

Blackrod Neighbourhood Plan Steering Group Meetings

MINUTES

| MEETING DATE/DAY | TIME | VENUE |
|----------------------------|----------|--------------------------|
| 4th December 2018, Tuesday | 10.00 am | Blackrod Council Offices |

1. Attendance, Apologies and Declarations of Interest.
Attendance: Alan Bury, Richard Galloway, Judith Stallard, Ann Kilcoyne, Rob Long, Stella Lewis and John Price.
Apologies: Simon Godley, Pat Shacklock.
No Declarations of interest.
2. Approval of Previous Minutes and any Matters Arising.
Minutes Approved and No Matters Arising.
3. Previous Actions – Review Status.
The Steering Group agreed that all Actions from the previous meeting had been completed.
4. Pre-submission Draft Plan & Consultation Arrangements
 - Draft Plan status
The Draft Plan with supporting documents was complete and to be loaded onto the Neighbourhood Plan Website by Friday 7th December.
 - Questionnaire
The Group discussed the process and final requirements before the Questionnaire can be approved and the link obtained for inclusion on the Neighbourhood Plan website - Question numbers to be amended in line with the draft Plan and the Questionnaire is to be “road-tested” before the link is released for access by the community.
 - Flyer delivery status (Residents and Businesses)
Most of the residents’ flyers have been delivered with the remainder to be completed by the coming weekend.
All shops received a business flyer. Other businesses including those on Blackrod Industrial Estate, Scot Lane, are to be sent a flyer by post. Business addresses to be printed onto labels and attached to envelopes and posted.
 - Flyer display/circulation by organisations
Flyer displays to be arranged as follows:
All Notice Boards in the village; Council Notice Board; St.Katharine Church; Doctors Surgery; Both Schools; Community Centre.
Flyers also to be distributed to the Farms in the Parish.
 - Banners – arrange fixing in locations
Banners locations agreed by the Group to be:
One in front of the plough, which is situated opposite the shops on Blackhorse Street.
One on the railings of Blackrod Primary School
One on the grass next to the Notice Board at Scot Lane

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Facebook and website updates

Facebook and website to be updated from Friday 7th December 2018

Press Release & Newspapers

Press Release to be sent to three newspapers as agreed by the Group: Bolton News, The Advertiser and Living in BL.

Notice Boards

As above

Advising statutory, & others, Consultees

Chair advised the group of the statutory organisations that we must also consult with over this consultation period.

Website content update with all required documents

All required documents to be checked and uploaded to the Neighbourhood Plan website by Friday 7th December 2018. This amounts to a total of eleven documents including the draft Plan. Homepage to be updated accordingly and link to offsite Questionnaire added.

Drop-in Day

The group discussed the arrangements for the day and who will be available. It was agreed that we should use good quality A3 paper for the displays and that each Topic Group lead should put their displays together from the relevant sections of the draft Plan. Richard agreed to kick-off some ideas. We to approach the Printers for some quality A3 paper.

Any other related issues

None

5. Project Timeline and Task target completion dates review.

Project progressing on time

6. Lifestyle Living for the over 55's status.

Next meeting to be arranged.

7. Future meeting dates and times:

4th January 2019 is the Drop-in day event at the Community Centre

17th January 2019 10.0 a.m. in the Council Office - Steering Group meeting

8. Any Other Business

The Chair informed the Group of the latest approvals from Bolton of the Assets of Community Value submissions. These are:

The Poacher Pub

The Red Lion Pub (partial)

Hilltops

Blackrod Cricket club

Blackrod Library

Douglas Valley Golf (partial)

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ACTIONS:

- 1. Draft Neighbourhood Plan with supporting documents to be loaded onto the Neighbourhood Plan website by Friday 7th December 2018. Action by Chair with support from the Group.**
- 2. Richard to update the Questionnaire numbers to ensure they match those in the draft Plan. Then Chair to purchase Survey Monkey subscription plan and Group to “road-test” the Questionnaire.**
- 3. Rob to prepare all the Business address labels and Stella to place on envelopes holding the business flyer, then post.**
- 4. Chair to place flyers on the village Notice Boards and Community Centre.**
- 5. Stella to place flyer on Council Notice Board and at both Schools.**
- 6. Richard to place flyer in St. Katharines Church and Doctors Surgery.**
- 7. Judith to arrange to have flyers posted to all the Farms.**
- 8. Richard and Rob to arrange for the banners to be located in the positions agreed by the Group.**
- 9. Chair to update Facebook and website.**
- 10. Stella to arrange for the Press Release to be sent to the Newspapers.**
- 11. Chair to advise the statutory consultees of the consultation period and that their comments are welcomed on the draft Plan.**
- 12. Richard to kick-off / propose a style and ides of content for the display boards.**
- 13. Chair to provide draft Plan in Word document to Richard for the above action.**
- 14. Stella to approach the Printers for some quality A3 paper.**
- 15. Richard to organise next meeting with Bolton on the Lifestyle Living for over 55's.**