

MINUTES

MEETING DATE/DAY	TIME	VENUE
10 th May 2018, Thursday	9.30 am	Blackrod Council Offices

1. Attendance, Apologies and Declarations of Interest.

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

Apologies: Ann Kilcoyne, 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 – **Reviewed Status.**

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.**

(Action completed – New Task Group established and met on 9th May 2018 to discuss the issues that would determine a draft “shopping list” of requirements).

2. **New Task Group on Extra care to arrange visit to Platt Bridge Care Hub.**

(Action completed - After a review of the pamphlets on the Platt Bridge Hub, provided by Pat, and the New Task Group meeting, it was agreed that the Platt Bridge facility was probably not the model that would best fit the needs of Blackrod residents).

3. **Richard and Rob to finalise the definitions for point 18, 19 and 20 of DES1 Design Policy. (Action not completed – to be completed by our next meeting).**

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.**

Action completed – example of the artist impression was circulated at the meeting).

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.**

(Action completed).

6. **Richard to confirm some dates to visit Woodplumpton and/or Anderton new development to view BFL12 in action.**

(Action not completed – Anderton development has examples of Lifetime Homes not BFL12. Richard to discuss further with the developer for example of BFL12 nearer to Blackrod).

7. **Richard to compile and circulate to the group a new Accessibility Policy.**

(Action completed – Intention to compile an Accessibility Audit is now included in T&I Policy TR3).

8. **Chair to circulate to the group the latest amended Natural Environment Policy NE2 Trees and Hedgerows for approval.**

(Action completed).

9. **Policy amendments as outlined in these Minutes to be actioned by the appropriate Topic Group leader.**

(Action Completed).

Blackrod Neighbourhood Plan Steering Group Meetings

10. ACV table amendments and boundary/ownership checks to be undertaken by Judith and Stella.

(Action part completed – List completed and details compiled but the asset boundaries require further work. Also, still awaiting Bolton Legal Services for decision on whether we can submit a table of assets rather than individual asset submissions).

11. Judith to arrange a meeting of the Community Facilities group to discuss the latest draft policy amendments. *(Action completed – meeting held on 3rd May 2018).*

12. Chair to complete the submission of the end of grant report. *(Action completed).*

13. Judith to provide text to the Chair who will publish a Facebook page update. *(Action completed).*

14. Simon to forward to the Chair the methodology template for determining sustainability. *(Action completed).*

4. Draft Policies – Status and outstanding issues.

The Chair confirmed the status of the Policies as follows:

Public Realm, Open Spaces and Natural Environment Policies; PR1, NE1, NE2, NE3 and PR2 all complete, accepted and agreed by the Steering Group.

Economy and Employment, Retail and Village Centre Policies; ER1, ER2, ER3, ER4, ER5, ER6 and ER7 all complete, accepted and agreed by the Steering Group.

Transport and Infrastructure Policies; TR1, TR2, TR3, TR4 (subject to amendment of Appendix reference to read TRA1 not TR1) and TR5 all complete, accepted and agreed by the Steering Group.

Built Heritage Policies; BH1, BH2 and BH3 (subject to removal of e and f from the list under point 2 as these will be referenced in the text of the Plan) all complete, accepted and agreed by the Steering Group but also subject to comments from the Consultants on the opening sentence of each Policy regarding the correct wording around the reference to Historic Environment Record (HER).

Community Facilities Policies; CF1 (add back in the reference to secondary school under point 4) and CF2 both now complete, accepted and agreed by the Steering Group.

Note: the Key Issues and Objectives page needs to show a reference against points 6, 7 and 8 as being covered in the text of the Plan.

Housing and Design Principles Policies:

Design Principles Policy DES1 agreed and accepted by the Steering Group subject to the completion of criteria against points 18, 19 and 20.

Housing Policy H1 New Housing Development was discussed and subsequent amendments have been suggested to this Policy before full agreement and acceptance by the Steering Group then submission to the consultants for their comments.

Housing Policy H2 Housing Mix was discussed and amendments were suggested to the 1-2 bed % of Total figures of combining both bed sizes to produce an equivalent combined % of Total requirement of dwellings suitable for older residents. Also Richard agreed to provide a short paragraph on 3 bed dwellings and why we do not need any more for Blackrod residents. Apart from these two areas the Policy was accepted and agreed by the Steering Group.

Housing Policy H3 Housing for Ageing Population was discussed and broadly accepted and agreed by the Steering Group apart from point 3 which is to be checked by Bolton for feasibility then could be sent to the consultants for their comments.

Housing Policy H4 Local Occupancy was discussed and broadly accepted and agreed by the Steering Group apart from it needs to be checked by Bolton for accuracy and conformity.

Blackrod Neighbourhood Plan Steering Group Meetings

Housing Policy H5 Site Allocations for which there is no content at this time.

Housing Policy H6 Use of Section 106 Agreements was discussed at length and clarified that Section 106 monies could only be used/attributed in relation to the impact of the 106 Development and not for any wider community project. Items 1 -6 therefore of the current draft Policy would not comply. It was agreed that this policy will need a rewrite and should involve the consultants in the process.

Note: the Key Issues and Objectives page against HO4 refers to the town and this should be amended to read village.

5. Discussion on Custom/Self- Build homes, Infill and Garden Land.
These were discussed by the Group and agreed that if we can include an area for Custom/Self-Build then we should, and produce a policy to cover this. On Infill and Garden Land the Group did not feel there were any relevant issues so see no need to include these in any policies.
6. Strategic Environment Assessment (SEA) status update.
There was some confusion as to the actual process we would need to undertake for this and the associated initial screening so it was agreed that we would seek a meeting with experts from Bolton to assist us.
7. Discussion on the Artists Impression.
The Group felt that the initial work provided lacked some “life” so it was suggested that the artist be approached again by Richard to see if he will add some people and cars into the picture.
8. Assets of Community Value (ACV) – Status.
This was discussed in detail especially the boundary query, which was clarified further by Simon. Sections of a Blackrod OS map indicating the boundary of each ACV would be acceptable, so the Chair and Judith agreed to meet and establish how this can be done by using a similar process to that used for the Built Heritage list of buildings location maps.
9. Future meeting dates and times:

Thursday 7th June 2018 – 9.30 am
Thursday 5th July 2018 – 9.30 am
Thursday 2nd August 2018 – 9.30 am
10. Any Other Business
1. The Village Cenotaph/Memorial located in the cemetery to be Grade 11 listed and an application has been submitted.

ACTIONS:

- 1. Richard to take the information compiled from the New Task Group on Extra Care meeting and produce a finalised “shopping list” of requirements for discussion with Bolton.**
- 2. Richard and Rob to finalise the definitions for points 18, 19 and 20 of DES1 Design Policy.**
- 3. Richard to discuss with the artist the inclusion of people and car/s in a revised artist impression.**
- 4. Richard to discuss further with the developer the potential to visit a BFL12 Housing Development.**
- 5. ACV Boundary maps to be produced. – Judith to action with assistance from the Chair.**
- 6. Richard to update Transport & Infrastructure Policy TR4 with amendment of TR1 to TRA1 and also amend the Appendix page accordingly.**

Blackrod Neighbourhood Plan Steering Group Meetings

- 7. Judith to update Built Heritage Policy BH3 by removing points, e and f, and reconfigure the points references.**
- 8. Judith to update the Community Facilities Policy CF1 by adding back in the reference to secondary school under point 4. Also update the Key Issues and Objectives page against points 6, 7 and 8 with suitable comment stating that there are no relevant Policies but reference to the Key Issues will be made in the Plan.**
- 9. Richard to provide suitable text for Policy H2- a short paragraph on 3 bed dwellings and why we do not need any more for Blackrod residents.**
- 10. Simon to arrange feedback from Bolton regarding Policy H3 Housing for Ageing Population point 3 and Policy H4 Local Occupancy wording for accuracy and relevance. Also, to chase Corporate for feedback on status of lease on discussed plot of land.**
- 11. Chair to arrange rewrite of Policy H6 after discussion with consultants.**
- 12. Chair to arrange a meeting with Bolton regarding the SEA requirements and screening.**
- 13. Stella to chase Bolton Legal Services for a decision on the ACV application and whether they will accept a "bulk" submission instead of individual ones.**