

MINUTES

MEETING DATE/DAY	TIME	VENUE
7 th September 2017, Thursday	9.30 am	Blackrod Council Offices

Introduction & welcome to John Farrell of Liverpool University who will undertake a 15min Survey prior to commencement of this meeting.

John was welcomed to the meeting he introduced himself and explained the background to the survey. Group members present undertook the short survey.

1. Attendance, Apologies and Declarations of Interest.

Attendance: Alan Bury, Stella Lewis, Richard Galloway, John Price, Judith Stallard, Ann Kilcoyne and Simon Godley.

Apologies: Pat Shacklock 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. The Key Issues with consultation responses documents to be prepared and completed in time to discuss at the next meeting on 7th September. (*Action not completed due to lack of involvement by some of the target businesses. Despite persistence by Topic group members not all the businesses were forthcoming in providing their input into the Plan. The Key Issues identified from the businesses consulted who were willing to provide feedback will be compiled in time for the Workshop meeting on the 18th September.*)

2 Richard to pursue Developer for further dates when members could visit the Woodplumpton, or other, housing site. (*Action not completed due to total lack of response from the House Developer. It was discussed that perhaps we should just visit the site/s ourselves to appreciate the development and that this should be an ongoing review.*)

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. (*Action not completed. It was agreed that Richard & John will endeavour to meet with Carla for a short outline meeting to initially determine the scope & size of this review in preparation for our meeting on the 18th September.*)

4 All Steering Group members who volunteered to assist in visiting the owners and buildings (Built Heritage) to endeavour to complete their individual target list and report back to Judith ideally by the end of August. (*Action not completed due to lack of resource*

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to complete the visits to Building owners. A RAG rated sheet was produced by Judith to show how far the engagement and data gathering has progressed and this indicated the tasks still outstanding).

5 Chair to circulate to the group Simon's update about the Local plan. *(Action completed).*

6 Judith to issue an update to the Farms list so all could see who is visiting which farm. *(Action completed).*

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. *(Action completed).*

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. *(Action completed – no comments received by Richard).*

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. *(Action completed - total of 10 will be catered for).*

10 Chair to circulate to the Group some more links to examples of Neighbourhood Plans. *(Action completed).*

11 Chair to advise the group when the final report will be available from ARC4. *(Action completed – report expected by mid-September 2017).*

12 Chair to discuss with ARC4 the points discussed by the group about which estate agents were to be used in the research. *(Action completed- Redman Casey and Regency Estate Agent were used in the research).*

4. Housing Needs Assessment & Household Survey Questionnaire update.

The Chair updated the Group on the status of the survey analysis work and the expected completion time of mid-September. It was agreed that if we could obtain a draft of this report for the 18th September meeting it would be very useful.

5. Grant application (2nd tranche) update & Consultant support update.

The Chair updated the Group on the status of the 2nd tranche of grant which was approved on 4th September and should be in the project account by next Monday (11th September).

6. Topic Groups – General discussion on the Key Issues & potential Policies as preparation for workshop working lunch session on the 18th September 2017.

The Key Issues of the Transport & Infrastructure; Economy & Employment and Retail Centre to be finalised and circulated to the Steering group in readiness for the 18th September Workshop.

Built Heritage Key Issues are complete but the work of data gathering for the important buildings list continues – Judith to arrange a meeting of this Topic group and invite along any other likely volunteers who might be able to assist with the data gathering work.

There was much discussion about the 18th September meeting, which it was agreed that all steering group members should try to attend, and what the format, aims and outcomes of

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the day should be. It was suggested that we needed to establish collective ownership of the Key Issues (of ALL Topic areas) and ensure that these are also reflective of the initial SWOT analysis work we undertook at the beginning of the project. Group members also felt that this could be a Summary meeting of progress so far and where we go next.

It was also suggested that we should endeavour to identify some potential policies and aspirations around the Topics' Key Issues where relevant and appropriate. This meeting was also considered to be a good opportunity for us to identify and list down those tasks and activities where we will need additional resources and specific expertise eg map editing and graphic design work so we can approach the residents, via the contact list which was compiled from the consultations, to see if they can help.

To help establish a format & content for the day Richard and Judith agreed to liaise and produce a draft document for discussion and circulation by the Chair in time for the workshop.

7. Future meeting dates and times

Monday, 18th September, 10.00 am to 3.00 pm

Thursday, 5th October. 9.30am

Thursday 9th November - 9.30am

8. Any Other Business

1. ARC4 have so far interviewed Redman Casey and Regency Estates with regards to the Housing Needs Assessment work - are there any others we would like to be included if there is the opportunity within the timescales.

The Steering group suggested: Miller Metcalf and Lancasters.

2 Further to our previous work related to the health care needs of the residents, Bolton CCG have agreed to present their work on the Bolton Locality Plan which will be on Monday 25th September at 10.00 am in the Council Offices.

3 The Chair circulated to the Steering Group members a draft project proposal compiled by Blackrod Community Group for planned submission to the Lottery Fund for grant support. It seems that certain elements of their proposal cover a number of very similar activities currently (and planned) by other community groups including the Neighbourhood Plan Steering Group in its implementation of the Plans policies and actions.

It was agreed that we should send a letter to Blackrod Community Group requesting their support in deferring the grant application until the Neighbourhood Plan has been adopted.

The Chair requested that Group members send him their views and comments on the proposal to enable him to compile a suitably worded letter.

ACTIONS:

1 Richard and John to complete the Business, Economy and Retail Centre businesses visits and compile the outcomes and prepare suitable Key Issues list (if appropriate) for this Topic group and circulate to the Steering Group in readiness for the 18th September Workshop meeting.

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- 2 Steering Group to consider visiting the Woodplumpton Housing development site without the Developer. This is to remain an ongoing review for action after our next Workshop meeting.**
- 3 Richard and John to arrange an initial outline meeting with Carla Woods to scope out the potential village wide review of issues affecting wheel chair users and the disabled. The outcome of this meeting is to be compiled and circulated to the Steering group in readiness for the 18th September Workshop meeting.**
- 4 Judith to arrange another meeting of the Built Heritage Topic Group, including volunteers, to establish available resource and plan completion of data gathering of the important buildings.**
- 5 All Steering Group members (with exception of Simon) are required to attend the Workshop meeting on the 18th September 2017.**
- 6 Chair to request ARC4 to provide a copy of the Housing Needs Assessment in time for the 18th September Workshop meeting.**
- 7 Chair to forward link/pdf for the Bolton Locality Plan to all Steering group members.**
- 8 Richard and Judith to provide a draft format and content for the Workshop meeting to the Chair for distribution to Steering Group members in time for the Workshop.**
- 9 Chair to advise ARC4 of the additional Estate Agents – Miller Metcalf and Lancasters, to be included in the interview work if possible.**
- 10 All Steering Group members to provide their views and comments about the Blackrod Community Group project proposal to the Chair to prepare a response.**