

Minutes WBNP SG Meeting No. 18; Monday, 10th February 2020
Venue: At Rivendell House, Horwich End at 6.45pm

Present: Carol Cade (Chairman), John Pritchard, Martin Thomas, Sally Kaill, and Alex Swift

1. **Apologies for absence:** Debra Wilson.
2. **Minutes of 17th meeting held on Monday, 20th January 2020: AGREED** as a correct record.
3. **Matters arising from minutes: Minute 11 Correspondence from AECOM:** MT has replied to Julia Blest (our Locality Support Officer) and informed her that the matter may be reviewed later.
4. **Town Council feedback:** Nothing to report – the Town Council has not met since SG17.
5. **Funding:** It was **AGREED** that the sum of £14 should be spent to renew our website name for another year and that expenditure of up to £700 could be incurred on advertising that it was important for residents to complete the Household Questionnaire. CC will check with Mark James (who has replaced Jo Bagnall as our support officer) that HPBC will provide maps (of various shapes and sizes, and at different scales) at no charge.
6. **Consultation Strategy: Social Media, Press:** It was **AGREED** that expenditure of up to £40 could be incurred to prepare and populate a Facebook page to advertise and promote the Household Questionnaire; AS will investigate this. **AECOM Design Codes progress:** Lucy Sykes will send a draft report by the end of February. **Household Questionnaire:** CC has sent Hannah Barter (our consultant at Urban Vision Enterprise) a draft Household Questionnaire and is awaiting a reply. A number of alternative quotes for printing, folding, envelope stuffing and colours had been obtained, but further work was needed before making a decision.

CC asked members to send her names of volunteers who could have a look at the draft Household Questionnaire. CC will arrange sessions for members of the public to attend to obtain information; suggested venues include:
 - Furness Vale Community Centre on the afternoon of Tuesday, 24th March 2020
 - Mechanics Institute on Saturday, 28th March 2020, including a stall at the coffee morning
 - Whaley Bridge Bowling Club (evening)
 - Uniting Church
 - Holy Trinity Church.
7. **Timeline and Project Management:** A revised file has been placed in Dropbox.
8. **Theme Group Feedback:** Nothing to report.
9. **Steering Group Admin:** The roles of vice chairman, secretary and an individual to do Communications continue to be outstanding.

10. AOB: None.

13. Date of Next Meeting: Monday, 9th March 2020 at Rivendell House at 6.45pm.

The meeting closed at 9.55pm.