



MINUTES

Date:

Tuesday 6th June 2017

Time:

18:30 – 20:30

Venue:

Horwich Community Centre

1. Attendance, Apologies and Declarations of Interest

Attended: Marie Brady, Jim Bullock, Eileen Jepson, Steven Rock, Steve Glover, Stuart Whittle, Steven Chadwick, John Rigby, Rod Riesco, David Barnes, Dorothy Bullock, Richard Shirres (12)

Apologies: Craig Rotherham, Barry Jubb, David Griffiths, Emma Gregson

Declarations of Interest: Members were asked to make a declaration of interest regarding items to be discussed, none were declared.

2. Approval of Previous Minutes and Matters Arising

The minutes of the previous meeting held 2nd May 2017 were read and approved by the 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

- Marie Brady was unable to obtain a copy of the Neighbourhood Plan for Blackrod as it is still in progress. However their Project Plan has been published online and a member of the steering group advised the NP is set to come in within budget.
- Most members had responded with pen portraits outlining relevant skills and these have been added to the Draft Feasibility Plan
- Marie Brady and Eileen Jepson produced a revised draft Feasibility Plan with additions requested by members and this was presented for everyone to read and make comments on [see below].

Outstanding:

- Not all members had been able to read and approve the final draft by the deadline set of June 1st and therefore the draft Feasibility Plan will be presented to HTC at the next meeting on 22nd June at 7.00 pm in Council Chambers
- The group still has to agree who will present the Plan at the meeting

4. Issues discussed (use topic headings)

Draft Feasibility Plan: The small triangle of land shaded in blue on the map had been highlighted for future plans that may incorporate transport links, however Steve Chadwick made the point that we shouldn't limit this to transport as De

Havilland Way is a key arterial route connecting Horwich to the M61, the A6 and Horwich Parkway Railway Station “*plus the leisure facilities which are used by residents of Horwich*”.

It was unanimously agreed that we change the wording on the feasibility plan to add that proviso.

Action: EJ To include the wording “*plus the leisure facilities which are used by residents of Horwich*” when and if HTC approve the plan and then take it forward to Bolton Town Council.

Feasibility Plan: Conclusions / Recommendations: Stuart Whittle suggested changes to the wording on the final paragraph to include setting out the four steps in clear stages which will be subject to necessary approvals:

1. Horwich Town Council is respectfully requested to approve this Feasibility Report as the basis for the NPAG to move forward with the development of a Neighbourhood Plan.

[Subject to the approval of stage 1 then move to stage two and three]

2. Horwich Town Council is respectfully requested to then ask Bolton Council to approve the plan area as defined in this report.

3. The NPAG would then wish to be re-constituted as a Steering Group and proceed to the Public Consultation stage.

[Subject to the approval of 2 and 3 then progress to stage 4]

4. Horwich Town Council is respectfully requested to apply for the appropriate grant support – as and when it will be required - set out in Section 3 of this report to enable the project to proceed to the next stage, Public Consultation).

The above wording was read out and agreed by all members at the meeting.

Action: Above changes to be made, sent to the Town Clerk for distribution before Tuesday 13th June so they can be printed and circulated prior to the meeting.

Presentation to Horwich Town Council: The next meeting where the Feasibility Plan can be presented to HTC will be June 22nd at 7.00pm in Council Chambers at the Public Hall. There was a discussion between members and checking of diaries before David Barnes and Richard Shirres volunteered to make a presentation, however DB suggested a gender balance might be more preferable it was proposed that EJ assist with the presentation. This should be no more than ten minutes long, allowing a further ten minutes for questions. The power point presentation should be with the Town Clerk no later than Tuesday 13th June for distribution (as above).

Action: RS and EJ to consult regarding presentation at Public Hall 22nd June.

Potential Community Engagement: Should we get approval, what are the next steps? The discussion moved to community engagement /consultation in the hopeful event that the plan is moved forward. Possible venues, room hire and consultation methods

were debated along with types of publicity material and methods of engaging the public to attend such events (including offering free food), which is when funding will be required. The order should be:

- a) Initial Consultation Event
- b) Draft Engagement (Project) Plan with timeline and costings
- c) Grant Application for publicity, displays, leaflets, venues etc.

We may be looking at the possibility of early September 2017. Further discussions ensued regarding posters with feedback sheets and having a postal address; Chair MB suggested this could possibly be Horwich Community Centre. The conversation moved to inviting a visiting speaker to the next HNPAG meeting for tips on community engagement

Action: Marie Brady to contact Horwich Town Clerk to enquire about using HCC as a postal address.

Potential Sub-groups: As the discussions moved forward (so as not to lose momentum) to getting prepared for gaining approval it became clear that natural alignments were forming to utilise the skills and expertise of the group in forming potential sub groups.

- 1) A Public Relations team comprising Rod Riesco, David Barnes, Craig Rotherham and Steve Glover would utilise their advertising, branding, PR and media skills in order to draft a press release, design leaflets and posters.
- 2) A Project Planning team to advise on timeline and costs comprising Marie Brady, Richard Shirres and John Rigby.
- 3) A Research & Data Analysis team headed by Steve Chadwick to evaluate results of consultations with the public

In the interim period John Rigby and Eileen Jepson have agreed to draft a letter to potential stakeholders (local businesses, leaders, community groups, schools etc.) informing them of the progress to date and the invitation to engage in a public consultation event [at a future date] to discuss potential plans for Horwich and how they can be involved with them. David Barnes offered to draft a FAQ's page for the website.

Action: JR & EJ to liaise regarding draft letter and DB to draft FAQ's. and bring to next meeting. DB to draft a FAQ's document to be put on the web site.

- 5. **AOB:** There was no other business to discuss
- 6. **Next meeting:** Tuesday 4th July **6.30 pm – 8.30 pm** at Horwich Community Centre

Declaration: These are a true record of the meeting

Signature

Date