

## Blackrod Neighbourhood Plan Steering Group Meetings

# MINUTES

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

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1. Attendance, Apologies and Declarations of Interest.

**Attendance: Alan Bury, Stella Lewis, Richard Galloway, Simon Godley, Judith Stallard, Ann Kilcoyne, Rob Long, John Price and Pat Shacklock.**

**Apologies: None**

**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 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. (Action completed).**

**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. (Agreed to keep this action ongoing to be arranged at convenience of the Steering Group)**

**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. (Action completed).**

**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. (Action completed).**

**5 All Steering Group members (with exception of Simon) are required to attend the Workshop meeting on the 18th September 2017. (Action completed).**

**6 Chair to request ARC4 to provide a copy of the Housing Needs Assessment in time for the 18th September Workshop meeting. (Action completed).**

**7 Chair to forward link/pdf for the Bolton Locality Plan to all Steering group members. (Action completed).**

**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. (Action completed).**

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- 9 Chair to advise ARC4 of the additional Estate Agents – Miller Metcalf and Lancasters, to be included in the interview work if possible. *(Action completed)*.
  - 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. *(Action completed)*.
4. Workshop 18<sup>th</sup> September Actions update.
1. Feedback from the Carla Woods meeting (report dated 14th September 2017) was accepted and it was agreed that the next steps will be a tour of the village to undertake an audit of the main village access points including a review of disability parking provision. Action to be undertaken by: Richard, John and Stella. *(Action to be completed)*.
  2. Forward programme milestones and timelines to be compiled and circulated to the Steering group. Action to be undertaken by: Alan *(Action to be completed)*.
  3. Interim report on the Housing Needs Assessment to be circulated to the Steering Group for comments as soon as is available. Action to be undertaken by: Alan *(Action completed)*.
  4. Views & Vistas – It was agreed that the Consultants should be asked their opinion on inclusion of these in the Plan. *(Action to be completed)*.  
Assets of Community Value (ACV) – it was agreed that the Consultants should be asked their opinion on this subject including clarity on: what is the criteria; what can be included (land, property or service); benefits/drawbacks etc.  
Actions to be undertaken by: Alan *(Action completed)*.  
A list is to be compiled of potential Community Assets by the Steering Group  
Action to be undertaken by: All Group members. *(Action to be completed)*.
  5. Search for individuals with certain skill sets to be commenced via website; Facebook; direct emailing; and other media methods. Skills sought are as discussed and agreed by the Group from the skills matrix prepared for the meeting with one addition of, photographer.  
Action to be undertaken by: Alan *(Action completed)*.
  6. As discussed and agreed we should all take the opportunity when out and about in the parish to take photographs of any area, scene or item of interest that could be used in the compilation of the Plan.  
Action to be undertaken by: All Group members *(Action completed)*.
5. Photography – Views & Vistas  
Members of the Steering Group were asked to indicate on a large map those spots thought to be best representative of the best Vistas and Views around Blackrod.  
The Chair informed the Steering Group that a meeting had been arranged with a volunteer from the community who offered to help taking photographs. Meeting to discuss the initial requirements be held on 7<sup>th</sup> October.
6. Housing Needs Assessment Draft Final Report review and discussion.  
This report had been circulated to all members of the Steering Group, digitally and in paper copy format, in readiness for this meeting. There was much discussion on the content of this report and it was agreed that each member of the group would confirm

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their questions and comments to the Chair in WORD format and by email. Members are requested to provide this information to the Chair by Friday 13<sup>th</sup> October. The Chair will then compile a final list from everyone's emails of the questions and comments for feeding back to ARC4 for their response. It was also suggested that once ARC4 had formulated their response to our questions that we should endeavour to setup a meeting with them (ARC4) to clarify any issues and allow us to converse with them face to face.

7. Topic Groups – General discussion and any updates.  
**All topic group Issues have now been established but the Built Heritage work of identifying and writing up information sheets on the important buildings of the parish continues. Judith to issue an up-date of the RAG progress sheet and circulate it to the group.**
8. Future meeting dates and times  
  
Thursday 9<sup>th</sup> November -. 9.30am  
Thursday 7<sup>th</sup> December – 9.30am
9. Any Other Business
  - 1     **The Chair updated the Steering Group on the response from Blackrod Community Group to our letter regarding their proposed project. The response thanked us for our letter but states that they have decided to go ahead with their bid. Another issue was discussed regarding a comment made at the Community Group meeting attended by the Chair and this is addressed in his monthly report to the Council.**
  - 2     **The Chair updated the group on progress with the Consultants and a meeting has been arranged with them to discuss progress and next steps on Thursday 12<sup>th</sup> October.**
  - 3     **The Chair updated the group on the arrangements being made by Blackrod Community Group to hold a CVS/Healthwatch event in Blackrod to consult with residents on the Locality Plan strategy for Primary Health and Social Care.**

### **ACTIONS:**

- 1     **Steering Group to arrange a visit to Woodplumpton, or similar, development site to view BFL12 in action. This to be organised at the group's convenience.**
- 2     **Chair to update the Steering group on the outcome of the meeting on 7<sup>th</sup> October with the volunteer photographer.**
- 3     **Judith and Richard to enquire about other volunteers for Digital map editing and artist impression work.**
- 4     **Judith to update the Built Heritage RAG progress sheet.**
- 5     **Steering Group members to provide their feedback comments to the Chair by Friday 13<sup>th</sup> October on the Housing Needs Assessment report.**
- 6     **A tour of the village to be undertaken for an audit of the main village access points including a review of disability parking provision. Agreed team to be involved in this tour is Carla Woods, Richard, John and Stella.**
- 7     **Forward programme milestones and timelines to be compiled and circulated to the Steering group by the Chair.**

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- 8 **Steering Group members to provide their ideas/suggestions for a list of buildings they feel are Assets of Community Value. Action by All members.**
- 9 **Chair to update the group on the Consultants meeting of 12<sup>th</sup> October.**
- 10 **It was agreed that Stella should arrange for the Steering Group members to meet with the Social Care team from Bolton CCG for a strategic review discussion.**
- 11 **Judith to provide notes of the meeting with Bolton CCG on the 25<sup>th</sup> September 2017, for circulation to the group**