

# MINUTES

MEETING DATE/DAY	TIME	VENUE
11 <sup>th</sup> January 2018, 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, Judith Stallard, John Price, Ann Kilcoyne and Pat Shacklock.

**Apologies:** Simon Godley, 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 All Steering Group members to provide their feedback comments on the latest ARC4 documents to the Chair by midday Monday 11th December as agreed. (*Action completed*).**

**2 Chair to forward the above comments onto ARC4 for their review and response. (*Action completed*).**

**3 Simon to provide details to Richard of any Policies he is aware of that might assist with a suitable Industrial Estate Policy. (*Action completed*)**

**4 Judith to prepare a suitable Policy for Built Heritage and also an Area of Special Character Policy/justification. (*Action completed*).**

**5 Judith to prepare the updated agreed Built Heritage Policies in a coloured table format. (*Action completed*).**

**6 Judith to put the Community Facilities Policies in the coloured table format. (*Action completed*).**

**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. (*Action completed*).**

**8 Chair to prepare the Public Realm and Open Spaces Policies in a coloured table format. (*Action completed*).**

**9 Where Policies have been compiled these are to be forwarded to the Consultants for their comments. Action by the Chair. (*Draft Policies to be confirmed acceptable by the Steering Group before forwarding on to the Consultants – Action to be completed*).**

**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. (*Action completed*).**

**11 All members and Topic group leaders to review the Vision & Objectives and advise the Chair of any amendments. (*Agreed to complete this action once ALL Policies have been agreed- Action to be completed*).**

**12 All group members to read the draft Plan Template and advise the Chair of any comments/concerns/queries etc. (*Action to be completed*).**

## Blackrod Neighbourhood Plan Steering Group Meetings

- 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. *(Action completed)*.
- 14 Group members to review and provide their comments on the Draft Project programme to the chair. *(Action to be completed -A3 print to be provided to the Group)*.
- 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 but note that this must be completed BEFORE we agree finalised Policies and the draft Plan submission)*.
- 16 Richard to enquire about other volunteers for Digital map editing and artist impression work. *(Artist Impression volunteer located and subject areas being discussed. No ideal solution (volunteer) found for editing of digital Adobe maps)*.
- 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. *(Action not completed – team to revisit)*.
- 18 Steering Group members to provide their ideas/suggestions for a list of buildings they feel are Assets of Community Value. (Initial list compiled and indicated in a Policy by Judith. 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. *(Action not completed - still awaiting a response from Bolton CCG)*.

4. Housing Needs Assessment – Review of latest revisions and next steps discussion.  
The response to our latest questions (submitted in December 2017) has been received from ARC4. It was apparent that these latest responses from ARC4 would not provide any further, significant changes, to the key content of the Draft HNA report. After a detailed discussion, with contribution and comment from all members, the Steering Group agreed that the draft HNA report could be signed off as acceptable subject to the following actions by ARC4:
  1. Paragraph 1.6 of the Executive Summary to be re-worded in more easily understood plain English. Judith agreed to reword and forward revised paragraph to the Chair for submission to ARC4.
  2. The meaning of the word “District” to be explained better in the Executive Summary.
  3. Answers to Questions in Judith’s list of comments (dated 11.12.17) - where they are not related to “weighting” and are not covered by the request for answers to the Survey Questionnaire.
  4. Correct typos on page P46. Section 7.19 of main report and P43 Table 6.4 check source 2016? Should read 2017.
  5. Include the Empty Housing numbers for Blackrod in the report.
  6. Include definitions of Market Housing and Affordable Housing in the Executive Summary.
  7. Further possible additions; a Glossary of Terms and list of the Questions as an Appendix to the main report.

It was also discussed and agreed that ARC4 should provide the Steering Group with the collated answers to all of the Survey questions except from number 43 to 50 which have already been received. This would assist the Group in understanding some of the wider issues affecting the community which may be included in the Plan.

## Blackrod Neighbourhood Plan Steering Group Meetings

5. Policy compilation against Key issues as indicated in the Policy Analysis document.
  - a. Outstanding Key Issues' draft Policies.
  - b. Policies drafted so far - discussion.
  - a. **Outstanding Policies still to be started are on Housing and Design and these will be commenced once the HNA draft report has been finalised and signed off by the Group and ARC4.**
  - b. **Policies drafted so far are:**  
**Transport and Infrastructure – currently with the Planning Consultants for their comments.**

**Built Heritage – Judith to provide a broader definition of the meaning of the word “significance” as used in areas of draft Policy BH3. Also, to reword draft Policy BH2 and provide a more detailed definition of the meaning “Area of Special Character” as applied to Heritage buildings/clusters under draft Policy BH4.**

**Community Facilities – The group agreed that a reference to Section 106 monies should be included in the draft Policy CF1 and that Policy CF2 should be reworded with reference to Policy ER3 which is in the Economy and Employment Topic area. Policy CF3 also applies to Key Issue 3 of Public Realm Topic area.**

**Public Realm, Open Spaces/Green Spaces and Natural Environment - The following amendments were agreed by the group:**

**Additional areas to be added to Policy OS1, designation to Green Space, as follows;**

1. **Space at the end of Nightingale Road (both sides) at junction with Chorley Road.**
2. **Space opposite No 29 on Coniston Road.**
3. **Space at bottom of Chorley Brow at junction with A6 (currently a flowered area).**
4. **The space known as the “Rose garden” at junction of Vicarage Road and New Street.**
5. **Space at the top of Ridgeway at junction with New Street, site of new “Heron”.**
6. **Space on Whitehall Lane opposite No 23b and No 41.**
7. **Space in front of Wighams Terrace, site of Christmas tree.**

**Policy OS1 to be reworded to clarify the re-designation of Open Space to Green Space and to include required assurances from developers etc in the maintaining of such areas.**

**Natural Environment Policy NE2 to be amended to state that any Management Plans should also include Implementation arrangements.**

**Economy, Employment and Retail Centre – Updated version to be circulated to the Steering Group.**

**All Steering Group members to confirm their approval of the draft Policies prior to forwarding to the Consultants.**

6. Vision and Objectives - Review of any changes.  
**It was agreed by the group that that this Agenda item could only be addressed once we had all agreed on the final content of all the Plan Policies.**

## Blackrod Neighbourhood Plan Steering Group Meetings

7. Project Grant expenditure  
**The Chair updated the group on the status of the current Grant and the possibility, due to the extended time taken on the HNA and other areas, that we may have to reapply for a further Grant –equivalent to the element(£) of which we will not spend in this current Grant period. The current Grant period ends on 13<sup>th</sup> February 2018.**
8. Future meeting dates and times:  
Thursday 8<sup>th</sup> February 2018 – 9.30 am  
Thursday 8<sup>th</sup> March 2018 – 9.30 am  
Thursday 12<sup>th</sup> April 2018 – 9.30 am
9. Any Other Business  
**As raised in general discussion during and after the meeting:**
  1. Chair to send the Draft Project Programme sheet to Ann in the Library for printing copies in size A3 for easier viewing by Group members.
  2. As the HNA draft Report & Executive Summary near final approval we should consider placing updates on the progress of the Neighbourhood Plan on Facebook.
  3. Add the Orchard to the Green Space Policies.

### **ACTIONS:**

1. Chair to forward list of required actions (under Agenda item 4) to ARC4 for completion and arrange sign off of the HNA Report and Executive Summary by ARC4 and the BNDP Steering Group.
2. Built Heritage – Judith to provide a broader definition of the meaning of the word “significance” as used in areas of draft Policy BH3. Also, to reword draft Policy BH2 and provide a more detailed definition of the meaning “Area of Special Character” as applied to Heritage buildings/clusters under draft Policy BH4.
3. Community Facilities – Judith to provide a reference to Section 106 monies in the draft Policy CF1 and Policy CF2 to be reworded with reference to Policy ER3 which is in the Economy and Employment Topic area.
4. Public Realm, Open Spaces/Green Spaces and Natural Environment – Chair to update Policy OS1 with additions as described (under Agenda item 5b) and Policy NE2 as suggested.
5. Economy, Employment and Retail Centre – Updated version to be circulated to the Steering Group by Richard.
6. Where Policies have been compiled these are to be forwarded to the Consultants for their comments. Action by the Chair. (Draft Policies to be confirmed acceptable by the Steering Group before forwarding on to the Consultants).
7. All members and Topic group leaders to review the Vision & Objectives and advise the Chair of any amendments. Agreed to complete this action once ALL Policies have been agreed.
8. Chair to contact Grant provider Locality to discuss status and potential for further grant application.
9. Chair to provide timely status updates on Facebook etc.
10. Chair to include Orchard in the Green Space Policy OS1.

## Blackrod Neighbourhood Plan Steering Group Meetings

- 11. All group members to read the draft Plan Template and advise the Chair of any comments/concerns/queries etc.**
- 12. Group members to review and provide their comments on the Draft Project programme to the chair -A3 print to be provided to the Group for this purpose.**
- 13. 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 but note that this must be completed BEFORE we agree finalised Policies and the draft Plan submission).**
- 14. The Volunteer for the Artist impression work is to be approached with the agreed subject areas and to commence the work. Action by Richard.**
- 15. 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.**
- 16. Steering Group members to confirm their suggestions of buildings they feel are Assets of Community Value to Judith for updating of Policy CF4.**
- 17. Stella to arrange for the Steering Group members to meet with the Social Care team from Bolton CCG for a strategic review discussion.**