



**BOLLINGTON**  
NEIGHBOURHOOD PLAN

## **BOLLINGTON NEIGHBOURHOOD PLAN STEERING COMMITTEE**

### **MINUTES 6**

#### **MEETING HELD ON 23rd June 2015 TOWN HALL**

##### **Meeting started at 10am**

**Circulation:** Chairman Michael Burdekin, Amanda Stott, Steve Roxborough, Marion BoSmith, Walter Menzies, Peter Brown, Lee Dudley, Ken Edwards, Sandra Edwards, Alan Morris, David Naylor, James Nicholas, Malcolm Thorp, David West, Jon Weston, John Knight, Robert BoSmith, Peter Gratton, Steve Picken, Chris Brear, Graham Hibbert, Shirley Sockett

**Present:** Chairman Michael Burdekin, Amanda Stott, Marion BoSmith, Alan Morris, David Naylor, James Nicholas, Robert BoSmith, Steve Roxborough, John Knight, Shirley Sockett, Chris Brear, Steve Picken, Jon Weston

1. **Apologies for absence:** Walter Menzies, Sandra Edwards, Ken Edwards, Graham Hibbert, David West

**Absent:** Peter Brown, Lee Dudley, Malcolm Thorp, Peter Gratton

2. Minutes of meeting of the Steering Committee held on 29<sup>th</sup> May were accepted as a true record of the meeting with the correction of one spelling of Mike Burdekin's name

3. Matters Arising

a) Membership of the Steering Committee

- David Laffan and Bill Livesley are standing down as they are no longer councilors
- Peter Brown cannot attend meetings during the working week as he is not based in Bollington. He is a member of the Heritage and Conservation Group and would like to continue his involvement with the Steering Committee
- Malcolm Thorp and Lee Dudley have not been involved for some months and it was agreed that they should no longer be regarded as members of the Steering Committee
- Jon Weston wishes to continue his membership and will attend Steering Committee meetings when his commitments allow
- Emma Bambrook has provided occasional secretarial support, for which the Steering Committee is most grateful, but has agreed that she does not need to be a permanent member of the Steering Committee
- The Traffic and Transport WG chairman is now Robert BoSmith with Shirley Sockett as secondary contact therefore Peter Gratton is no longer a member of the Steering Committee

**ACTION: Marion BoSmith to update the Committees and Working Group membership document and post in Dropbox**

**ACTION: David Naylor to update access to Dropbox and specific folders**

- b) Publishing Steering Committee and Working Group (WG) meeting minutes – it was agreed that the Steering Committee and WG meeting minutes as well as the results and reports of the questionnaire data (when complete) would be posted on the website for public access. David Naylor reported that the wording on the website needed updating. All agreed that the documents posted in the public domain should be checked for sensitive information before posting

**ACTION: David Naylor and Mike Burdekin to meet as soon as is convenient to agree on the new wording for the web page and which documents should be uploaded**

**OUTSTANDING ACTION: Marion BoSmith to provide an agenda and minutes template to each WG secretary following their Dropbox training**

- 4. Data from approximately 750 questionnaires have been entered into GoogleForms.
  - a) Steve Picken and Mike Burdekin currently favour displaying the data in a 'stacked bar' presentation and analyzing the data according to Likert theory. A Likert scale is a psychometric scale commonly involved in research that employs questionnaires. John Knight commented that the final report needs to contain a reference narrative describing the Likert methods used in writing the Base Line report and Neighbourhood Plan (NP)
  - b) Mike Burdekin explained that he and Steve Picken have been working closely together. Steve Picken has developed programs which pick up all current data by question and provide a standard output within minutes. Mike Burdekin has validated the results by independently programming the data. Mike Burdekin explained that now the programs are ready and tested it should be possible to have the data question by question reported within a week of the questionnaire period closing
  - c) Mike Burdekin presented a selection of the results showing key findings from about 700 questionnaires and will post the questionnaire results available so far and ad hoc update reports in Dropbox for the WG Chairmen to access along with the free text comments by section
  - d) Steve Picken confirmed that further analysis of the data could be done if required for example the answer to specific questions split by age group. It was agreed that if specific cuts of data were required the requests should come to the Steering Committee from the WG Chairmen
  - e) It was suggested that the sample size should be added to each chart or table in the final reports
  - f) Amanda Stott expressed concern that the questionnaire results may not truly represent the Bollington perspective if the age range and distribution of those who completed the questionnaire does not reflect the age range and distribution of the population in Bollington. It was agreed to compare the two after the questionnaire completion period had closed

- g) It was suggested that 16-18 year olds at Tytherington and Mums & Toddler groups could be targeted to increase the number of completed questionnaires. Steve Picken cautioned that targeting any specific group could introduce a bias. It was agreed to target every household again, delivering a second paper questionnaire with a new front piece asking residents to complete the questionnaire, emphasizing that everyone over 16 is entitled to complete a questionnaire and encouraging on-line completion if possible

**ACTION: David Naylor and team to produce a front piece and staple it to existing forms**

**ACTION: Jon Weston to send details of his 16 distribution rounds that he has used for canvassing the whole of Bollington**

**ACTION: Volunteers are required to deliver a questionnaire to every house in Bollington as per the street details supplied by Jon Weston**

Volunteers: David Naylor

Steve Roxborough

Chris Brear

Robert BoSmith

Marion BoSmith

Jon Weston

James Nicholas

Alan Morris

Mike Burdekin

**ACTION: Marion BoSmith to send an email to the Bollington NP contact list asking for additional volunteers**

- h) The manager at the Co-op has agreed to let members of the Bollington NP team stand outside the doors during the weekend 27/28 June asking residents to complete a questionnaire if they have not already done so

**ACTION: Marion BoSmith to send a request for volunteers to help man the banner outside the Co-op**

## 5. Reports from Working Groups

- a) Heritage and Conservation - Chris Brear, deputizing for Sandra Edwards, reported that the WG had started to look at the free text comments from their section of the questionnaire. As far as she is aware all the suggested buildings are already covered according to the national list apart from the Town Hall. Shirley Socket confirmed that the Town Hall is included on the local list of important buildings
- b) Open Spaces – there was no representation from this group at the meeting. Mike Burdekin reported that he understood that Graham Hibbert had tried to call a meeting at short notice but no-one had been available. John Knight asked if the Town Council had commissioned a nature survey from Rachel Giles. He advised that it will cost in the region of £300 and that there should be matched funding available

**ACTION: David Naylor to approach Rachel Giles to request a wildlife survey of Bollington and get a cost estimate for the work**

- c) Employment and Community Services – Jon Weston, deputizing for Davis West, presented a report from the WG. Highlights of the report include

- i. Of 350 businesses and service providers in Bollington 39 have been interviewed to date
- ii. Data from the group's survey is being entered into a database
- iii. David West is hoping to start writing his section of the report in August
- iv. No gap analysis can be designed until the data are more complete
- v. Jon Weston confirmed that they are struggling to get supporting data and documents from Cheshire East in the quest to understand how Cheshire East is estimating the number of new jobs that will be generated in the area between now and 2030. John Knight provided a link to a Cheshire East site which contains useful documents

<http://cheshireeast-consult.limehouse.co.uk/portal/planning/cs/library>

**ACTION: Jon Weston to post the report in Dropbox**

- d) Housing – James Nicholas provided highlights from the WG
  - i. Cheshire East are in the process of revising their own Plan which means that there is currently no agreed figure for the number of houses Bollington may have to accommodate. The new maximum may be 375
  - ii. Cheshire East changed their assessment of Green Belt status in the area the day the questionnaire was published. James Nicholas and John Knight are in contact with Adrian Fisher, county planner, to understand the changes and certain omissions from the areas assessed.
  - iii. The new Cheshire East report suggested that there are 7 major Brownfield sites in Bollington that could support 272 housing units i.e. discrete dwellings. The Housing WG is analyzing these data and providing feedback to Cheshire East
  - iv. A representative from Peaks and Plains attended a recent meeting of the WG. They administer approx 272 units in the Bollington area. They are considering another 40 units in the South West Avenue/Crossfield Road area
  - v. Simon Harvey, a partner from local Estate Agents attended a recent meeting of the WG. According to his experience 60% of the enquiries he receives for houses in Bollington are for 4-5 bedroom houses, the other 40% is for 3 bedroom houses. 66% enquiries come from people living outside Bollington. There are not enough retirement friendly units in Bollington, affordable houses are difficult to sell on and new houses are perceived to have small rooms, people prefer older houses
  - vi. Members of the Housing WG are walking the Wards to see if there are any spaces that could be developed. West Ward survey is complete. Alan Morris is compiling the data

**ACTION: James Nicholas to place the report in Dropbox**

- e) IT and Communications – Amanda Stott reported
  - i. The NP and questionnaire had a half page write up in the Macclesfield Express
  - ii. Excellent coverage of the NP and questionnaire in the latest edition of Bollington Live

- iii. NP and questionnaire publicised on St Oswald's Facebook page
- iv. David Naylor, James Nicholas and Amanda Stott were interviewed on Canalside Radio
- v. The large banners have been moved about the Town
- vi. Several volunteers were mixing with the picnic parties at the Waterloo celebrations on White Nancy on Sunday 21st June and there is a photo of volunteers promoting the questionnaire on the Macclesfield Express gallery thanks to James Nicholas
- vii. A3 posters on lamp posts and railings. Amanda Stott thanked David Naylor for his support in supplying the posters and banners

Two events are planned in the closing days of the questionnaire period – volunteers to stand outside the Co-op on 27/28 June and volunteers to deliver a second copy of the paper questionnaire with new front piece to all the houses in Bollington

- f) Traffic and Transport – Shirley Socket reported that there had been a gap in meetings due to the lack of an active Chairman. Robert BoSmith agreed to take on the role of Chairman with support from Shirley Socket.

- i. The Traffic and Transport section of the NP needs to contain recommendations pertaining to land use and development in Bollington and data to support the housing policies rather than a summary of the many traffic congestion issues in Bollington

**ACTION: Jon Weston and Amanda Stott to identify a senior Cheshire East representative prepared to provide input to the Traffic & Transport WG strategy**

**ACTION: Robert BoSmith to work with David Naylor to identify the information already available**

- ii. Two members of the Town and Borough Councils (Amanda Stott and Jon Weston) are on the Local Area Partnership, which provides a forum for coordination of local authority service organizations (including Police and Fire Service as well as Council services).
- g) The questionnaires have generated a large volume of free text comment which Mike Burdekin has extracted into a word document. Shirley Sockett volunteered to start categorizing the comments to enable analysis and summary of public feelings on the matter of traffic in Bollington
- h) Steve Roxborough commented that any existing national guidelines need to be taken into consideration when developing the strategy for Bollington. A Cheshire East Highways representative should be invited to one of the next meetings – Rob Welsh was suggested

- 6. Progress with respect to the project plan – Steve Roxborough reported that the NP is progressing as planned. A huge amount has been achieved so far this year and everyone involved needs to be thanked but especially the input from Mike Burdekin, Steve Picken and Amanda Stott should be recognized.

- a) An activity that is still outstanding for the first quarter this year is budget applications.

- b) July/August/September activities include preparation for the Base Line report which is due at the end of September. Mike Burdekin declared his intention to re-launch the Focus Group to drive the WG Chairmen to each produce their sections of the report. Each group will have their data from the questionnaire by mid-July
7. Professional support and grant applications –
- a) John Knight informed the meeting that the Housing and Employment WGs need to wait until the next version of the Cheshire East Plan has been finalized and published before it would be appropriate to commission professional reports
  - b) John Knight confirmed that the Green Belt is currently protecting Bollington and that Cheshire East is currently drilling down to Local Service areas in their report which may result in Bollington being allocated specific housing and employment land figures
  - c) John Knight said that the Traffic and Transport WG could apply for funding through the Cheshire Community Action or Locality but advised the Traffic and Transport team to investigate other sources of available information before spending money on any new surveys as there are a lot of data available from consultants involved in Woodford development and the Poynton bypass for example
8. Procedures for making available final results from questionnaires
- a) Results and reports will be regularly posted in Dropbox for members of the Steering Committee and WGs
  - b) IT & Communications WG will organize release of the information in September, both in the Bollingtonian and by a public event
  - c) The public should know when to expect the Base Line report and have access to the ongoing progress reports generated by the NP Team
- ACTION: David Naylor to post regular updates on the progress of the questionnaire results to be available on the website, Facebook and Twitter. Meeting minutes and reports to be available on the TC website**
9. Requirements for work by the WGs to develop the Base Line Report
- a) Mike Burdekin will be re-forming the Focus Group as described above
  - b) Mike Burdekin provided a series of top-level vision statements for review by the WGs. John Knight suggested a hierarchy of vision statements – an overarching statement for the NP and then one for each section of the report followed by the policies of each section
10. Arrangements for second stage public consultation – it was agreed that further public interaction also scheduled for September would consist of a summary of the Questionnaire Base Line report in the Bollingtonian, to be delivered to every house in Bollington early September, followed by a public event in the Civic Hall where members of the public will be invited to attend and ask questions of the NP team
11. Next meetings
- a) Steering Committee 28<sup>th</sup> July 10am at the Town Hall

- b) IT & Communications WG 24<sup>th</sup> July 10am at the Town Hall
- c) Focus Group 8<sup>th</sup> July 10am at the Town Hall