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## MINUTES

**Date:**

Tuesday 7<sup>th</sup> March 2017

**Time:**

19:00 – 20:30

**Venue:**

Horwich Resource Centre

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**1. Attendance, Apologies and Declarations of Interest**

Attended: Jim Bullock, Steven Rock, Marie Brady, Eileen Jepson, Craig Rotherham, Steven Chadwick, David Barnes, Richard Shirres, Steve Glover, John Rigby, Barry Jubb, Stuart Whittle, Neil Rickaby (13) **Apologies:** Rod Riesco, David Griffiths  
**New members** being present gave the opportunity for everyone to introduce themselves to the rest of the group

**2. Approval of Previous Minutes and Matters Arising**

The minutes of the previous meeting held 16th January 2017 were read and approved unanimously by the 8 members who had been present at that meeting. All matters arising have been included in the agenda; the Chairperson signed and dated.

**3. Actions Agreed from last meeting/ Actions Outstanding**

No actions outstanding

**4. Issues discussed (use topic headings)**

Constitution of the committee: Comments were made regarding the Draft Terms of Reference for NPAG, issued by Horwich Town Council. However as not all members had received them prior to the meeting it was agreed that copies would be circulated by the Secretary to all members for their perusal and comments. These will then be collated by the Secretary and sent to the Town Clerk before a finalised version is agreed.  
Action: Secretary Eileen Jepson.

Identify Sub Groups: We are not ready to move forward on this item yet.

Action: no action required.

Open a Bank Account: This is not currently required. Horwich Town Council has a budget for publicity and will hold the funds. If at some future date it is deemed to be required then it can be arranged.

Action: no action required

Engagement Plan to ascertain local opinion: A few suggestions were made by members and Blackrod Neighbourhood Plan was referred to as a good example, however all the

community groups that currently exist in Horwich need to be identified and contact details need to be made available so that this group can engage with them. The Secretary was asked to contact the Town Clerk to obtain the contact details.

Action: Secretary to contact Town Clerk

Proposed frequency of meetings: The following frequency of meetings was agreed;

- 1) Monthly – for formal full group meetings
- 2) Interim – for sub-groups (as required)
- 3) Emergency – as required when needed

The Chairperson will book future venues and arrange dates and times of meetings which will be circulated via the Secretary.

The Town Clerk will need a list of names and email addresses of all members. This will be for information purposes only and not for publication on the Town Council's website. All communication is to be sent through the Secretary.

Action: Chairperson Marie Brady to arrange all meetings. Secretary Eileen Jepson to contact Town Clerk with members list

Website and Facebook Page: Web Designer Neil Rickaby presented some options to the group about registering a domain name and setting up an Administrator email.

However it is unclear at this stage about which group would have responsibility and ownership of the domain name and what the costs would amount to.

Action: Chairperson Marie Brady and Treasurer Craig Rotherham to contact Town Clerk to send details of costs

*\*\* Post meeting – Secretary was informed of the registration process and costs; however the group and HTC will have to decide whether registration is to be via the Town Council and their domain provider or stand-alone.*

Day Workshop: A day workshop was discussed as a means of exploring the basic components of a Neighbourhood Plan and sustainability concepts. All members agreed that a Saturday or Sunday would be preferable to a weekday meeting. The Chairperson agreed to check the availability of the Resource Centre and inform everyone through the Secretary.

Action: Chairperson Marie Brady to arrange date and book venue.

5. **AOB:** It was proposed that Philip Green be approached regarding being a representative from Bolton Council to attend group meetings.  
Action: Chairperson Marie Brady to contact Mr Green
6. **Next meeting:** To be advised. Action: Chairperson Marie Brady to see what dates are available to book a room for the next meeting and she will inform members