



BOLLINGTON NEIGHBOURHOOD PLAN STEERING COMMITTEE

MINUTES 8

**MEETING HELD ON 27th August 2015
TOWN HALL**

Meeting started at 10am and concluded at 12:30

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, Ken Edwards, Sandra Edwards, Alan Morris, James Nicholas, David West, John Knight, Robert BoSmith, Steve Picken

1. **Apologies for absence:** Jon Weston, David Naylor, Steve Roxborough, Walter Menzies

Absent: Peter Brown

2. Minutes of meeting of the Steering Committee (SC) held on 28th July Rev1 were accepted as a true record of the meeting.
Matters arising –
ACTION: David Naylor to include an appeal for volunteers to join the Bollington Neighbourhood Plan team in the forthcoming Bollingtonian.
ACTION: John Knight to supply the Housing Working Group (WG) with the names of companies qualified to conduct a housing survey.
3. Minutes of the SC Focus Group meeting held on 12th August were accepted as a true record of the meeting.
Matters arising –
ACTION: The IT & Communications WG to organize the exhibition at Bollington Cross School at the end of September, including a guide to the exhibition for members of the public.
4. Consideration of progress with arrangements for exhibition
Proposed engagement of Galloways to complete design and printing of boards, including materials to be used and costs – it was agreed to use the glossy paper (as per Galloways sample) at £50 per poster which could then be mounted on the display boards
ACTION: David Naylor to ask Slater Harrison to provide new boards for the display as they had previously volunteered to do
ACTION: IT & Comms to ensure Slater Harrison and Steve Picken get an acknowledgement on the display boards

Comments on content of mock-ups currently available –

- Font, text boxes and general design will be standardized by Galloways
- The SC asked the IT & Communications WG to act as general editors for the posters
- It was agreed that the posters should generally only display data from the questionnaire, not information from other sources
- The IT & Communications WG was asked to collect feedback from the public at the exhibition
- John Knight and Steve Picken agreed to provide Mike Burdekin with a review of the latest version of the available posters (27th August) by the end of August
- Traffic and Transport (T&T) WG was asked to change their data presentation style. It had previously been agreed that every chart produced by the Google Forms output should be included on the posters. However, due to the nature of some of the T&T questions it was agreed that while the results should be included for each question it may be necessary to present the facts in a different way. T&T were also asked to make their text more objective

ACTION: Ken Edwards to supply Robert BoSmith with traffic photographs

- Ken Edwards asked if information from the Natural Environment report, commissioned from Cheshire Community Action and due next week, could be presented on a board at the exhibition. John Knight pointed out that the natural environment is a specific topic that will not be included in the new Cheshire East Council Plan and that the report may well fill a gap in the data
- Galloways will be asked to include the Town Council logo on at least the introductory board. They will also be asked to ensure the posters are in a similar style to the questionnaire

Arrangements for remaining boards

- The WG vision statements will be on a separate board at the end of the exhibition
- IT & Communications WG will prepare a timeline and 'what to expect in the future' board
- It was agreed that the Housing WG maps which identify possible development sites would not be included in the exhibition. Ken Edwards stated his view that releasing information about the possible allocation of sites for development could adversely affect the development of the NP
- IT & Communications WG was asked to include the data from the last questions which are not already covered by a WG
- Possible total of 18 boards at a cost of £900 plus design cost

5. Use of results of questionnaire in connection with planning applications

- Jon Weston, Cheshire East Councillor, has asked if data collected by the Neighbourhood Plan (NP) questionnaire could be used by him to contest a planning application for change of use of land in Bollington. John Knight said that data from the questionnaire would likely be viewed by Cheshire East Council as a good source of information to which they do

not have access. He explained that ideally the Bollington public would see the questionnaire results before the data were used in planning application discussions. Due to tight timelines both processes are proceeding in parallel. It was agreed that John Knight, Ken Edwards and David West would write on behalf of the SC.

6. Current position of Cheshire East Local Plan
 - John Knight reminded the SC of the Cheshire East Council letter published in July 2015 concerning Borough wide strategic issues
 - In addition he reported that Cheshire East will be supplying information about the uplift in housing figures and employment numbers
 - John Knight suspects that Cheshire East have not identified any specific sites in Bollington as they have not approached the Town Council
 - There are two 'omission sites' for consideration in Bollington. Both are in the Green Belt on Shrigley Road
 - Any modifications to the Local Plan will involve consultation with Town and Parish Councils
 - Cheshire East Council has recently appointed two new staff members to work with neighbourhood plan teams
 - Cheshire East Council has developed a site allocation methodology which will be useful as a reference if the Bollington NP decides to make specific site development recommendations
 - The Cheshire East Council may allocate officer resource to Bollington NP for a fee and are more likely to provide support to NP who have already applied for financial support through Locality
 - Mike Burdekin reported that the NPSC needed to be in direct contact with Cheshire East Planning
7. Reports from Working Groups – WG chairmen had no pressing issues to report
8. Project plan and budget/expenditure report -
As per the last meeting NP has spent £5000 of the original budget leaving a balance of approximately £5000. Progress is in line with the project plan.
9. Progress with external grant applications and external surveys -
David Naylor has been in discussion with Locality and will be making a formal application in the immediate future.
10. Consideration of latest draft of Base Line Report
Mike Burdekin presented the latest draft of the Base Line Report for review
 - WG Chairmen to share with their teams and write the relevant section specific text on evidence from the questionnaire, and key issues.
 - The format will change e.g. the policies listed will eventually be in an Appendix
 - Ken Edwards wanted it recognized that eventually all the WG will have to agree on site allocation. John Knight advised that the best way to do that would be to hold a workshop, he volunteered to facilitate the workshop

- The Base Line Report should be finished and available at the December public meeting
11. Any other business – architect and committee member Peter Brown has recently approached the SC to ask if a group of architecture students from Manchester University could use Bollington as the location for a ‘built environment’ project. The SC was generally in favour.
ACTION: Mike Burdekin to contact Peter Brown to establish details about the content of the final report and who would have access to, or be able to use the information in the report in addition to Bollington Town Council and the University.
 12. Date and Time of next meeting – Wednesday 7th October 2015, 10am at the Town Hall