

Minutes WBNP SG Meeting No. 19; Monday, 9th March 2020

Venue: At Rivendell House, Horwich End at 6.45pm

Present: Carol Cade (Chairman), John Pritchard, Martin Thomas, Alex Swift and Sally Kail (arrived 7.29pm)

1. **Apologies for absence:** Debra Wilson
2. **Minutes of SG18 held on Monday, 10th February 2020:** Approved as correct record.
3. **Matters arising:** It was noted that MT had received an acknowledgement from Julia Blest (Locality) confirming that we could defer until later whether to apply for a 'special' grant for commissioning a Masterplan study.
4. **Town Council feedback:** Nothing to report.
5. **Funding:** MT reported that costs associated with the printing and distribution of the Household Questionnaire could be covered by the contribution by the Town Council to the budget for the Neighbourhood Plan pending the payment being received by the Town Council from Locality of the 'carry over' to fiscal year 2020/2021 of the Government grant. He reported also that the spend to date was £460. It was noted that AS will spend £40 on Social Media advertising and that CC will spend £64 on printer ink, plus £125 to Wix for the website. In order to reclaim from Locality the 'carry over' sum (of the unspent proportion of the £9,000 government grant), MT will ask our consultant (Hannah) if she wishes to alter her proposed charge for 2020/2021 in any way. The need for banners was discussed and how they might be procured; this matter will be further discussed at the meeting next Monday (see Minute 11 below).
6. **Consultation Strategy:** A number (about 12) of responses from volunteers who had completed the 'Test' Household Questionnaire were analysed. There was a general feeling that the HQ could be made shorter and clearer, with some improvements to the layout and grammar. Posters to promote the HQ could be placed (with permission) at (for example) Whaley Bridge and Furness Vale Railway Stations, Babka and other cafes, Footsteps, schools and Furness Vale Community Centre. Vouchers (to spend at local shops) could be offered as prizes for a few Household Questionnaires (drawn at random) which had been completed on-line. CC will send journalist Judy Brown a copy of the Household Questionnaire (for her information) so that she may write a piece in a forthcoming issue of The Review free newspaper.
7. **Timeline and Project Management:** CC confirmed that HPBC will not require any payment for the use of maps which they can supply. AS volunteered to design some

draft posters and a PowerPoint presentation for display on the screen in the waiting area at the doctors' surgery. Members were particularly impressed with the quality of the photographs and CC will ask AECOM for permission for us to use some of them. MT reported that he had received a quotation from a local printer and was awaiting quotations from two other local printers. Theme Groups will be requested to prepare information to be displayed on their table at the three forthcoming public consultation events; copies of the interim AECOM report on Design codes will be available at each table too.

It was **AGREED** that there shall be a special meeting of the Steering Group on Monday, 16th March 2020 at 10am at Rivendell House to continue the discussion relating to the Household Questionnaire: its structure and content, the awareness campaign to promote it, and its printing and distribution.

8. Theme Group Feedback: Nothing to report, because work has concentrated upon the Household Questionnaire.

9. Steering Group: In the continuing absence of a Vice Chairman and Secretary, it was **AGREED** that CC/AS should prepare an advertisement to look for a volunteer for Secretary.

10. Any Other Business: JP will send CC an updated list about land ownerships in respect of the spaces listed at Question 3.4 (*'Thinking about the area, which of the places listed below are important to you?'*) of the Test Household Questionnaire. JP will prepare, and send to SG members, definitions of '**Green Flag Award**' and '**Green Belt**'.

11. Date of Next Meeting: Monday, 7th April 2020 at Rivendell House at 6.45pm. There will also be a meeting at 10am on next Monday, 16th March 2020 at Rivendell House to discuss further issues relating to the Household Questionnaire.

The meeting closed at 9.29pm