half a day, adding this portion of the grant to our portion of the grant to ensure we can cover our potential costs. The Steering group agreed to this action and instructed the Chair to proceed.

7. Future meeting dates and times

Tuesday August 15th 9.30am (Note this has changed from the 8th August)
Thursday 7th September 9.30am

8. Any Other Business
The Chair requested an update on the status of Bolton Councils Local Plan review/revision. Action for next meeting as the Steering Group member for Bolton Council was unable to attend this meeting.

ACTIONS:

- 1 Richard and John to approach the five businesses discussed in the meeting for their views on the Neighbourhood Plan and Blackrod in general.
- 2 Richard to pursue Developer for further dates when members could visit the Woodplumpton, or other, housing site.
- 3 Richard and John to arrange meeting/s with Carla Woods to scope out the potential village wide review of issues affecting wheel chair users.
- 4 Chair to compile Public Realm feedback and produce list of potential issues.
- 5 Stella to make Councillors aware of the Bolton CCG response at the August council meeting and ask for volunteers (councillors) to attend an update meeting.

Blackrod Neighbourhood Plan Steering Group Meetings

- 6 Judith to distribute “Heritage” pack of documents to all volunteers who will be visiting the owners of the identified important buildings.**
- 7 All Steering Group members who volunteered to assist in visiting the owners and buildings to endeavour to complete their individual target list by our next meeting in August.**
- 8 The Chair to proceed with the Grant application and secure consultants Envision for the final phase of support.**
- 9 Simon to provide an update on the progress of the Local Plan review**