

Blackrod Neighbourhood Plan Steering Group Meetings

MINUTES

| MEETING DATE/DAY | TIME | VENUE |
|------------------------------------|---------|--------------------------|
| 9 th May 2019, Thursday | 9.30 am | Blackrod Council Offices |

1. Attendance, Apologies and Declarations of Interest.
Attendance: Alan Bury, Richard Galloway, John Price, Judith Stallard, Simon Godley and Stella Lewis (part).
Apologies: Rob Long, Ann Kilcoyne 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.
It was agreed that all the previous actions have been completed.
4. Submission Plan: May 2019 – Updated to include all changes from recent Consultation and the amendments requested by the Steering Group. Plan to be signed-off by the Steering Group for issuing to Bolton.
The Steering Group signed off the Submission Plan as approved and agreed that it could be forwarded to Bolton once all other supporting documentation was available. This Plan will also be placed on our website at the same time as Bolton places it on their website. Blackrod Town Council to ratify the decision to complete this stage of the process at the 3rd June Council meeting.
A general discussion was had regarding the covering letter and all the required documentation to be sent to Bolton under the regulation. Timings were also discussed for the Bolton publicity, the materials and representations handling etc.
Consultation Statement – Completed and includes all details of the changes to be adopted into the Submission Plan. To be signed-off by the SG prior to issuing to Bolton.
After some discussion on the latest version and that all changes had been captured in the document the Steering Group signed off the Consultation Statement document as approved and agreed that it could be forwarded to Bolton once all other supporting documentation was available.
Conditions Statement - The current version to be amended in line with updates to the NPPF.
The Chair confirmed that he would amend the current version, for inclusion with the other documents, to be sent to Bolton.
Covering Letter - Requires drafting, subject to above, for inclusion with documents being issued to Bolton. Town Council notification required.
The Chair confirmed that he would compile this covering letter which will be sent to Bolton with the other required documents.
5. Lifestyle Living for the over 55's status review.
To be better informed regarding the specification and type of Independent Living development that may be suitable to Blackrod the Steering Group agreed that a visit to a

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local HAPPI standard development (possibly in Bury) would be advisable. This visit is to be facilitated by Bolton.

6. Project Timeline – review status.

The Chair reported that considering the restrictions set out under purdah and the extension of this to cover the European elections to the 28th May, the project timeline has slipped by some two weeks.

7. Future meeting dates and times:

Agreed: 13th June 2019 9.30 a.m. Council Office

The Steering Group decided to review progress at the June meeting before agreeing to any dates for the July/August meetings.

8. Any Other Business

Library Foyer Display – It was agreed by the Steering Group that this display, about the Neighbourhood Plan, could be removed once the required documents have been sent to Bolton.

ACTIONS:

1. **Chair to circulate the signed-off Submission Plan and Consultation Statement to the Consultation Task Group.**

2. **Steering Group members to view our Facebook page and confirm if a message is necessary regarding our completion of the Submission Plan or to wait until Bolton have received our documentation and have arranged the publicity on their website. Also, to suggest the words for any such message.**

3. **Chair to arrange for suitable message to be placed on the website regarding our completion of the Submission Plan.**

4. **Visit to be organised to view a HAPPI development, facilitated by Bolton.**

5. **Simon to confirm the “standing” of the Neighbourhood Plan at this stage of the process and as to its potential influence as a material consideration.**

6. **Chair to compile all relevant and appropriate documentation with a covering letter for the issue of our Submission Plan to Bolton and commencement of the next stage of the process.**