

## Blackrod Neighbourhood Plan Steering Group Meetings

# MINUTES

MEETING DATE/DAY	TIME	VENUE
7 <sup>th</sup> December 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, Rob Long, Simon Godley, Judith Stallard, John Price, Ann Kilcoyne.

**Apologies:** Pat Shacklock.

**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** Notes of the meeting with ARC4 on the 1st November 2017 to be circulated to the Steering Group. Action by Judith and Alan. *(Action completed).*

**2** Key Issues draft Policy Analysis to be circulated to the Steering Group. Action by the Chair. *(Action completed).*

**3** HNA questions that were raised at the meeting to be forwarded to ARC4 for response. Action by the Chair. *(Action completed).*

**4** Chair to circulate to the group the Policy examples obtained from various Made Plans. *(Action completed).*

**5** Each Topic Group Lead to arrange their own meetings to discuss the Key Issues Policy Analysis document and compile some appropriate draft Policies. *(Action completed).*

**6** 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).*

**7** Judith and Richard to enquire about other volunteers for Digital map editing and artist impression work. *(Richard awaiting response from potential volunteers on digital mapping and also artist as Blackrod Art Group artist not forthcoming).*

**8** 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. *(Action to be completed).*

**9** Steering Group members to provide their ideas/suggestions for a list of buildings they feel are Assets of Community Value. Action by All members. *(Action to be completed in parallel with the actions of the Plan as this is not a Neighbourhood Plan topic).*

**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. *(Still awaiting a response from Bolton CCG).*

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### 4. Housing Needs Assessment – Update discussion.

**There was much discussion on the latest documents sent to us from ARC4 namely another revised HNA report, Executive Summary and a document on the calculations used for determining the low income value.**

**The Steering Group agreed that their last lists of comments/queries given to ARC4 had not been answered satisfactorily and the latest documents had arrived too late for members to read fully in preparation for this meeting. It was therefore agreed that Group members would read the latest documents and provide their feedback comments to the Chair by midday Monday 11<sup>th</sup> December. The Chair would then forward these onto ARC4 for their response. Those areas already agreed to form part of the answers/actions required by ARC4 were: Judith to advise where in the Executive Summary the % symbols should be added and the answers to the original list of 4 questions from Richard that require further explanation.**

### 5. Policy compilation against Key issues as indicated in the Policy Analysis document.

#### a. Outstanding Key Issues' draft Policies.

**Draft Policies are still to be compiled for Housing & Design, and Economy, Employment and Retail Centre. The latter will be commenced next week and the former will be commenced once the HNA has been agreed and signed off.**

**Simon agreed to provide details of any Industrial estate related policies that might provide guidance in this work.**

#### b. Policies drafted so far - discussion.

**Built Heritage: Policy compilation is complete with some minor additions required eg a Built Heritage Policy and a Policy/justification on Areas of Special Character. It was noted that just rows of heritage buildings did not qualify as an Area of Special Character, so a revision of the suitable areas will be required. The agreed Policies are to be extracted from the Policy Analysis document and presented in a coloured table format for use in the Plan.**

**Community Facilities: It was advised by the Planning Consultants in the Policy analysis document that no Policies would be required as the Key issues could be dealt with within the text of the relevant section in the Plan. Never the less some draft Policies have been suggested by the Topic group and these are to be forwarded to the consultants for their comments. These Policies are to be extracted from the Policy Analysis document and presented in a coloured table format for use in the Plan.**

**Transport & Infrastructure: Policy compilation is complete with some minor areas of clarification required from the Planning Consultants. A Design Policy is to be completed (this is a cross Topic Policy so will require ongoing work) and clarification of an "Accessibility for all" policy is required from the consultants. Policies compiled so far are to be forwarded to the Consultants for their comments.**

**Public Realm and Open Spaces: Policy compilation is complete with some minor amendments and additions namely revision of the Green Infrastructure Policy, Local Green Space designation proposal document and to consider a policy for Maintenance of local Open & Green Spaces. Richard had acquired a policy on Trees and Hedgerows from another NDP and passed this to the chair for review and possible inclusion of elements in our policy on Trees and Hedgerows. Policies compiled so far are to be forwarded to the Consultants for their comments. The agreed Policies are to be extracted from the Policy Analysis document and presented in a coloured table format for use in the Plan.**

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### 6. Vision and Objectives

**It was agreed that it was timely to review our Vision and Objectives document in light of all the work that had been done in identifying the Key issues and forming suitable Policies around them. We need to ensure that the Vision & Objectives are still representative and amend/embellish the wording where we feel it is now appropriate. All members and Topic Group Leaders are to review the document and advise the Chair of any amendments.**

### 7. Planning Consultants – Draft Plan Template

**The Planning consultants have issued us with a draft Plan Template for preparing our Plan. This has come too late for any meaningful discussion at the meeting so members were asked to review the document and advise the chair of any comments. It was suggested that a completed Plan using this kind of Template layout would also be useful so the Chair agreed to approach the Consultants to obtain an example then forward to the group.**

### 8. Draft Project Programme

**An updated draft Project Programme was issued to the Group (which is better viewed digitally on a PC, etc). Members were requested to review and comment where necessary. It was made clear in the meeting that the end dates for certain activities eg the Referendum are indicative and the intention is that these will be brought forward to earlier dates where possible.**

### 9. Future meeting dates and times:

Thursday 11<sup>th</sup> January 2018 – 9.30 am

Thursday 8<sup>th</sup> February 2018 – 9.30 am

### 10. Any Other Business

**No other Business**

### **ACTIONS:**

- 1 All Steering Group members to provide their feedback comments on the latest ARC4 documents to the Chair by midday Monday 11<sup>th</sup> December as agreed.**
- 2 Chair to forward the above comments onto ARC4 for their review and response.**
- 3 Simon to provide details to Richard of any Policies he is aware of that might assist with a suitable Industrial Estate Policy.**
- 4 Judith to prepare a suitable Policy for Built Heritage and also an Area of Special Character Policy/justification.**
- 5 Judith to prepare the updated agreed Built Heritage Policies in a coloured table format.**
- 6 Judith to put the Community Facilities Policies in the coloured table format.**

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- 7 Richard and the Topic group to compile draft Policies for Economy, Employment and Retail Centre. These to be prepared in a coloured table format.**
- 8 Chair to prepare the Public Realm and Open Spaces Policies in a coloured table format.**
- 9 Where Policies have been compiled these are to be forwarded to the Consultants for their comments. Action by the Chair.**
- 10 The Chair to provide suggested colours for the different groups of Policies eg by Topic area for “colour coding” and easier reference once included in the Plan document.**
- 11 All members and Topic group leaders to review the Vision & Objectives and advise the Chair of any amendments.**
- 12 All group members to read the draft Plan Template and advise the Chair of any comments/concerns/queries etc.**
- 13 Chair to request the Planning Consultants to provide an example of a ND Plan set out in the same draft Template recently issued to us.**
- 14 Group members to review and provide their comments on the Draft Project programme to the chair.**
- 15 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).**
- 16 Richard to enquire about other volunteers for Digital map editing and artist impression work. (Richard awaiting response from potential volunteers)**
- 17 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.**
- 18 Steering Group members to provide their ideas/suggestions for a list of buildings they feel are Assets of Community Value. Action by All members. (Action to be completed in parallel with the actions of the Plan as this is not a Neighbourhood Plan topic).**
- 19 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. (Awaiting a response from Bolton CCG).**