

MINUTES

MEETING DATE/DAY

TIME

VENUE

15th August 2017, Tuesday

9.30 am

Blackrod Council Offices

1. Attendance, Apologies and Declarations of Interest.

Attendance: Alan Bury, Stella Lewis, Richard Galloway, John Price, Judith Stallard and Pat Shacklock.

Apologies: Simon Godley, Ann Kilcoyne and Rob Long.

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 John to approach the five businesses discussed in the meeting for their views on the Neighbourhood Plan and Blackrod in general. (Action not complete. Still ongoing - conversations have been conducted with Spar, Blackrod Motor Spares and Phillips Butchers).

2 Richard to pursue Developer for further dates when members could visit the Woodplumpton, or other, housing site. (Action not complete due to no response from the Developer – Richard to chase).

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. (Action not complete due to holidays – contact to be made with Carla to resolve).

4 Chair to compile Public Realm feedback and produce list of potential issues. (Action complete and document circulated to Steering Group).

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. (Action completed at Council meeting on 7th August).

6 Judith to distribute “Heritage” pack of documents to all volunteers who will be visiting the owners of the identified important buildings. (Action completed).

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. (Action is ongoing for completion by end of August).

8 The Chair to proceed with the Grant application and secure consultants Envision for the final phase of support. (Action completed – Grant application submitted awaiting response. Envision (Now Kieran Howarth Planning Ltd) consultant proposal received.

9 Simon to provide an update on the progress of the Local Plan review. (Action completed response to be circulated to the Steering Group).

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4. Housing Needs Assessment & Household Survey Questionnaire status update
Update provide by the Chair. Final response rate was 23.2% and 513 survey questionnaires were returned. Increased budget, to cover overspend in processing the more than anticipated returns, was approved by the Town Council at the 7th August Council meeting.
5. Grant application (2nd tranche); re-engagement of Consultant – Envision & scope of support
The Chair confirmed that the Grant application had been submitted and we are awaiting a response from Locality. Also that the consultants were now trading as Kieran Howarth Planning Ltd not Envision. The scope of support proposed from the consultant and the breakdown of the Grant expenditure areas was outlined to the Steering Group.
6. Topic Groups – Discussion around the Key Issues & potential Policies under each Topic
The Chair had circulated to the Steering Group the documents of each Topic Group Key Issues, and related consultation responses received from residents, prior to the meeting for discussion and agreement of the Key Issues at this meeting.

Built Heritage:

The Steering Group agreed that the Key Issues list was relevant and correct. An update on general progress was provided by Judith who is the Topic Group lead and it was agreed that an update should be issued on the Farms List, and who was visiting these. The list of buildings important to the heritage of Blackrod was still being worked on with Topic group members and volunteers visiting the target buildings and outlining our aims to the owners. Potential policies also need to be considered.

Housing and Design Statement:

A minor amendment was suggested to the wording of the key issue number 3 to include the word “accessibility”, document amended accordingly.

Although the key issues listed were agreed by the Steering Group it was also agreed that there may be more issues added to the list once the final report has been received on the Housing Needs Assessment. Some members of the Steering group also felt that, although listed elsewhere in other Topic group key issues, the following should also be included in this Topics Key Issues: a reference to Section 106 monies and requirements; include the words “village feel” ; more on housing design including wider door ways for disabled access. There was much discussion on this Topic and it was generally agreed that we need to do more work on the detail behind each Key Issue. A separate workshop type meeting was suggested to discuss ALL the Topic issues and the details behind them. Some Policies were outlined in the document but more may need to be considered.

Community Facilities & Services:

It was agreed that the Key issues were relevant and correct however in light of recent information obtained regarding the Bolton Locality Plan item number 3 of the Key issues should be re-drafted. It was suggested that the Post Office should be mentioned somewhere in the key issues. Potential Policies also need to be considered.

Public Realm and Open Spaces:

Minor amendments suggested to Point 1 of the key issues then all agreed that the Key issues were relevant and correct. Some Policies were outlined in the document but more may need to be considered.

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Transport and Infrastructure:

The Steering Group was not able to fully consider the updated Key Issues document, which included some extra additions, in time for this meeting. All members are to review and comment by the next Steering Group meeting in September.

Employment, Economy and Retail Centre:

The Key Issues with consultation responses documents to be prepared and completed in time to discuss at the next meeting in September.

After discussion and review of the Topics' Key issues and status it was generally felt that the Steering Group needed more time to look at the detail behind each of the Topic groups Key Issues. The Group therefore agreed to hold a working lunch meeting (10.00 am to 3.00 pm) on the 18th September the outcome of which would be the signing off of all the Topics Key issues including the detail behind each one.

7. Future meeting dates and times

Thursday 7th September start at 9.30 am

Monday 18th September Workshop/Working Lunch start at 10.00 am finish at 3.00 pm

Thursday 5th October start at 9.30 am

Thursday 9th November start at 9.30 am

8. Any Other Business

1. Richard requested if any more examples of other Neighbourhood Plans were available.

Chair to circulate to the Group some more links to examples of Neighbourhood Plans.

2 The Group asked when the final report would be available from the Housing Needs Assessment – the Chair to enquire and advise the Group.

3 Richard asked if Regency estates and others could be included in the Demand side research work being under taken by consultants ARC4 as part of the Housing Needs Assessment. Also, who were the estate agents being contacted. The Chair reminded the group that we had to advise ARC4 on our choice of Estate agents when we were compiling and agreeing the detail of the Contract Proposal, which was some time ago now and any last minute additions may not be able to be accommodated. The Chair agreed, however, to contact ARC4 regarding these issues.

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. **The Key Issues with consultation responses documents to be prepared and completed in time to discuss at the next meeting on 7th September.**

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. **As for 1 above, ideally this work needs to be completed in time to discuss at the next meeting on 7th September.**

Blackrod Neighbourhood Plan Steering Group Meetings

- 4 All Steering Group members who volunteered to assist in visiting the owners and buildings to endeavour to complete their individual target list and report back to Judith ideally by the end of August.**
- 5 Chair to circulate to the group Simon's update about the Local plan.**
- 6 Judith to issue an update to the Farms list so all could see who is visiting which farm.**
- 7 Chair agreed to update and redraft the Key issues lists for Housing & Design Statement; Community Facilities & Services; Public Realm & Open Spaces with the minor amendments to wording etc and re-issue. Policies and further detail to be a group discussion.**
- 8 All Steering Group members to read and provide comment on the Transport & Infrastructure Key Issues list in time for our next meeting on 7th September.**
- 9 All Steering Group members to confirm their attendance, as soon as possible, at the Workshop meeting of 18th September, 10.00 am start to 3.00pm finish, as numbers will need to be confirmed for ordering the lunch.**
- 10 Chair to circulate to the Group some more links to examples of Neighbourhood Plans.**
- 11 Chair to advise the group when the final report will be available from ARC4.**
- 12 Chair to discuss with ARC4 the points discussed by the group about which estate agents were/may be used in the research.**