

# MINUTES

MEETING DATE/DAY	TIME	VENUE
8 <sup>th</sup> February 2018, Thursday	9.30 am	Blackrod Council Offices

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1. Attendance, Apologies and Declarations of Interest.

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

**Apologies:** Stella Lewis

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

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. (*Action completed*).**

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. (*Action completed*).**

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. (*Action completed*).**

5. **Economy, Employment and Retail Centre – Updated version to be circulated to the Steering Group by Richard. (*Action completed*).**

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*). *Ongoing action until all Policies completed*.**

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 completed*).**

8. **Chair to contact Grant provider Locality to discuss status and potential for further grant application. (*Action completed*).**

9. **Chair to provide timely status updates on Facebook etc. (*Action completed*).**

10. **Chair to include Orchard in the Green Space Policy OS1. (*Action completed*).**

11. **All group members to read the draft Plan Template and advise the Chair of any comments/concerns/queries etc. (*Action completed*). *This will also be reviewed as the draft Plan is being compiled*.**

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. (*Action completed*).**

## Blackrod Neighbourhood Plan Steering Group Meetings

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 Completed).*
  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. *(Agreed to complete before all Policies are finalised)*
  16. Steering Group members to confirm their suggestions of buildings they feel are Assets of Community Value to Judith for updating of Policy CF4. *(Action completed).*
  17. Stella to arrange for the Steering Group members to meet with the Social Care team from Bolton CCG for a strategic review discussion. *(Action completed- meeting arranged for Thursday 1<sup>st</sup> March).*
4. Housing – Final Reports received and signed off for Housing Needs Assessment with Household Survey and Executive Summary. Implications for the Plan & General discussion. **A lengthy detailed discussion was had on the figures in the report and how these may be impacted by the revised Greater Manchester Spatial Framework recommendations for housing as well as the upcoming recommendations from Government on how housing need should be measured by local authorities. Options were also discussed for the increasing requirement for suitable housing (bungalows, community hubs etc) for the ageing population and what alternatives may be possible considering most house builders consider building just bungalows as not profitable (viable).**  
It was agreed that we should list all the current housing developments (to be completed in 2018 onwards) as an Appendix to the Neighbourhood Plan. This would enable us to keep a track of new developments going forward.  
Pat offered to arrange a visit to Platt Bridge so we could see a complex of apartments for the ageing population as an alternative to bungalows.  
Simon offered to provide Bolton's response to the Government white paper which includes the new proposals for calculating housing needs locally.
5. Review and discuss Policy compilations against Topic Key issues. Including Simons email. **Simon's email was discussed and the clarity and actions are included below under the relevant Topics:**  
**Economy, Employment and Retail Centre: Copy of draft policies provided to Simon for review and comment.**
- Transport and Infrastructure: Some of the suggested Policies are aspirational subject to the consultants' feedback and review. Richard & Rob to provide more on the definitions of: Vehicle charging facilities, Superfast broadband and solar panels. References to expansion of Rail and Bus services were not appropriate for Policies, however, should be included in the narrative of the Neighbourhood Plan. It was also suggested by Simon that draft Policy TR3 generally should be omitted as a Policy but included in the text of the Plan, as above.**
- Housing:**  
Appropriate policies will be determined as the text for the Neighbourhood Plan is created. Work has commenced on this text and will be submitted to the Steering Group for review and comments as soon as it is available.
- Design: It was agreed that on new build developments the space for car parking will be set as for a Minimum number of car spaces not as the current Local Plan which states a Maximum. The Design Policy DES1 to be revised accordingly.**

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Also, it was agreed that for existing dwellings applying for extensions/modifications that would increase the number of bedrooms they should also accommodate the increased car parking space where the footprint allows. The Design Policy DES1 to be revised accordingly.

The following additions from the “Blue” T&I document list of suggested inclusions to be added to Design Policy DES1:

1. Car parking provision related to the number of bedrooms (as above).
2. All new developments shall incorporate vehicle charging facilities (this is to be defined more appropriately – Rob & Richard)
3. All new developments shall include secure storage for cycles, mobility scooters and facilities for bin storage.
4. Wherever possible vehicle parking should be off-street (ie within the curtilage) where it has been demonstrated by the developer that this is not feasible then all on-street parking and parking courts shall incorporate best practice landscaping areas.
5. All new developments shall incorporate superfast (fibre optic) broadband connection. (To be redefined by Rob and Richard).
6. All new developments shall incorporate solar energy capture sympathetically built within the roof construction (min specified level related to size of individual development) Rob and Richard to redefine this requirement.

It was also agreed to redraft the first paragraph of policy DES1 regarding the reference to a maximum number of dwellings per development. Also, the fourth bullet point of this policy is to be amended to include submission of a landscape plan.

Pat confirmed bullet points 10 and 11 are correct regarding Safer by Design and the Architectural liaison representative.

**Built Heritage:** It was agreed that the proposed Policy BH2 for listing the War Memorial was not appropriate (it is not a Planning related issue) so this would be pursued separately to the Neighbourhood Plan.

Draft Policy BH3 should be revised in line with Simon’s email suggestions.

Some Steering group members believe that there should be more buildings added to the List of buildings regarded as important to the Heritage of Blackrod, so it was agreed that members would submit their suggestions to Judith for updating the RAG document before our next meeting on 8<sup>th</sup> March 2018.

**Community Facilities & Services:** Simon to review the draft Policies compiled so far.

**Open Spaces/Green Spaces:** It was agreed to add the words “New developments”, where appropriate, to the last paragraph of draft Policy OS1 then forward the policy on to the consultants for their comments.

**Public Realm:** Draft Policy PR1 to be amended with the relevant additions from the “Blue” T&I document list of suggested inclusions then forward to the consultants for their comments.

Suggested inclusions are: Street furniture, public seating, etc shall be of a high quality and uniform standard. Manual for Streets already listed in PR1 but expand text as appropriate. Draft policy PR2 to be forwarded to the consultants for their comments.

**Natural Environment:** Draft Policies NE1 and NE2 to be forwarded to the consultants for their comments.

The Group agreed that rather than have bullet points in Policies it would be better for ease of reference to have numbers instead. Relevant policies are to be amended accordingly.

## Blackrod Neighbourhood Plan Steering Group Meetings

The Group also agreed that each Policy and related key issue should have an associated Objective representing them. All Topics, therefore, are to have a table prepared indicating the Objectives against related key issues and draft policies and produced by each Topic Group leader.

All Policies to have a footer indicating the latest version file reference and a page number. Same Topic policies to be all on one document not separate.

6. Vision and Objectives - Review of any changes.  
**The Steering Group agreed to review this when all policies have been completed.**
7. Project Grant status  
**Chair updated the group on the status of the current grant and the need to reapply after March.**
8. Future meeting dates and times:  
Thursday 8<sup>th</sup> March 2018 – 9.30 am  
Thursday 12<sup>th</sup> April 2018 – 9.30 am
9. Any Other Business  
**None**

### ACTIONS

1. Pat to arrange a visit to Platt Bridge to see example of housing for ageing population.
2. Simon to provide copy of Bolton's response to Government White Paper.
3. Chair to revise Design Policy DES1 in line with suggested additions and amendments.
4. Richard and Rob to provide definition detail for vehicle charging facilities, superfast broadband and solar panels.
5. Judith to amend Heritage Policies BH1 and BH3 as discussed.
6. ALL Steering Group members to provide Judith with suggestions for additions to the List of important buildings before the next meeting.
7. Chair to revise the Open Space Policy OS1 with suggested addition.
8. Chair to revise the Public Realm Policy PR1 with suggested amendments and additions.
9. Simon to review and comment on the draft Policies for Economy, Employment and Retail Centre as well as for the Community Facilities.
10. All Topic group leaders to ensure bullet points are replaced by numbers where relevant on Policies.
11. Each Topic Group leader to prepare a table document indicating the Key Issues, Policies and associated Objectives representing them for their Topic areas.
12. Each Topic group Leader to add a foot note (footer) to each Policy document which details a page number and a file reference.
13. Richard to progress the artist for the impression of what on street parking could look like.
14. 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). Ongoing action until all Policies completed.**

## Blackrod Neighbourhood Plan Steering Group Meetings

15. 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 completed).*
16. 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).*
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