



**Horwich Neighbourhood**

**Development Plan**

## MINUTES

**Date:**

**Time:**

**Venue:**

Tuesday 6<sup>th</sup> February 2018

19:00 – 20:30

Horwich Community Centre

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

Attended: Jim Bullock, Marie Brady, Eileen Jepson, Rod Riesco, Barry Jubb, David Barnes, John Rigby, Steven Glover, Malcolm Harrison (9)

**Apologies:** Stuart Whittle, Steve Chadwick, Richard Shirres, Steven Rock, Emma Gregson, David Griffiths, Colin Sherringham, (7)

**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 7<sup>th</sup> November 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**

- All members were asked to visit the websites researched by Steve Chadwick, in the meeting held on 7<sup>th</sup> November 2017, as being good examples of presenting data in an easy to understand format; Holmes Chapel and Aldingbourne. *All members present at the meeting had examined these websites and others as well in order to improve efficiency and make best use of existing successful N-Plans.*
- Marie Brady and Steve Glover offered to begin the Grant Application process. *Unfortunately this was not possible to achieve due to the time restrictions imposed on the spending of grant applications by government. The next grant application process begins in April 2018 and MB and SG will start the process as soon as the new forms become available. They are hopeful that Locality funding money should be available as soon as May 2018.*
- There was no meeting of the HNP held on 9<sup>th</sup> January 2018 as we still had not received confirmation of the designated area from Andrew Chalmers at Bolton Council. An email was sent asking members to contact each other by email to work on items discussed in November to enable us to keep moving with a suggested list of activities.

**Outstanding:** No items outstanding

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

Designation of the Neighbourhood Area: Bolton Council agreed the designation of the neighbourhood area at a meeting on 15<sup>th</sup> January 2018 and Marie Brady has received official recognition, which means we can now move forward with plans to engage with community groups in Horwich to get their views.

#### Connecting with Community Groups:

Barry Jubb produced a 'Pathway to Horwich N-P' document (*see attached*) outlining the steps we need to accomplish before bringing the completed Plan into force. This is a useful document and Barry was thanked for producing this.

David Barnes, Sue Baines and Eileen Jepson had met to draft a Communication and Engagement Plan (see attached) which is a work-in-progress. The ideas had been taken from the best bits from several successful previous NP engagement plans. These were discussed with everyone and a "To-Do List" emerged during the meeting:-

- Marie B to approach Craftprint with a view to getting leaflets produced
  
- Marie B to write a Press Release with a Call-to-Action to recruit more volunteers to help with Engagement – this will be published in the Bolton News, Horwich Advertiser and Living in BL. She will also enquire about including the Craftprint leaflet as an "insert" in that issue
  
- Steve G to enquire whether the local Scout Groups would be able to deliver the leaflets within Horwich
  
- Steve G to set up a Horwich Neighbourhood Plan Facebook page and be the 'Administrator' assisted by Barry Jubb
  
- Jim Bullock to contact Blackrod Neighbourhood Plan to ask who designed their website, also to enquire via a contact at Bolton College who might be able to design a web site. It was agreed we should use the Town Council crest on the web site page
  
- John Rigby had previously suggested a video be made about the NP to be posted on You Tube outlining what it can and can't promise to achieve. It was suggested we invite Peter Ravald to get involved as he has a relative that makes good videos.
  
- Equipment will be needed for the first events coming up, these include:
  - A Gazebo with sides
  - Bunting, Collapsible Table and Tablecloth
  - 5 Pull-Up Banners / Weighted Feathers
  - 3 PVC Banners

- Mobile Phone with a Giff-Gaff sim card
- A5 leaflets
- Install a Letterbox at the Community Centre

Eileen J agreed to contact Jodie Laithwaite at Co-op Funeral Care to enquire whether the Co-op would be willing to be 'proud sponsors' of the Neighbourhood Plan. This would help us to purchase items on our equipment list prior to receiving Locality Funding in May.

The first planned event is Saturday 21<sup>st</sup> April 2018 (Horwich Morris Men will be celebrating St Georges Day with Clog Dancing from pub to pub). This is always a popular event and many people will be out on the streets watching the celebrated dancers. It is planned to have a Gazebo on the pavement near to Sainsbury's and Co-op Funeral Care (opposite the Saddle Pub where the Morris Men stop for refreshments, lunch and dance).

Eileen informed the group that Craig Rotheram had written to her outlining certain pressures he'd been subjected to and he had reluctantly decided to resign from the neighbourhood plan but would like to express his wish that achieves its aims and accomplishes great success.

5. **AOB:** There was no further business to discuss

**Next meeting:** Tuesday 6<sup>th</sup> March 2018 **7.00 pm – 8.30 pm** at Horwich Community Centre

Declaration: These are a true record of the meeting

Signature ..... Date .....