

## Blackrod Neighbourhood Plan Steering Group Meetings

# MINUTES

MEETING DATE/DAY	TIME	VENUE
7 <sup>th</sup> March 2019, Thursday	9.30 am	Blackrod Council Offices

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1. Attendance, Apologies and Declarations of Interest.

**Attendance: Alan Bury, Richard Galloway, Ann Kilcoyne, John Price, Judith Stallard, Stella Lewis (part) and Simon Godley.**

**Apologies: Rob Long, 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.

**Apart from the following all previous Actions have been completed.**

**Action point 2: Resident 095 spreadsheet to be compiled separately to ensure all details are captured. Action by: Richard.**

**Action point 4: Wording regarding the train station footfall to be provided to the chair for inclusion in the email responses spreadsheet. Action by: Richard.**

**Note: Some completed actions required answers to questions and these are as follows:**

**Action point 8: Similar Local Occupancy policies can be found in other made Neighbourhood Plans e.g. Kirdford and Woodcote.**

**Action point 8: Breakdown of family networks have been referenced in the HNA page 48.**

**Action point 9: Rightsizing or downsizing is referenced in the HNA page 45.**

**Action point 12: The start date of the Neighbourhood Plan is referenced in Policy H5. It was agreed by the Steering Group that we should also refer to the start and end dates within the body of the Plan.**

**Action point 13: It was agreed by the Steering Group that where appropriate we should include some of the common themes set out in the GMSF where they align with our Plan as a number of bullet points.**

4. Pre-submission Draft Plan Consultation and Plan amendments:

(a) Review the representation letter sent from Jones Homes with the suggested Spreadsheet Steering Group proposed responses and Plan amendments where relevant.

**The representation letter was circulated to all Steering Group members to read prior to the meeting. After much discussion the format, layout and general content of the spreadsheet detailing our responses was agreed to be satisfactory with the following amendments:**

**Section 2.4.4: Chair to amend to make it clearer how the figure of 215 dwellings was established.**

**Section 2.4.12: We need to expand on the Steering Group suggested response to make the meaning clearer.**

**Section 2.4.13: An appropriate response needs to be suggested as discussed.**

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**Section 2.4.14: An appropriate response needs to be suggested as discussed.**

**Section 2.4.21: Need to provide a response that sets out how the required site contributes to the overall 215 number of dwellings based on the potential number of apartments being suggested for development.**

**Section 2.4.29: Need to add appropriate worded response that includes a reference to the GMSF and NPPF aspirations.**

**Section 2.4.32: Chair to add a suitable response as discussed.**

**Once all the above amendments have been made the document is to be circulated to all SG members for agreement and signoff.**

**Note: The representation letter has been amended to resolve some content listing issues so the above sections numbers will change.**

(b) Review the 100 resident's responses compilation on the numbered spreadsheets and suggested Plan amendments where relevant.

**Spreadsheet covering residents 051 to 075: Inconsistencies under "Section of Plan Column" to be corrected e.g. remove reference to the questionnaire number. Expand on abbreviations LGS etc as discussed. Correct font variations. Remove rows with N/A. Add more detail to R059, R061 and R063. Amend R065 as discussed. Amend R072 and R074 as discussed.**

**Spreadsheet covering residents R026 to R050: Expand on abbreviation LGS as discussed.**

**Spreadsheet covering residents R001 to R025: Expand on abbreviation LGS as discussed. Chair to amend R006 - blue section. R008 leave Comment noted – yellow section. R008 – blue section add Comment noted. R009 – blue section add Comment noted. R009 – yellow sections agreed. R010 remove "D73". R012 add appropriate response as covered in the Plan. R013 – yellow section agreed. R014 – yellow section agreed. R014 LGS 5 change response to comment noted. R015 Richard to add appropriate response. R015 – yellow sections agreed. R015 Policy H5 change response to Comment noted. R017 – blue section the Chair to add appropriate response. R017 – yellow section amend response to Comments noted. R018 – yellow section agreed. R022 – yellow sections (3) amend the responses as discussed. R024 TRA R EE, remove this row as agreed. R025 amend response to Comment noted.**

**Spreadsheet covering residents R076 to R100: Ensure consistent font size across the pages. R089 remove words "will be investigated" from the response.**

**Spreadsheet covering resident R095 to be completed by Richard.**

**All Steering Group responses on the spreadsheets to be checked by the sheet owners and corrected for appropriate grammar related to whether a singular or plural worded response is required.**

(c) Review the residents' comments received via email with the Spreadsheet SG proposed responses and Plan amendments where relevant.

**Comments from resident RE07 to be forwarded by Richard to the Chair for inclusion on the spreadsheet.**

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(d) Review the statutory consultee responses.

**The Steering Group agreed with the responses suggested against those consultees who had replied to the consultation.**

5. Lifestyle Living for the over 55's status.  
**Efforts have been made to arrange a further meeting with Bolton without success. Continue to pursue a mutually convenient time for our next meeting.**
6. Future meeting dates and times:  
**4<sup>th</sup> April 2019 at 9.30 a.m. in the Council Office**  
**9<sup>th</sup> May 2019 at 9.30 a.m. in the Council Office**  
**13<sup>th</sup> June 2019 at 9.30 a.m. in the Council Office**
7. Any Other Business  
**Review Policy H3 wording to read dwellings rather than dwelling (Plan page 34).**

### **ACTIONS:**

1. Resident 095 spreadsheet to be compiled separately to ensure all details is captured. Action by: Richard.
2. Wording regarding the train station footfall to be provided to the chair for inclusion in the email responses (RE07) spreadsheet. Action by: Richard.
3. Spreadsheet amendments to be made regarding the representation letter from Jones Homes. Sections 2.4.4 to 2.4.32. Action by: The Chair.  
Note: In the revised representation letter these paragraph section numbers change.
4. Spreadsheet of residents R051 to R075 make the amendments as discussed and agreed by the Steering Group. Action by: the Chair.
5. Spreadsheet of residents R026 to R050 make the amendments as discussed and agreed by the Steering Group. Action by: the Chair.
6. Spreadsheet of residents R001 to R025 make the amendments as discussed and agreed by the Steering Group. Action by: Judith, the Chair and Richard where indicated.
7. Spreadsheet of residents R076 to R100 make the amendments as discussed and agreed by the Steering Group. Action by: Richard.
8. Arrange a meeting with Bolton to discuss further the lifestyle living for the over 55s potential development. Action by: Richard.
9. Amend wording of Policy H3 as discussed and agreed by the Steering group. Action by: the Chair.
10. Add the start and end dates of the Plan within the body of the document and includes some bullet points on the GMSF common themes. Action by: the Chair.
11. Amend the wording of Policy H3 as discussed. Action by: the Chair.

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