



MINUTES

Date:

Tuesday 3rd April 2018

Time:

19:00 – 20:30

Venue:

Horwich Community Centre

1. Attendance, Apologies and Declarations of Interest

Attended: Jim Bullock, Dorothy Bullock, Marie Brady, Eileen Jepson, Rod Riesco, Steve Chadwick, Barry Jubb, John Rigby, Steven Glover, Susan Baines, **(10)**

Apologies: Stuart Whittle, Richard Shirres, David Barnes, Malcolm Harrison, Steven Rock, Colin Sherringham, Emma Gregson, David Griffiths, Jodie Laithewaite **(9)**

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 March 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

Outstanding from last meeting: Rod Riesco thanked Steve G and Eileen J for agreeing to assist in creating an online data retrieval/archiving site to archive all documentation created for the Neighbourhood Plan. Rod had researched three examples which include Dropbox, Box.com or GoogleDocs (all of which are free, albeit to a certain capacity limit). It was agreed to go ahead with Dropbox and Rod will administrate this with access permission given to members to upload. If anyone has anything to be uploaded please forward to Rod's email address.

Actions Agreed from 6th March meeting:

- Marie B had agreed to book the Gazebo from Horwich Town Council and organise advertising banner and feathers for the event on 21st April. *MB has arranged for these for 21st April and will require help to erect the gazebo as it is a large one.*
- Eileen J had agreed to check whether HNP qualifies for Co-op Local Causes. - *Eileen tried to complete the application but got a message saying "Sorry we are not looking for any more applications in this post code area for this round of funding" The next applications will close in April 2019 (for payment in 2020).*
- John R and Sue B were asked to inform local residents' associations about a forthcoming Public Meeting. *These have been informed, whether they choose to attend...*

- Steve G had agreed to ask if Scouts would be willing to deliver fliers. *They can't; but this is not needed now as the leaflets are to be distributed with the Horwich Advertiser*

4. Issues discussed 3rd April 2018 (use topic headings)

Connecting with Community Groups:

An Interim Meeting was held in The Ale House on 20th March in to discuss in more detail preparations needed for the first public event (21st April) and to agree on the publicity needed for the Public Meeting on Wednesday 23rd May. Notes made available by Marie Brady were circulated at tonight's meeting for those that were unable to attend.

Website: No progress has been made in finding someone to design a website and Marie B has agreed to contact Blackrod N-Plan to ascertain who designed their website and enquire if they would quote for ours. Whilst in touch with Blackrod N-Plan she will ask if there is anything they would have liked to change, given the opportunity of hindsight. **Action: MB**

Video: John Rigby read out the text he has written which is to be recorded as a 1 minute clip and uploaded to HNP YouTube site for people to listen to. The first one defines what the N-Plan is aiming to achieve in a short introduction. This is to be followed by topic headings; Health (written by Sue Baines), Transport (written by Marie Brady), Sport & Recreation (Barry Jubb/Steven Chadwick), Economy & Employment (John Rigby/Jim Bullock), Education (to invite local head teachers Karen Graham and Tony McCabe to contribute). John Rigby was thanked by everyone for the splendid job he has done in drafting and reading the 1 minute videos. **Action: JB and EJ to meet head teachers to get an overview on education.**

Peter Ravald has agreed to record the readings and will provide background (still or video images) to accompany the YouTube videos. He has also agreed to contact Caroline Turner-Preece to discuss adding sub-titles for those people who have difficulty hearing.

A discussion was held about community assets and places that people in Horwich might want protecting and a list was started which includes:- Hilton Playing Field, Green Lane Playing Field, Bob's Brew, green space on Medway Drive / Medway Close, Bridge Street Local Nature Reserve, RMI Cricket Pitch. There may be other sites that the public event may highlight. A useful website to check out is Natural England's "Nature on the Map":- <http://www.natureonthemap.naturalengland.org.uk/MagicMap.aspx>

First Event 21st April 2018: Cost estimates for the leaflets have been obtained by Marie B

A5 leaflets, double sided 170 gsm Silk Art :- 1,000 (£88) 5,000 (£161) plus any design work required

1,000 (£70) 5,000 (£72)

Outdoor Banner 10' x 2 (£41.00) Feather Flags 3.5m high, water base. X 2(quantity) (£360)

It was agreed by everyone at the meeting that Marie go ahead with ordering the best value printing and get the Outdoor Banner and 2 Feather Flags and use the remaining money in the Photocopying budget of £500.

A rota to ensure there are enough group members available to engage with Horwich residents / workers to the stall was loosely drafted:-

9.00 am – 11.00 am Marie B, Steve G, Eileen J, [This will involve erecting the Gazebo]

11.00 am– 1.00 pm John Rigby, Susan Baines, Caroline and Scott Turner-Preece

1.00 pm – 3.00 pm Rod Riesco, Jim and Dorothy Bullock [Will need help to dismantle]

Obviously we will need more to help on the day, and those that aren't on the stall can help Horwich Medal Men with marshalling the crowds. If you can help then please contact David Barnes directly on davidbarnes.david@gmail.com or 07961 535163

Application for Locality Funding

Marie B and Steve G had managed to download the application form for Locality Funding as it came online only today (3rd April 2018). They have not yet had the opportunity to pinpoint the changes that were expected to come into force with new applications going forward. **Action: MB and SG to meet to discuss the application/when to submit forms**

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

Next meeting: Tuesday 1st May 2018 **7.00 pm – 8.30 pm** at Horwich Community Centre

Declaration: These are a true record of the meeting

Signature Date

CC to: Horwich Town Clerk, Andrew Chalmers Bolton Council.