

## Blackrod Neighbourhood Plan Steering Group Meetings

# MINUTES

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

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1. Attendance, Apologies and Declarations of Interest.  
**Attendance: Alan Bury, Richard Galloway, Ann Kilcoyne, John Price and Judith Stallard.**  
**Apologies: Pat Shacklock, Simon Godley, Stella Lewis and Rob Long.**  
**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. Richard to discuss with the artist the inclusion of people and car/s in a revised artist impression. *(Action to be completed)*
  2. Chair to arrange with the group a suitable date to visit Cottam Meadow re BFL12. *(Action completed).*
  3. Bolton to provide feedback on the status of the lease on discussed plot of land (Policy H5). *(Action still outstanding – Letter sent to Bolton Chief exec’).*
  4. Chair to arrange rewrite of Policy H6 after discussion with consultants. (Action is on-going as the Policy develops). *(Action taken and new policy required).*
  5. Bolton Legal Services still to provide a decision on the ACV submission format. *(Action still outstanding – Letter sent to Bolton Chief exec’).*
  6. Chair to establish revised text for Policy H4 – Local Occupancy, Policy H6 - Use of section 106 monies and the Housing text. *(Action completed).*
  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. *(Action completed).*
  8. Chair to forward the required information to Bolton to enable the SEA screening to commence. *(Action completed).*
  9. Judith/Ann to resolve the boundary map issue with Knightswood Residential Home. *(Action completed).*
  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. *(Action completed).*
  11. Chair to submit the LGS Designated Site Assessment document to Bolton. *(Action completed).*
4. Discussion on site visit to Cottam Meadows, Preston. (BFL12 development)  
**Steering Group members who visited the Cottam Meadow development on the 25<sup>th</sup> June shared their views and comments with the rest of the group about the site visit. It was agreed by all that the BFL12 standard we are proposing in the Plan is a relevant and appropriate one to adopt.**

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5. Draft Policies Outstanding  
Housing Policy H4 - Local Occupancy:  
**The amended Policy was agreed and accepted by the Steering Group.  
In addition the Group asked if Blackrod Council could enquire as to how the Bolton lettings policy “preferences” work in terms of local weighting**  
  
Housing Policy H5 - Site Allocations:  
**The Steering Group discussed two more options, as potential development sites, but rejected them for further consideration due to their location, appropriateness and potential infrastructure problems.  
An outstanding site is still awaiting a response from Bolton - now 3 months without a response. Letter sent to the Bolton Chief Executive requesting assistance.**  
  
Housing Policy H6 - S106 Agreements:  
**From the feedback of the consultants it was agreed by the Steering Group that this policy should be redrafted. As S106 agreement monies can only be used on areas directly associated to the development concerned the aim of the original draft policy cannot therefore be fulfilled. The policy is to be redrafted with more aspirational aims of acquiring donations/contributions from developer relationships to support community projects. In terms of the need for transparency when s106 contributions are discussed between the developer and the Local Authority (Bolton Council) the group agreed that it should ask Blackrod Council to approach Bolton Council to see if they can be considered as a consultee, or participant in discussions regarding developments in Blackrod.  
In addition it was agreed that the Steering Group needs to produce a definitive list of community “projects”, expanding the list already on the original draft policy, and that ALL group members should inform the chair of their ideas before our next meeting.**
6. Specification for Lifestyle Living for the over 55's.  
**The Group discussed the specification and the suggested amendments from Bolton. Richard to update the spec' and circulate to the Group.**
7. Strategic Environment Assessment (SEA) status update  
**All information, as requested, is now with Bolton to compile the relevant screening document.**
8. Assets of Community Value (ACV) – **Status update.**  
**As per previous comments, no response has been received from Bolton despite continued requests - now 3 months without a response. Letter sent to the Bolton Chief Executive requesting assistance.**
9. Draft Plan compilation – Task Group progress.  
**Housing Text was discussed and agreed that the chair should circulate the latest revision to the group for comments.  
Heritage text was discussed and suggested by Judith that this task group should meet to consider the draft so far.**
10. Future meeting dates and times:  
  
Thursday 2<sup>nd</sup> August 2018 – 9.30 am  
Thursday 6th September 2018 – 9.30 am

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### 11. Any Other Business

As referenced above, the Steering Group was advised that Blackrod Town Council agreed at their meeting on Monday 2<sup>nd</sup> July 2018 that due to the unacceptable length of time taken by Bolton to respond to routine questions a letter should be drafted and sent to the Chief Executive requesting his intervention/support.

The letter was sent on the 4<sup>th</sup> July 2018.

#### **ACTIONS:**

1. Richard to discuss with the artist the inclusion of people and car/s in a revised street impression, if possible.
2. Chair to approach alternative artist for availability if item 1, above, does not happen.
3. Bolton to provide feedback on the status of the lease on discussed plot of land (Policy H5). (Action still outstanding – Letter sent to Bolton Chief Executive).
4. Bolton Legal Services still to provide a decision on the ACV submission format. (Action still outstanding – Letter sent to Bolton Chief Executive).
5. Chair to rewrite Policy H6 and circulate to the Steering Group.
6. Chair to request Blackrod Council to enquire as to how the Bolton lettings policy “preferences” work in terms of local weighting.
7. Chair to request that Blackrod Council approach Bolton Council to see if they can be considered as a consultee, or participant in discussions regarding developments in Blackrod.
8. ALL Steering Group members to submit to the Chair, before the next meeting, their ideas for community projects to be added to the list on Policy H6.
9. Richard to update the specification agreed for the Lifestyle Living for over 50’s, and circulate to the Group.
10. Richard to provide suitable paragraph on “self-build” for inclusion in the Housing text.
11. SEA screening with Bolton for completion.
12. Chair to circulate the latest version of the Housing text to the Steering Group for comments.
13. Draft Plan compilation Task group to arrange to meet.