

## Blackrod Neighbourhood Plan Steering Group Meetings

# MINUTES

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

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1. Attendance, Apologies and Declarations of Interest.  
**Attendance: Alan Bury, Richard Galloway, Judith Stallard, Ann Kilcoyne, and Stella Lewis.**  
**Apologies: Simon Godley, Rob Long, John Price and Pat Shacklock.**  
**No Declarations of Interest were made.**
2. Approval of Previous Minutes and any Matters Arising.  
**No Matters Arising.**
3. Previous Actions – Review Status.  
**The Steering Group agreed that all Actions from the previous meeting had been completed.**
4. Group Review and discussion -consider revisions to the draft Plan completed on 31<sup>st</sup> October  
**Rob and John both satisfied with the draft Plan document as was Ann after discussion on a few points of clarification. Judith issued a list of a number of typos and suggested amendments. Richard discussed some suggested amendments and agreed to provide a list of these.**  
**Stella provided a marked up document highlighting a number of punctuation issues. The Chair also had a few suggested amendments to action.**  
**There were a number of common issues raised such as the clarity and selection of suitable photographs.**  
**It was agreed that we should add more detail in the acknowledgement section of the Plan about the Steering Group members.**  
**It was reported that the presentation of the draft Plan to the Blackrod Town Councillors had been generally well received with a few minor amendments suggested on the historic accuracy of certain building descriptions in the Local List which accompanied the draft Plan. The deadline for all amendments from Council is the 12<sup>th</sup> November.**
5. Group discussion and agree required actions for next Consultation stage of the Plan  
**The group agreed on the following priorities to be undertaken in preparation for the Consultation period:**
  - **Questionnaire –review Survey Monkey as suitable product/service**
  - **Agree and compile the necessary text for the Questionnaire**
  - **Confirm and arrange all marketing materials****Chair to ask the consultants to provide examples of any suitable Questionnaires.**  
**Richard to review costs etc. of using Survey Monkey and its suitability for our needs.**  
**Chair to circulate some “typical” questions as used on other NDP Questionnaires.**  
**The marketing materials such as Flyers need to be designed, purchased and targeted at the residents and the businesses on the community. We also need to advise the statutory consultees on the consultation.**

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Chair confirmed that the venue had been booked for the Drop in event on the 4<sup>th</sup> January 2019.

Various supporting documents are being prepared by the chair for submission to the consultants for review, comment and approval. These include:

- Key Issues document
- Basic Conditions Statement
- Draft Questionnaire
- Draft Neighbourhood Plan (after all amendments)

6. Project Timeline and Task target completion dates update.  
**Project Plan timeline updated by Bolton and circulated to group.**

7. Lifestyle Living for the over 55's – update.  
**This is currently under review in Bolton with follow up discussions to be arranged.**

8. Future meeting dates and times:

**Wednesday 14<sup>th</sup> November 2018 – 10.00am (Consultation Group meeting)**

**Thursday 15<sup>th</sup> November 2018 - 10.00am (Steering Group special meeting to review Council amendments)**

Agree December Steering Group meeting date:

**Agreed as 4<sup>th</sup> December 2018 – 10.00am**

9. Any Other Business

**Postscript:**

**It was agreed to hold an urgent meeting on the 14<sup>th</sup> November to discuss the make-up of the Questionnaire and what it should cover. Judith and Richard agreed to lead with group members contributing where possible.**

**In the meeting on the 15<sup>th</sup> November, to review any comments and amendments from the nine Town Councillors, the group discussed those amendments received from just two of these Councillors which were predominantly on formatting and punctuation in the Draft Plan and of historical information in the supporting document of the Local List. There were no major issues, objections or amendments requested on the main content of the Plan.**

**ACTIONS:**

- 1) Richard to provide list of suggested amendments to the chair.
- 2) Chair to compile all suggested amendments from Steering Group members and councillors then update the draft Plan accordingly.

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- 3) Flyer and Banner designs to be drawn up, agreed by Group and purchased. Action by Judith and Chair.**
- 4) Questionnaire to be compiled and agreed by Group. Action by Judith, Richard and other group members.**
- 5) Sample questionnaires to be obtained from the consultants by the Chair and circulated to the Consultation group.**