

MINUTES

MEETING DATE/DAY	TIME	VENUE
7 th June 2018, Thursday	9.30 am	Blackrod Council Offices

1. Attendance, Apologies and Declarations of Interest.
Attendance: Alan Bury, Rob Long, Richard Gallaway, Judith Stallard, John Price, Ann Kilcoyne, Simon Godley and Pat Shacklock.
2. Approval of Previous Minutes and any Matters Arising.
Previous Minutes Approved and No Matters Arising.
3. Previous Actions – **Reviewed Status.**
 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. *(Action completed).*
 2. Richard and Rob to finalise the definitions for points 18, 19 and 20 of DES1 Design Policy. *(Action completed).*
 3. Richard to discuss with the artist the inclusion of people and car/s in a revised artist impression. *(Action to be completed – Richard to approach the artist).*
 4. Richard to discuss further with the developer the potential to visit a BFL12 Housing Development. *(Action completed – no change in that the nearest site is Cotton Meadow, Preston further action required to arrange visit. It was noted that there is a new edition of BFL12 dated 2018).*
 5. ACV Boundary maps to be produced. – Judith to action with assistance from the Chair. *(Action completed).*
 6. Richard to update Transport & Infrastructure Policy TR4 with amendment of TR1 to TRA1 and also amend the Appendix page accordingly. *(Action completed).*
 7. Judith to update Built Heritage Policy BH3 by removing points, e and f, and reconfigure the points references. *(Action completed).*
 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. *(Action completed).*
 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. *(Action completed).*
 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. *(First Actions completed however still waiting for a response from Bolton regarding the plot of land).*
 11. Chair to arrange rewrite of Policy H6 after discussion with consultants. *(Action is on-going as the Policy develops).*

Blackrod Neighbourhood Plan Steering Group Meetings

12. Chair to arrange a meeting with Bolton regarding the SEA requirements and screening. *(Action completed)*.
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. *(Action not completed – lack of timely response from Bolton prompting additional action)*.

4. Draft Policies – Status and outstanding issues.
All Draft Policies are now complete with the exception of the Housing Policies which are still being developed. Housing Policies H1, H2 and H3 have been approved and agreed by the Group but Policies H4, H5 and H6 still require completion. These are being discussed with Bolton and the consultants –
Policy H4 – Local Occupancy: Rules exist in Bolton but the wider “need” criteria will have to be considered in the Policy.
Policy H5 – Site Allocations: See Agenda point 5, below.
Policy H6 – Use of Section 106 monies: Any available monies under this agreement are only related to the particular development and not the wider, general parish area.
Housing Draft text for the Plan: This was discussed as part of the supportive context for the Policies and the following was agreed by the Steering Group:
 - a) The Empty Homes figure of 69 would not be included in the over-supply calculation but it would be recognised and included in the text. This compromise was agreed after a split vote of the group on whether to include the value or not.
 - b) The figures for Affordable Housing need to be more detailed in the text.

5. Discussion on Site Allocations. **(Policy H5)**.
Three new suggestions were discussed at length and Simon confirmed that two of these were classed as Green Belt areas which we would not, therefore, consider as suitable sites. The remaining area was to be considered as a community/play area funded by the development of the other two sites but this was obviously not now possible unless could be funded as a stand-alone facility.
The first site previously identified is still with Bolton to advise us on the status of the land and its availability.

6. Discussion on the specification for Extra Care Housing.
Bolton has responded back to Richard, as lead for this Group, with certain suggestions which were discussed, together with the draft specification document compiled by Richard from previous meetings. Richard is to forward to the Steering Group the comments that were raised by Bolton, together with the revised specification document.

7. Strategic Environment Assessment (SEA) status update.
A separate meeting held with Bolton on 23rd May 2018 provided much clarity to this issue and as a result the required information is to be provided to Bolton, by the Chair, by the 11th June 2018 for compilation into a screening document.

8. Assets of Community Value (ACV) – Status update.
The final list with details and boundary maps is now complete. One query regarding the boundary of Knightswood is to be resolved. Still awaiting response from Bolton regarding the submission format ie one tabulated submission or 22 individual submissions.

Blackrod Neighbourhood Plan Steering Group Meetings

9. Draft Plan compilation – Task Group.

The Chair asked for volunteers to be part of the Task Group responsible for compiling the text and relevant detail of the Draft Neighbourhood Plan, in the format agreed. Those who volunteered for this Task Group are as follows: Richard, Rob, Judith and the Chairman.

10. Future meeting dates and times:

Thursday 5th July 2018 – 9.30 am

Thursday 2nd August 2018 – 9.30 am

Thursday 6th September 2018 – 9.30 am

11. Any Other Business

1. In relation to Natural Environment Policy NE1 on Green Infrastructure - subsection (d) about Local Green Space (LGS) designation, the Chair asked if the Designated Site Assessment document could be submitted to Bolton now for their feedback on acceptability. Simon, representing Bolton, confirmed that this was worth submitting.

ACTIONS:

- 1. Richard to discuss with the artist the inclusion of people and car/s in a revised artist impression.**
- 2. Chair to arrange with the group a suitable date to visit Cotton Meadow re BFL12.**
- 3. Bolton to provide feedback on the status of the lease on discussed plot of land (Policy H5).**
- 4. Chair to arrange rewrite of Policy H6 after discussion with consultants. (Action is on-going as the Policy develops).**
- 5. Bolton Legal Services still to provide a decision on the ACV submission format.**
- 6. Chair to establish revised text for Policy H4 – Local Occupancy, Policy H6 - Use of section 106 monies and the Housing text.**
- 7. Richard is to forward to the Group the comments that were raised by Bolton, together with the revised specification document related to Extra Care Housing.**
- 8. Chair to forward the required information to Bolton to enable the SEA screening to commence.**
- 9. Judith/Ann to resolve the boundary map issue with Knightswood Residential Home.**
- 10. Chair to forward the following documents to the newly formed-Draft Plan compilation Task Group: Housing Text, Plan Template, Plan Template of St. Annes, Petersfield NP.**
- 11. Chair to submit the LGS Designated Site Assessment document to Bolton**