

## Blackrod Neighbourhood Plan Steering Group Meetings

# MINUTES

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

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1. Attendance, Apologies and Declarations of Interest.  
**Attendance: Alan Bury, Richard Galloway, John Price, Ann Kilcoyne, Rob Long and Stella Lewis (part).**  
**Apologies: Simon Godley, Pat Shacklock and Judith Stallard.**  
**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. Alternate artist located and intention is to engage once grant funding is secured - **Action by the Chair. (Action completed).**
  2. Chair to circulate to the group an example of alternative artist work using photographic subject blending into location shots. **(Action completed – Group agreed that this method of image creation was acceptable).**
  3. Suitable paragraph on "self-build" to be included in the Housing text - Action by Richard. **(Action completed).**
  4. Latest version of the Housing text to be circulated to the group - Action by the Chair. **(Action not completed due to revision of Policy H6).**
  5. Draft Plan Compilation group to arrange to meet - to be arranged. **(Action not completed subject to members availability).**
  6. Reddish Vale Community Park - photographs to be taken. Action by Richard. **(Action completed).**
  7. Policy H4 - Local Occupancy to be re drafted - Action by Chair. **(Action completed).**
  8. Policy H5 – Site Allocation to be amended – Action by Chair. **(Action completed).**
  9. Policy H6 - Use of 106 Agreements to be put to Bolton Planning Control for comment - Action by Simon. **(Action completed but further revision required).**
  10. Amended specification of Lifestyle Living for the Over 55's to be sent to Bolton – Action by Richard. **(Action completed).**
  11. ACV information gathering for the listed assets to support the submission - Action by volunteers: John and Pat. **(To be completed soonest in order to continue the submission). (Action completed on all assets bar one, which is to be resolved by Sunday 9<sup>th</sup> September).**
4. Housing draft Policy updates:  
**Policy H6 – The use of 106 Agreements & Developer contributions.**  
**The re-drafted Policy has been agreed with the consultants and Bolton has made positive comments and suggested improvements to the wording. Chair to revise the Policy accordingly and re-circulate for approval and agreement.**

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### **Policy H4 – Local Occupancy.**

**The revised Policy has been agreed with the consultants and Bolton at Home, awaiting Bolton Community Housing Services to confirm their acceptance.**

5. Lifestyle Living for the over 55's – Next Steps.  
**Final specification completed and awaiting further comments from Bolton Strategic Housing, the Steering Group then to consider the next steps.**
  
6. Draft Plan compilation – Project Timeline and discussion  
**The Steering group discussed in detail the planned timelines for the tasks required to complete the initial draft of the Neighbourhood Plan. Additional tasks and dates were suggested and the Project document is to be updated by the chair. The chair is to forward the document on to Bolton for any further additions.**  
**Additional Tasks agreed to be added to the document so far are:**
  - Colour code the Bolton owned activities.**
  - Artist impression images completion dates.**
  - Completion dates for various photographic shots around the village.**
  - Meeting date/s for Blackrod Town Council to approve Plan.**

**The chair outlined the importance of achieving the draft plan completion date of early November to ensure that all other tasks and associated activities can be successfully delivered to the timescales planned.**

**The draft plan compilation team work agreed as follows:**

- Housing & Design Principles section of Plan to be drafted by the chair.**
- Natural Environment, Public Realm and Open Space sections of the Plan to be drafted by the chair.**
- Transport and Infrastructure section of the Plan to be drafted by Richard.**
- Economy & Employment, Town Centre and Retail sections of the Plan to be drafted by Richard.**
- Built Heritage section of the Plan already drafted by Judith.**
- Community Facilities section of the Plan to be arranged.**
- Policy conformity section to be provided on: Transport & infrastructure; Economy & Employment and Town Centre & Retail Policies - each to have additional section on their conformity with NPPF and Bolton Local Plan/Strategy.**
- All above Plan sections to be compiled together in one Plan document which will include other required sections such as Introduction, Policy Map, Consultation Statement & Strategy, Basic Conditions Statement etc. to be completed by the chair.**

7. Grant application update  
**The chair updated the Group on the status of the current grant application and the anticipated spend profile across the range of activities. Application response expected over next two weeks.**
  
8. Assets of Community Value (ACV) – **Status update.**  
**ACV document updated with one remaining asset to be included where we require names and address of the business and owner. The Group agreed that if this information is not forthcoming by Sunday 9<sup>th</sup> September 2018 then the ACV document will be submitted to Bolton without this asset included.**

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### 9. Future meeting dates and times:

Thursday 4<sup>th</sup> October 2018 – 9.30 am

Thursday 8<sup>th</sup> November 2018 – 9.30 am

Thursday 15<sup>th</sup> November 2018 – 10.00 am

### 10. Any Other Business

**None**

### **ACTIONS:**

- 1. Latest version of the Housing & Design Principles text to be circulated to the group - Action by the Chair.**
- 2. Policy H6 - Use of 106 Agreements and Developer Contributions to be updated and circulated to the Group – Action by the chair.**
- 3. ACV document to be re-submitted to Bolton once final asset enquiry is complete – Action by John and the chair.**
- 4. Policy H4 – Local Occupancy feedback to be obtained from Bolton Community Housing Services – Action by the chair.**
- 5. Lifestyle Living for the over 55's specification with Bolton for next steps – Action Richard.**
- 6. Project Plan and Timeline document Task updates – Action by the Chair.**
- 7. Drafting of Plan for completion by early November – Action by Compilation team.**
- 8. Circulate to the Compilation team copy of the current Housing & Design Principles section text and the link to the Bolton SPD for Infrastructure and Contributions 2016 - Action by the chair.**
- 9. Include the Plan as an item on the Agenda of Blackrod Town Councils November meeting - Action by Stella.**
- 10. Provide a flowchart format of the Project showing the approval process, or alternatively colour code the Project Plan Timeline document –Action by the chair.**
- 11. Location photographs, of the areas discussed, for inclusion in the Plan document to be obtained – Action by John.**
- 12. Policy conformity section to be provided on: Transport & infrastructure; Economy & Employment and Town Centre & Retail Policies – Action by Rob.**