

# MINUTES

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

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1. Attendance, Apologies and Declarations of Interest.  
**Attendance: Alan Bury, Rob Long, John Price, Judith Stallard, Simon Godley, Richard Galloway and Pat Shacklock.**  
**Apologies: Stella Lewis, and Ann Kilcoyne.**  
**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 arrange a visit to Platt Bridge to see example of housing for ageing population. (Contact made and dates to be agreed for a visit).**
  2. **Simon to provide copy of Bolton’s response to Government White Paper. (Action completed).**
  3. **Chair to revise Design Policy DES1 in line with suggested additions and amendments. (Action completed).**
  4. **Richard and Rob to provide definition detail for vehicle charging facilities, superfast broadband and solar panels. (Action not completed – to review reference in new draft NPPF document for suitability and inclusion in our Plan).**
  5. **Judith to amend Heritage Policies BH1 and BH3 as discussed. (Action completed).**
  6. **ALL Steering Group members to provide Judith with suggestions for additions to the List of important buildings before the next meeting. (Action completed).**
  7. **Chair to revise the Open Space Policy OS1 with suggested addition. (Action completed)**
  8. **Chair to revise the Public Realm Policy PR1 with suggested amendments and additions. (Action completed).**
  9. **Simon to review and comment on the draft Policies for Economy, Employment and Retail Centre as well as for the Community Facilities. (Action completed).**
  10. **All Topic group leaders to ensure bullet points are replaced by numbers where relevant on Policies. (Action not completed - all policies not yet complete).**
  11. **Each Topic Group leader to prepare a table document indicating the Key Issues, Policies and associated Objectives representing them for their Topic areas. (Action not completed – to be discussed at Topic group meetings).**
  12. **Each Topic group Leader to add a foot note (footer) to each Policy document which details a page number and a file reference. (Action completed in the meeting - Group agreed to adopt file reference as: last 2 digits of the year eg18 followed by the month, then the day finally ending with the description of the document eg. “180315 Built Heritage Policy BH3”).**

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13. Richard to progress the artist for the impression of what on street parking could look like. *(Action complete but Richard to chase and check the ongoing progress).*
  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.*
  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 – Richard to review some potential dates to visit and include the Anderton development).*
  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. *(Agreed to complete before all Policies are finalised- Team agreed to progress action).*
4. Update discussion - actions and outcomes from the Social Care meeting held on 1<sup>st</sup> March 2018.
- This meeting with the Bolton Social Care team was agreed, by all who attended from the Steering group, to have been most useful and informative. Thanks to Judith for compiling very detailed Minutes of what was discussed. The Steering Group agreed to progress further the potential development of a Social Care Hub located in Blackrod and the Chair is to contact John Slater and/or Bob Charles of Bolton Social Care team to arrange a further meeting to take things forward.**
5. Housing – General discussion on status; including above Agenda item 4; NPPF – draft revision & Bolton outline response; and potential GMSF implications.
- Housing draft Policies still to be completed together with the draft Housing section context for the Neighbourhood Plan. Implications of the new draft NPPF, with Bolton's response, and that of the GMSF were discussed and initial indicators are that these will not change our outline requirements as informed from the recent Housing Needs Assessment report. Bolton response to Government draft NPPF is required by 15<sup>th</sup> May 2018. GMSF revised document expected to be issued by end of June 2018.**
6. Policy compilations against Topic Key issues – status and comments from Consultants.
- Housing – Design Principles Policy: The group agreed that the opening paragraph of this Policy should be reworded to remove the words “2 storey height restriction” and replace it with words that ensure height restrictions of new developments, and re-designed existing dwellings, will not exceed the surrounding roof line limit and diminish the local street scene. The Chair is to discuss with the consultants.**
- Natural Environment Policy NE1 Green Infrastructure – Consultants have advised that this should deal with all aspects of Green Infrastructure including Open Space and Local Green Space. This will therefore replace draft policy OS1-Open Spaces/Green Spaces. Minor amendments to NE1 suggested by the consultants were discussed and accepted by the Steering Group. The final paragraph, however, requires further discussion with the consultants to determine if/how we can ensure the requirement will be actioned ad infinitum.**

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**Natural Environment Policy NE2 Trees and Hedgerows – Consultants comments noted by the Group and as advised the “Tree Officer” of Bolton should be approached regarding specific references made in the policy. Simon to advise contact details for the Tree Officer.**

**Natural Environment Policy NE3 Vistas and Views – Minor amendments to NE3 suggested by the consultants were discussed and accepted by the Steering Group.**

**Public Realm Policy PR2 – Minor amendments suggested by the consultants were discussed and accepted by the Steering Group. The Chair to advise the consultants that “Corridors” are not intended to be included in this policy and only two main Gateways are currently being considered.**

**Transport and Infrastructure Policy TR1 Information required to support planning applications – Members of the Steering Group did not agree with the consultants suggestions for amendments to this policy. Further discussion is required with the consultants to resolve the issues.**

**Transport and Infrastructure Policy TR2 Improve the provision of public transport – Minor amendment suggested by the consultants was discussed and accepted by the Steering Group.**

**Transport and Infrastructure Policy TR3 Getting about Blackrod – Amendments suggested by the consultants were discussed and Bolton Planning comments were also considered. The Steering Group did not agree with some of the consultant’s amendments specifically the addition of a separate strategy for “public realm and movement” and the final paragraph reference to all developments making a contribution to the strategy. Further discussion is required with the consultants. Simon suggested we leave this as it is for the moment.**

**Transport and Infrastructure Policy TR4 car parking in Blackrod general – No suggested amendments from the consultants so Policy accepted by the Steering group, however, the details of the final paragraph will need to be confirmed.**

**Transport and Infrastructure Policy TR5 car parking improvements in Blackrod - Amendments suggested by the consultants were discussed and Bolton Planning comments were also considered. The Steering Group did not agree with some of the consultant’s amendments specifically the addition of a separate strategy for “public car parking” and the final paragraph reference to all developments making a contribution to the strategy. Further discussion is required with the consultants.**

**Economy and Employment, Retail and Village Centre Policy ER1 retaining existing “core” retail facilities - Minor amendments suggested by the consultants were discussed and accepted by the Steering Group.**

**Economy and Employment, Retail and Village Centre Policy ER2 encourage more local retail space that meets the needs of the village - Minor amendments suggested by the consultants were discussed and accepted by the Steering Group.**

**Economy and Employment, Retail and Village Centre Policy ER3 encourage the retention/expansion of well-being support facilities - Minor amendments suggested by the consultants were discussed and accepted by the Steering Group.**

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**Economy and Employment, Retail and Village Centre Policy ER4 support the provision of a farmers/craft market - Minor amendments suggested by the consultants were discussed and accepted by the Steering Group.**

**Economy and Employment, Retail and Village Centre Policy ER5 encourage the retention/expansion of existing employment - Minor amendments suggested by the consultants were discussed and accepted by the Steering Group.**

**Economy and Employment, Retail and Village Centre Policy ER6 support the retention of existing employment sites - Minor amendments suggested by the consultants were discussed and accepted by the Steering Group.**

**Economy and Employment, Retail and Village Centre Policy ER7 support the improvement of Scot Lane Industrial Estate - Minor amendments suggested by the consultants were discussed and accepted by the Steering Group.**

**Built Heritage draft Policies to be sent to the consultants for their comments. The Steering group agreed and accepted that the latest RAG document covers all the buildings identified as being of heritage value to Blackrod and that there shall be no new additions to this list for the current Plan.**

**Community Facilities draft policies to be sent to the consultants for their comments.**

**It was suggested by Judith that once we have completed and agreed acceptable Policies we should test these by using them in "sample test" planning applications.**

**The grammar of the approved Policies is to be checked by suitably qualified person – Stella**

**Where applicable Topic Group meetings to be held to consider and agree what the objectives should be against each of the Key Issues and related policies. These objectives may read the same as the Key Issues but they should also demonstrate a seamless link from the main Aims and Objectives of the Plan. This can then be an additional appendix to the Plan. Topic Group team leaders should arrange meetings as appropriate.**

7. **Assets of Community Value (ACV) – Consider circulated list of Assets.  
The Steering Group agreed the content of the circulated list with the additions of Post Office and Pharmacy. Although this topic is not a requirement of the Neighbourhood Plan it has been influenced by the work undertaken for the Plan and so seems logical to submit our own application for the ACV as listed. Judith has kindly agreed to lead on this and initiate the necessary paperwork and application forms on behalf of the council. This item has been added to the Agenda of the next Blackrod Town Council meeting as a resolution has to be agreed by full council to proceed with this ACV application.**
8. **Project Grant status  
The current grant comes to an end on 31<sup>st</sup> March 2018.**
9. **Future meeting dates and times:  
Thursday 12<sup>th</sup> April 2018 – 9.30 am  
Thursday 10<sup>th</sup> May 2018 - 9.30 am  
Thursday 7<sup>th</sup> June 2018 – 9.30 am**
10. **Any Other Business  
None**

## Blackrod Neighbourhood Plan Steering Group Meetings

### **ACTIONS:**

1. Pat to confirm some dates for the visit to Platt Bridge Social Care Hub.
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.
3. All Topic group leaders to ensure bullet points are replaced by numbers where relevant on 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 to be compiled on a document for inclusion as an Appendix to the Plan.
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.
6. Richard to check on progress of the artist for the impression of what on street parking could look like.
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.
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.
9. Richard to confirm some dates to visit Woodplumpton and/or Anderton new development to view BFL12 in action.
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.
11. Chair to contact and arrange future meeting with Bolton Social Care Team.
12. Chair to discuss Design Principles Policy wording with the consultants.
13. Simon to advise the chair of the Tree Officer contact details for appropriate discussion on Natural Environment Policy NE2 Trees and Hedgerows.
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.
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.
16. Stella to read and check the grammar of the Policies as they are accepted and approved by the Steering Group.