

# MINUTES

MEETING DATE/DAY	TIME	VENUE
10 <sup>th</sup> October 2018, Wednesday	9.30 am	Blackrod Council Offices

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1. Attendance, Apologies and Declarations of Interest.

**Attendance: Alan Bury, Richard Galloway, John Price, Rob Long and Stella Lewis, Judith Stallard, Pat Shacklock, Simon Godley**

**Apologies: Ann Kilcoyne**

**No Declarations of Interest were made**

2. Approval of Previous Minutes and any Matters Arising.

**Previous Minutes approved and no Matters Arising.** These minutes had been addressed at an earlier time arranged prior to postponement of current meeting)

3. Previous Actions – **All actions notified at the meeting as completed.**

4. Draft topic Content sections of the Plan

**All content has been passed through to each Topic group Lead to write up the applicable sections of the plans that the particular policy applies to:-**

**Housing and Design: Section complete with some suggested amendments from the consultants which are more about the use of verbs in defining the subject matter. Copy to be sent to Bolton for comments.**

**Public Realm and Natural Environment: Sections complete and amendments suggested by consultants. Bolton to provide a suitable paragraph regarding the importance of designating Open Space to Green Space, for inclusion in the section/policy.**

**Transport and Infrastructure: Minor amendments to be made and Conformity Polices to be added. Rob, and Richard to look at the paragraph that includes the increase in number of trains. etc. The section is then to be sent to consultants and Bolton for comments.**

**Retail Centre: Conformity Polices to be added then sections to be sent to consultants and Bolton for comments.**

**Business & Economy: Conformity Polices to be added then sections to be sent to consultants and Bolton for comments.**

**Built Heritage: A few buildings to be included on the Local List, remain to be completed. Some building data sheets still remain outstanding e.g. Flounders and Top Shop. John agreed to speak to former Flounders owner and advise Judith of details with a nomination sheet. Judith also agreed to draft a data sheet on the Cemetery Chapel.**

## Blackrod Neighbourhood Plan Steering Group Meetings

**Community Facilities: Draft requires more work - Judith agreed to proof read and make the necessary amendments.**

**The question was raised about including information addressing S106 funding. This is to be included by making reference to Policy H6.**

**Photographs: Photographs applicable to several areas require to be taken. John agreed to speak to an associate to hopefully complete the photography. Chair to provide a full list of the photographic locations required. Photographs required by 25<sup>th</sup> October.**

**It was agreed that a Consultation work group should be assembled to review the full requirements of the upcoming consultation process with the community so that materials, posters, flyers, venue bookings etc can be organised. Volunteers for this group are: Pat, Richard, Alan, John, Rob and possibly Ann. This group agreed to meet on 22<sup>nd</sup> October at 1.00pm to commence the work. The chair agreed to circulate to this group a typical consultation report including questionnaire.**

5. Project Timeline Completion dates and purdah.

**Purdah identified as commencing 26<sup>th</sup> March 2019**

**1<sup>st</sup> November identified as completion date for draft to go to Town Council meeting for their consultation on 5<sup>th</sup> November 2018.**

**All activities to continue to be addressed and working towards dates already set in the project programme chart.**

**Amendments agreed to this chart were:**

**Increase the dates of the community consultation period by two weeks.**

**Add 3<sup>rd</sup> December date as when Blackrod Council to officially sign off on the Plan.**

6. Lifestyle Living for the over 55's – Next Steps.

**Richard to contact John Slater to suggest a meeting on 17<sup>th</sup> or 24<sup>th</sup> October to go over the next steps of the proposals.**

7. Grant application update

**The chair updated the Group that the final tranche of funds had been deposited into the project account.**

8. Assets of Community Value (ACV) – Status update.

**Bolton Council had been in touch with a request for more details to be given on land ownership. Stella to email list to Judith and Judith will undertake more defined mapping for return to Bolton with assistance from Rob.**

9. Cemetery Memorial.

**It was noted that the memorial had now been granted Grade II listing. This news had been documented by the Town Council and a press release had taken place.**

10. Future meeting dates and times:

**Monday 22nd October 2018 1-3pm Consultation Group**

## Blackrod Neighbourhood Plan Steering Group Meetings

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

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

### 11. Any Other Business

Some discussion in regard to the number of public houses in the village – it was agreed to be 2 and described as traditional pubs.

It was suggested that we approach Blackrod History Group to assist, if possible, in drafting the page of the Plan concerning “A Brief History of Blackrod”.

### ACTIONS:

1. Chair to update Housing and Design section of the Plan in line with suggested changes by the consultants and issue copy to Bolton for comment.
2. Chair to revise the Public Realm and Natural Environment sections of the Plan in line with suggested changes by the consultants including comments from Bolton.
3. Rob to complete the listing of conforming policies to the following policy sections: Transport and Infrastructure, Business, Economy and Retail Centre providing to Richard to enable completion of the following actions.
4. Richard to forward revised draft of Transport and Infrastructure to chair for forwarding on to the consultants and Bolton.
5. Richard to forward completed drafts of Business, Economy and Retail Centre sections to the chair for forwarding on to the consultants and Bolton.
6. John to speak with previous owner of Flounders for background history of the building.
7. Judith to complete a draft of the Cemetery Chapel for the Local List.
8. Chair to complete the heritage section of the Plan and forward to the consultants and Bolton for comment.
9. Judith to review the current draft for the Community Facilities section of the Plan and suggest amendments.
10. Chair to provide a full list of the photographs to be taken across the village.
11. John to arrange for the photographs to be taken from the list provided.
12. Chair to amend the project programme chart as discussed.
13. Richard to arrange another meeting date with John Slater.
14. Judith and Rob to produce defined mapping as discussed.
15. Chair to approach Blackrod History Group regarding the brief history of Blackrod.