

Blackrod Neighbourhood Plan Steering Group Meetings

MINUTES

MEETING DATE/DAY	TIME	VENUE
13th February 2019, Wednesday	9.30 am	Blackrod Council Offices

1. Attendance, Apologies and Declarations of Interest.

Attendance: Alan Bury, Richard Galloway, Rob Long, Judith Stallard, Ann Kilcoyne, Simon Godley and Stella Lewis.

Apologies: John Price and 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:

Review resident's responses compilation onto spreadsheet.

The Group had a general discussion on the various spreadsheets that listed the responses to the questionnaire. It was agreed that for the LGS responses we should not amend the Plan text but add in a note that the response comments would be taken into consideration at such time as the Spaces are landscaped as suggested.

The Group agreed that each member of the Consultation Strategy sub-group would amend their individual responses spreadsheet using the same wording, where relevant as those shown on the sample spreadsheet circulated by the Chair. Where a residents response runs into multiple rows on the spreadsheet the abbreviation, "contd" is to be included under the reference number for clarity. After discussion it was agreed that the resident 095 response should be detailed on a separate spreadsheet in the same format as the others so that this can then be added into the Consultation Statement where appropriate.

Review resident's responses received via email.

A total of 9 separate emails were received which will be compiled onto a spreadsheet for including in the Consultation Statement.

One of these is regarding Blackrod train station and the footfall, the wording of which is to be provided to the Chair for inclusion on the spreadsheet.

Review consultee responses.

As outlined in the previous meeting there were three detailed responses received which will be included in the reporting and Consultation Statement. The spreadsheet will indicate which consultee responded and the Steering Groups comments.

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Discuss the Representation made by Jones Homes and any implications.

The Group discussed the Jones Homes representation letter together with the analysis provided by Simon. It was agreed that all relevant sections of the letter should be compiled with the Steering Group comments on a spreadsheet under the section headings and included in the Consultation Statement.

Some suggestions made in the representation will be taken forward and the Plan/policies amended these include:

More information is required regarding Windfall sites, trends and evidence.

Policy H4; we to check the evidence we have regarding local occupancy including other Neighbourhood Plans.

Policy H5; review if/where we have evidenced in our Plan the “rightsizing” for potential movers to the potential new site.

Policy PR1; Policy needs amending to include “to make the development acceptable in planning terms”.

Section 2.2; an update is required to be provided on the Bolton Housing Supply Assessment.

DES1; the Steering Group agreed to leave the wording as is.

The Chair agreed to check the start date of the ND Plan.

5. Consultation Statement (Part Two) Pre-submission stage, discussion and review.
The Chair updated the Group on the current state of the Consultation Statement and the outstanding work still required for completion. This includes the compilation and reporting of all the consultation responses etc.
6. Lifestyle Living for the over 55's status.
The Group discussed some potential dates for the next meeting with Bolton and one of these is to be confirmed as acceptable over the next few days.
7. Project Timeline – review progress.
The Chair updated the Group on progress of the outstanding work against the projected Timeline.
8. Future meeting dates and times:
7th March 2019 at 9.30 a.m. in the Council Office
4th April 2019 at 9.30 a.m. in the Council Office
9. Any Other Business
Please can all Steering group members read the GMSF while it is in consultation (closes on 18th March 2019) and advise the Chair of any issues we should include in our amended Plan.

ACTIONS:

1. Each of the spreadsheets for the 100 questionnaire responses to be amended and completed in line with the sample provided by the Chair. Action by: Richard, Judith and Rob.
2. Resident 095 spreadsheet to be compiled separately to ensure all detail is captured. Action by: Richard.

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3. The 9 separate email responses to be collated in a table and include the Steering Group comments. Action by: the Chair.
4. Wording regarding the train station footfall to be provided to the chair for inclusion in the above table. Action by: Richard.
5. The statutory consultee responses to be collated in a table and include the Steering Group comments. Action by: the Chair.
6. Spreadsheet to be compiled to capture all the relevant sections of the Jones Homes representation letter and include the Steering Group comments. Action by: the Chair.
7. Extra supportive Data on Windfall sites to be provided by Bolton for addition, as appropriate, in the amended Plan. Action by: Simon.
8. Check our evidence on local occupancy and breakdown of family networks. Action by: the Chair.
9. Review if/where we have evidenced in our Plan the "rightsizing" for potential movers to the new site. Action by: Richard.
10. Amendment to be made to Policy PR1 as discussed. Action by: the Chair.
11. For Section 2.2 of the Jones Homes letter an update is required to be provided on the Bolton Housing Supply Assessment. Action by: Simon.
12. Chair to check the start date of the NDPlan and where this is stated.
13. Read the GMSF and report on any issues etc that may impact on our Plan in a negative or positive way. Action by: ALL Steering group members.