

MINUTES

MEETING DATE/DAY	TIME	VENUE
12 th April 2018, Thursday	9.30 am	Blackrod Council Offices

1. Attendance, Apologies and Declarations of Interest.

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

Apologies: John Price, Stella Lowis.

No Declarations of Interest.

2. Approval of Previous Minutes and any Matters Arising.

Previous Minutes approved and no Matters Arising.

3. Previous Actions – **Reviewed Status.**

1. Pat to confirm some dates for the visit to Platt Bridge Social Care Hub.

(Agreed that the newly formed Social Care task group to arrange & attend this visit)

- 2 Richard and Rob to provide definition detail for vehicle charging facilities, superfast broadband and solar panels by review of related detail in the new draft NPPF.

(Action not completed, Rob and Richard to complete).

- 3 All Topic group leaders to ensure bullet points are replaced by numbers where relevant on Policies.

(Action is to be completed on remaining draft policies).

- 4 Each Topic Group leader to arrange a team meeting to discuss and agree the new Objectives against the Key Issues and related draft Policy. These are to be compiled on a document for inclusion as an Appendix to the Plan.

(Action ongoing as policies completed).

- 5 Topic Group leaders to ensure their Policies have numbered paragraph/sections rather than bullet points. Also, that each page is numbered and has a file reference as agreed.

(Action completed).

- 6 Richard to check on progress of the artist for the impression of what on street parking could look like.

(Action should be completed today – impression to be provided to the group).

- 7 Where Policies have been compiled these are to be forwarded to the Consultants for their comments. To be actioned by the Chair as policies are agreed by the Steering Group.

(Action completion is ongoing).

- 8 All Steering Group members and Topic Group leaders to review the Vision & Objectives and advise the Chair of any amendments. To be completed by the time all policies and their associated objectives have been agreed.

(Action completion is ongoing).

Blackrod Neighbourhood Plan Steering Group Meetings

- 9 Richard to confirm some dates to visit Woodplumpton and/or Anderton new development to view BFL12 in action.
(Action is to be completed).
 - 10 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 – alternate action is to create a new Accessibility policy, Richard to provide. Audit then becomes part of the policy delivery process).
 - 11 Chair to contact and arrange future meeting with Bolton Social Care Team.
(Action completed).
 - 12 Chair to discuss Design Principles Policy wording with the consultants.
(Action completed).
 - 13 Simon to advise the chair of the Tree Officer contact details for appropriate discussion on Natural Environment Policy NE2 Trees and Hedgerows.
(Action completed).
 - 14 Judith to arrange a meeting of the Built Heritage Topic Group to progress the work on the RAG list of buildings; discuss and agree on Objectives for the Key Issues and draft policies.
(Action completed meeting arranged for Monday 16th April).
 - 15 Chair to discuss the following outstanding Policy issues with the consultants:
 - Agenda item 6 – Green Infrastructure Policy NE1
 - Agenda item 6 – Public Realm Policy PR2
 - Agenda item 6 – Transport & Infrastructure Policy TR1, TR3, TR4 and TR5.*(Action completed).*
 - 16 Stella to read and check the grammar of the Policies as they are accepted and approved by the Steering Group.
(Action is ongoing).
4. Discussion on follow up Social Care meeting held on 11th April 2018.
The Group agreed that this was a useful and informative meeting about the Extra Care Housing options for older residents. As before Judith undertook to take the notes of the meeting and captured the main discussion points as well as the next steps. The Steering Group decided that as this was now developing into a time consuming and detailed review of requirements it would be best handled through a smaller dedicated Task group made up of a smaller number of Steering group members. It was therefore agreed that this Task group would be Richard (who would also act as Lead), Ann, Judith and Alan. This Group would take forward the next steps of reviewing the needs of the relevant Blackrod residents and discussing the options with the Bolton Extra Care team and the viability of a suitable scheme.
5. Draft Policies – Status and outstanding issues.
Natural Environment Policy NE1 Green Infrastructure - minor amendment made to the final paragraph which was agreed and accepted by the Steering Group.
Natural Environment Policy NE2 Trees and Hedgerows – The Group agreed to change the large scale development dwelling from 40 down to 10 (point 2 of the policy) then accepted the amended policy.
Postscript: The Tree Officer at Bolton Council has also suggested some amendments so this policy will be resubmitted to the Group for approval.
Natural Environment Policy NE3 Vistas and Views – This policy was accepted and approved by the Group.

Blackrod Neighbourhood Plan Steering Group Meetings

Public Realm Policy PR1 Rights of Way – This policy was accepted and approved by the Group.

Public Realm Policy PR2 Gateways – This policy was accepted and approved by the Group without the inclusion of “Corridors”.

Housing Design Policy DES1 Design Principles – The Group agreed the following amendments: Point 14 should cross reference to the updated table in the revised Transport Policy TR4.

Points 18, 19 and 20 are to be further defined by Richard and Rob.

Built Heritage Policy BH1 Protection of designated assets – This Policy was accepted and approved by the Group.

Built heritage Policy BH2 Protection of non-designated assets – This Policy was accepted and approved by the Group.

Built Heritage Policy BH3 Areas of Special Character – This Policy was accepted and approved by the Group.

Economy and Employment, Retail and Village Centre Policy ER1 retaining core retail facilities – This policy was accepted and approved by the Group.

Economy and Employment, Retail and Village Centre Policy ER2 encourage more local retail space that meets the needs of the village – Add reference to the Policy Map, as discussed then this policy is accepted and approved by the Group.

Economy and Employment, Retail and Village Centre Policy ER3 encourage the retention/expansion of well-being support facilities - This policy was accepted and approved by the Group.

Economy and Employment, Retail and Village Centre Policy ER4 support the provision of a farmers/craft market – Amend reference from Town Council to read Blackrod Town Council then this policy is accepted and approved by the Group.

Economy and Employment, Retail and Village Centre Policy ER5 Encourage the retention/expansion of existing employment – Add reference to Policy map, as discussed then this policy is accepted and approved by the Group.

Economy and Employment, Retail and Village Centre Policy ER6 support the retention of existing employment sites - Add reference to Policy map, as discussed then this policy is accepted and approved by the Group.

Economy and Employment, Retail and Village Centre Policy ER7 support the improvement of Scot Lane Industrial Estate - Amend reference from Town Council to read Blackrod Town Council then this policy is accepted and approved by the Group.

Transport and Infrastructure latest Policy TR1 (version 180411) Information required to support planning applications - This policy was accepted and approved by the Group.

Transport and Infrastructure Policy TR2 (version 180411) improve the provision of Public Transport Services - Amend reference from Town Council to read Blackrod Town Council and remove the final sentence then this policy is accepted and approved by the Group.

Transport and Infrastructure Policy TR3 (version 180411) Getting about Blackrod - Amend reference from Town Council to read Blackrod Town Council and remove the final sentence then this policy is accepted and approved by the Group.

Transport and Infrastructure Policy TR4 (version 180411) Car parking in Blackrod; General – Appendix reference to be added then policy is accepted and approved by the group.

Transport and Infrastructure Policy TR5 (version 180411) Car parking in Blackrod; improvements - Amend reference from Town Council to read Blackrod Town Council and remove the final sentence then this policy is accepted and approved by the Group.

Blackrod Neighbourhood Plan Steering Group Meetings

Community Facilities Policies to be discussed at the next Topic Group as significant amendments have been suggested by the consultants.

Draft Housing Policies still being compiled.

6. Assets of Community Value (ACV) – Status.
Table compiled by Judith of suggested ACVs and circulated to the Group. Building/Land owners details are to be checked and confirmed prior to any submission of the Table. Hilltops to be added to the Table list and Stella to check the boundaries/landowners.
7. Project Grant status
Grant ended on 31st March 2018, Chair currently compiling end of grant report for submission to Locality/Groundwork.

8. Future meeting dates and times:

Thursday 10th May 2018 – 9.30 am

Thursday 7th June 2018 – 9.30 am

9. Any Other Business

It was agreed that going forward the reference on any policies to the “Town Council” will be changed to read “Blackrod Town Council”.

The Steering Group agreed to place an update on Facebook regarding general progress and specific reference to housing needs of the ageing population. Judith agreed to provide initial text for the Chair to place on Facebook.

The Chair requested that all Topic Group leaders start to consider their input into the Draft Plan Template. This work can commence with Topic area drafts being submitted to the Chair who will control the inclusion of each section onto a master draft template.

It was agreed by the Steering Group that the text font for the draft template work would be in Arial font 12.

ACTIONS:

1. **New Task Group on Extra Care to establish the “shopping list” of requirements for over 55’s Blackrod residents housing options for discussion with Bolton Care team.**
2. **New Task Group on Extra care to arrange visit to Platt bridge Care Hub.**
3. **Richard and Rob to finalise the definitions for point 18, 19 and 20 of DES1 Design Policy.**
4. **Richard to check on progress of the artist for the impression of what on street parking could look like and circulate artwork to the group.**
5. **Each Topic Group leader to arrange a team meeting to discuss and agree the new Objectives against the Key Issues and related draft Policy. These are to be compiled on a document for inclusion as an Appendix to the Plan.**
6. **Richard to confirm some dates to visit Woodplumpton and/or Anderton new development to view BFL12 in action.**
7. **Richard to compile and circulate to the group a new Accessibility Policy.**

Blackrod Neighbourhood Plan Steering Group Meetings

8. Chair to circulate to the group the latest amended Natural Environment Policy NE2 Trees and Hedgerows for approval.
9. Policy amendments as outlined in these Minutes to be actioned by the appropriate Topic Group leader.
10. ACV table amendments and boundary/ownership checks to be undertaken by Judith and Stella.
11. Judith to arrange a meeting of the Community Facilities group to discuss the latest draft policy amendments.
12. Chair to complete the submission of the end of grant report.
13. Judith to provide text to the Chair who will publish a Facebook page update.
14. Simon to forward to the Chair the methodology template for determining sustainability.