



MINUTES

Date:

Tuesday 6th March 2018

Time:

19:00 – 20:30

Venue:

Horwich Community Centre

1. Attendance, Apologies and Declarations of Interest

Attended: Marie Brady, Eileen Jepson, Stuart Whittle, Steve Chadwick, Barry Jubb, David Barnes, John Rigby, Steven Glover, Colin Sherringham, Susan Baines, (10)

Apologies:, Jim Bullock, Rod Riesco, Richard Shirres, Malcolm Harrison, Steven Rock, Emma Gregson, David Griffiths, Jodie Laithewaite (8)

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 6th February 2018 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 B was to get a quote from Craftprint for leaflets to use at our first public engagement event in April. *She approached Horwich Advertiser to combine the Press Release (which she had agreed to write) with a two-sided A5 leaflet to be inserted in the newspaper's edition alongside the Press Release about the Neighbourhood Plan. The press release has been written and will be circulated to Bolton News and Living in BL also.*
- Steve G was to enquire about Scouts delivering the leaflets. *Instead we will use A5 insert in the Horwich Advertiser which is delivered to all households in Horwich.*
- Steve G was to set up the N-Plan Facebook Page and nominated himself and Barry Jubb as administrators: *This has been set up but Barry Jubb is still waiting to be made an administrator.*
- Jim Bullock was to enquire about a web-site designer. *Jim B was not able to be present at the meeting and gave his apologies. (Update not available)*
- John R was to draft a You Tube presentation that outlines what the NP can and cannot achieve whilst someone else was to contact Peter Ravald inviting his expertise in making videos. *(Update not available)*
- Marie B was going to enquire about using Horwich Council's gazebo for April 21st event *She has been promised the use of the gazebo and it has been booked for the event.*

- Eileen J was to visit Jodie at the Co-op to ask about possible sponsorship to help with equipment. *Jodie Laithwaite could not offer financial support, but is willing to loan the use of folding tables, the use of their Tea-Urn and tea & coffee for refreshments on the day, she also emailed the link for “Co-Op Local Causes” which she is pretty confident we are eligible for, this could result in around £1,200 of donations from their fund. Eileen J said that she has the loan of a large black tablecloth for the event.*
- We still need Bunting, PVC Banners and Advertising Feathers (*Barry Jubb has offered to walk round Horwich town centre with the feathers sticking out of a backpack with a ‘Call to Action’ encouraging people to find out about the N-Plan on the day*) **Action: EJ to complete the application for Co-op Local Causes.**
- A letter-box has been installed at Horwich Community Centre for people that wish to communicate regarding the Neighbourhood Plan.

Outstanding: Website Plan has not been discussed due to Jim B not being able to attend

4. Issues discussed (use topic headings)

Connecting with Community Groups:

Marie B read out the Press Release for all members at the meeting, which was met with approval. David B suggested we need photographs of members and local sites in Horwich to accompany the article when it is published in the newspapers. **Action: XXX**
Who agreed to arrange for photographs ???

Marie B agreed to order a PVC banner for the 21st April event and to order the advertising feathers. **Action: MB to organise banners and feathers**

Everyone agreed there is much to do before our first event on 21st April, and another meeting will be needed within the next two weeks. Barry Jubb agreed to enquire whether a smaller meeting room at the RMI will be available for an Interim Meeting on Tuesday 20th March. Eileen J agreed to enquire about the Basement Room at St Catherine’s. **Actions: BJ and EJ to enquire about venues**

Two Public Meetings were debated with the possible dates being late April/early May for the first one which should be followed by another with a Questionnaire possibly in June; final dates and venues to be investigated and agreed at the next meeting.

John R and Susan B agreed to invite members of their respective residents’ associations (Stocks Park and Grundy Hill Residents’ Assoc.) to the public meetings; we also need to invite New Chapel Residents Assoc.; as well as Brazley Residents Assoc. **Actions: JR and SB to invite members when the dates and venues agreed**

Application for Locality Funding

Marie B and Steve G cannot apply for Locality Funding yet because the forms have not been made available online are unlikely to be available until April or May 2018. This is likely to cause problems to fund future advertising to drum up interest. We currently have around £350 out of the original £500 grant from last year when the N-Plan was first started.

Website and multi media planning: This will be moved forward to the interim meeting due to take place on Tuesday 20th March

- 5. **AOB:** Rod Riesco could not attend the meeting but wished to enquire whether anyone would be willing to assist him with a kind of editorial / librarian role of keeping all documentation and public information checked and co-ordinated so that we get a consistent message out to the public. It could all be kept electronically in a central place where it can easily be archived and retrieved. **Steve Glover and Eileen Jepson agreed it is an important requirement and offered to help Rod.**

There was no further business to discuss

Next meeting: Tuesday 3rd April 2018 **7.00 pm – 8.30 pm** at Horwich Community Centre

(Interim meeting to be held on Tuesday 20th March – Small Committee Room at Horwich RMI)

Declaration: These are a true record of the meeting

Signature Date