



**BOLLINGTON NEIGHBOURHOOD PLAN STEERING COMMITTEE**

**MINUTES 7**

**MEETING HELD ON 28th July 2015  
TOWN HALL**

**Meeting started at 10am and concluded at 12:45**

**Circulation:** Chairman Michael Burdekin, Amanda Stott , Steve Roxborough, Marion BoSmith, Walter Menzies, Peter Brown, Ken Edwards, Sandra Edwards, Alan Morris, David Naylor, James Nicholas, David West, Jon Weston, John Knight, Robert BoSmith, Steve Picken

**Present:** Chairman Michael Burdekin, Amanda Stott, Marion BoSmith, David Naylor, James Nicholas, Robert BoSmith, Steve Roxborough, John Knight, Walter Menzies, David West

1. **Apologies for absence:** Sandra Edwards, Ken Edwards, Jon Weston, Alan Morris, Steve Picken

**Absent:** Peter Brown

2. Minutes of meeting of the Steering Committee held on 23<sup>rd</sup> June Rev1 were accepted as a true record of the meeting. They had been updated with the comments received from John Knight following distribution of the first draft
3. Minutes of the Steering Committee Focus Group meeting held on 8<sup>th</sup> July were circulated for information
4. Matters Arising – no outstanding actions
5. Current position of Cheshire East Local Plan.
  - John Knight provided the account of the Cheshire East Council Cabinet meeting dated 21<sup>st</sup> July 2015 - *Report of the Executive Director for Economic Growth and Prosperity/Head of Planning Strategy; title Cheshire East Local Plan Strategy*. He also provided a summary written by himself titled *Cheshire East Local Plan Update July 2015*. Both documents are available in Dropbox – *Steering Committee/Supporting Information* and were distributed with Agenda7 for this meeting. In addition John Knight reported that the National Planning Policy led to the south of the Borough being besieged by planning applications as the land surrounding the towns and villages is not protected by Green Belt status. This means that towns and Local Service Centres in the north of the Borough, including Bollington, may have to accommodate more houses to redress the balance of distribution of new housing. However, John Knight feels that it is unlikely that Bollington will be required to build houses on current Green Belt land.

- David Naylor added that 277 dwellings have been built and occupied within Bollington since he started in 2010.
- James Nicholas reported that Adrian Fisher had supplied Cheshire East Council's assessment of Brown Field sites ready for development in Bollington. The assessment of land use in Bollington by Cheshire East Council is available on pages 1470 – 1508 of Appendix 7 of the report.
- John Knight reported that Strategic Land Management is a new business model whereby owners of land on the periphery of settlements are approached by agents investigating the possibility of applying for building permission on their behalf.
- John Knight believes that Bollington should proceed as planned in the development of a Neighbourhood Plan despite the lack of an approved Cheshire East Council Local Plan.
- John Knight reported that, in the view of the Inspector, Cheshire East Council had not consulted or cooperated with neighbouring authorities sufficiently. The Greater Manchester Spatial Framework is due to be published later this year. Cheshire East Council has organized post-submission consultation and Amanda Stott and James Nicholas are attending a meeting at the end of July.

6. Report on the analysis of the completed paper and on-line versions of the Questionnaire

- Mike Burdekin reported that the transcribing of paper copies was completed on Monday 27<sup>th</sup> July. Total number of sets of Questionnaire data in both databases is 1930. This represents approximately 29% of the over 16s in the Town. John Knight congratulated the Bollington NP Steering Committee and reported that was the highest level of participation amongst the groups in which he is involved.
- Mike Burdekin recorded a big 'thank you' to all the transcribers.
- Mike Burdekin reported that a batch of 10 Questionnaires from each transcriber was checked for accuracy. In each batch there were approximately 3 minor errors (a radio button missed or a response recorded in the adjacent column). Mike Burdekin asked the Steering Committee to agree that the level of accuracy is acceptable for the purpose of using the data to write the Bollington Neighbourhood Plan. The Steering Committee voted unanimously to accept the accuracy in the database.
- Mike Burdekin highlighted that the Neighbourhood Plan progress is described in his second progress report: *PROGRESS REPOERT No 2 Rev1 July 24<sup>th</sup> 2015* which is in Dropbox *Questionnaire Responses and Reports*.
- Mike Burdekin reported that Steve Picken is producing the data cut by age group as well as unfiltered and he presented some comparisons of the views of under 25s with those of other age groups on housing, green belt and employment issues. Amanda Stott suggested that each WG should be able to ask for specific cuts of data once they have had the opportunity to study the results. Mike Burdekin replied that this may be possible, depending on the complexity of the query. He also described

how he was able to validate the spreadsheets extracted from Google Forms and check the figures in the data.

- Steve Roxborough asked that each WG Chairman prepares for the public consultation events by anticipating the questions that may be asked and preparing answers if necessary.
- Steve Picken's outstanding contribution to the electronic questionnaire process was formally acknowledged. All agreed that his expertise, the time he had spent on setting up the databases, advice on the format of the questions as well as his timely and repeated data extraction was much appreciated.

7. Consideration of need for coordination of ranking criteria across Groups – two requests had been received from Susan Coen, secretary of the Traffic and Transport WG. One was for acceptance of a ranking criteria and the second was the introduction of data labels on the graphs and charts published from the Questionnaire data. The Steering Committee thanked the Traffic and Transport WG for their suggestions but felt that said that it was not appropriate to apply a rigid ranking system across all questions and that the charts would be too cluttered if data labels were added (in any event the figures were available in the accompanying tables).

8. Reports from Working Groups

- (i) Heritage and Conservation – see report “*Minutes7Heritage 23.7.15*” in *Dropbox Steering Committee/Minutes/Documents attached to Minutes*
- (ii) Open Spaces – see report “*Minutes7OpenSpaces in Bollington(Comments)*” in *Dropbox Steering*

*Committee/Minutes/Documents attached to Minutes*. John Knight commented that Cheshire East Council had picked up on the fact that employment land in Bollington has been lost to housing and recommended that the Steering Committee uses the Neighbourhood Plan to defend employment land in the Town. He noted that, if not defended, employment land will be targeted by housing developers.

- (iii) Employment and Community Services – see report “*Minutes7Employment and Community Services Progress Report2*” in *Dropbox Steering Committee/Minutes/Documents attached to Minutes*. David West said that he is making good progress in his business survey but that he is short of help to get all the business interviews completed by the end of September. He also commented that he is observing a trend that smaller businesses in Bollington are short of small workshop/lock-up garage space. He is hoping to invite small business managers to join a business forum and further identify both business needs and what local businessmen are prepared to pay for storage facilities later in the year.

**ACTION: David Naylor to include specific requests for help on the NP in the next Bollingtonian**

- (iv) Housing – James Nicholas reported that the Housing WG had gathered information from two Estate Agents and a representative from Peaks and Plains (Kieran Holdcroft). The Housing WG had walked all three Bollington Wards and identified where building could take place, however unlikely. These data have been added to the map of Brown

Field sites supplied by Adrain Fisher. At the next Housing WG the team intends to discuss and identify any surveys that need to be done in order to request funding.

- (v) Traffic and Transport – see reports “*Minutes7T&T\_WG\_Prog\_Rept\_29-7-2015*” and “*Minutes7Word Count Chart*” in *Dropbox Steering Committee/Minutes/Documents attached to Minutes*. Robert BoSmith provided an update on the vision statements under discussion by the Traffic and Transport WG. Steve Roxborough reminded the Traffic and Transport WG that their contribution to the Base Line report should focus on land use and that the public will be asking about parking and traffic management at the consultation events. It is important that the Traffic & Transport posters clearly state that the non land use recommendations from the Questionnaire will be passed to the Town Council and the Highways department for action

**ACTION: David Naylor to ask Robert Welch for a contact person available to work with the Traffic & Transport WG**

- (vi) IT & Communications – Amanda Stott reported that the next steps had been discussed at the IT & Communications WG on 24<sup>th</sup> July. Decisions are documented in Minutes12 in “*Minutes7Heritage 23.7.15*” in *Dropbox Steering Committee/Minutes/Documents attached to Minutes*. In summary there will be a two day poster session at Bollington Cross School on 26/27<sup>th</sup> September at which each Working Group will have the equivalent of two A0 posters to present the initial Questionnaire results to the public.

**ACTION: Steve Roxborough and David Naylor to do a site visit**  
There will be a formal presentation with a panel and opportunity for Q&A at the Civic Hall on 11<sup>th</sup> December

9. Project Plan and budget/expenditure report – Steve Roxborough reported that Stage 2 of the plan is now complete. Each Working Group is due to deliver their Vision and Objectives by the end of September. David Naylor reported that the Neighbourhood Plan budget of £10,000 has been reduced to approximately £5,000. Costs incurred so far have mostly been in the production, distribution and publicity of the Questionnaire plus some incidental expenses.

10. Discussion on need for professional support and grant applications –

- (i) Housing
- (ii) Employment
- (iii) Traffic and transport
- (iv) Potential uses of Green Belt

John Knight reported that the current Rural Landscape Policy will not be continued and suggested that a Landscape Appraisal would be worth considering at an estimated cost of £3-4K. John Knight explained that there are two main sources of funding – the Borough Council and Locality and that any monies applied for in this financial year will need to be spent in a specific time period. Steve Roxborough asked if grants will be available next year, John Knight did not know of the plans for next year.

James Nicholas asked how to identify the best organizations to perform detailed surveys.

**ACTION: John Knight to provide names of recommended companies**

David Naylor and Mike Burdekin agreed to take responsibility for grant applications.

**ACTION: David Naylor and Mike Burdekin to work with the Working Group Chairmen to identify potential survey requirements**

Traffic & Transport data are available from Cheshire East Highways and other parties and getting information specific to Bollington should be an affordable desktop exercise.

**ACTION: David Naylor to identify a contact at Cheshire East for Robert BoSmith to work with**

James Nicholas stated that the Brown Field site information map is available in Dropbox for David West (employment land) and Robert BoSmith (parking space) to access and reference.

11. Procedure for making available final results from questionnaires to the community at large - Arrangements for second stage public consultation are as discussed at the IT & Communications WG. Poster sessions at Bollington Cross School on 26/27<sup>th</sup> September and a more detailed presentation at the Civic Hall on 11<sup>th</sup> December 2015.
12. Mike Burdekin shared his understanding of what the Base Line Report should contain. He suggested it will set out the Steering Committee position from which our policies will be developed. In addition to data from the Questionnaire it will contain information from other sources, for example the impact of the National Planning framework; policies carried over from the Macclesfield Plan and other background information.  
There was a discussion about whether the document would be paper or virtual. It was decided that the Base Line report and the referenced documents would be in electronic versions and that there would be a summary document published and printed in the same style as the Questionnaire containing top level information for the public, to be available at the communication event in December.
13. Any other business
  - a) Following the earlier discussion about the importance of retaining employment land and opportunities, Robert BoSmith asked what the Town Council could do to provide business incentives in Bollington
  - b) It was decided that there would be a 'comments desk' at the Bollington Cross event in September to allow members of the public to leave comments on the Questionnaire data
14. Date and time of the next meeting - 27<sup>th</sup> August 2015 at the Town Hall at 10am