

Over Hulton Neighbourhood Steering Committee

Attendees:	D Parkinson, M Bevis, C Bevis, N Taylor, C Roper, D Hanaghan, S Williams, K Williams, Stephanie Williams, G Hamlett, A Hamlett,
Date	26 April 2017
Apologies:	M Partington, M Harrow,
Meeting Date:	26 April 2017 @ 7.00pm – held at resident's property in BL5 1BD area

Discussion Points :

Updates	Rationale
NP Constitution Application with Bolton Council	<p>DP updated the attendees on the status of the lodged application with Bolton Council. After speaking with Simon Godley from the Planning Dept, the update is that the application for the NP has been received and has been moved to the Legal Dept to check all legalities. Bolton Council would now have 13 weeks from the date of the application being received to consider the NP as a designated body and being made public knowledge which will be approx mid July 2017. Given the challenges faced, this is a tremendous achievement if it was approved. Once the NP has been approved, in order to reach a more broader audience, suggestions were discussed to reach out to HEART in order to utilise its members for letters of support. ACTION : DP to speak with Chair of HEART group when the time arises.</p> <p>DP spoke about recent research on the impact of a NP and its powers. Currently in the North west there is one application that has actually stopped actual building development.</p>
Research / Open Bank Account	<p>The group felt that it was the right time to consider opening a bank account for the association moving forward particularly if we decide to apply through CVS route for additional funding. Options of Barclays / Lloyds in Westhoughton and all four steering members to be signatories.</p> <p>ACTION : Steering Committee Members to arrange date/time to meet at the designated bank with relevant paperwork in order to set up the bank account.</p>
CVS Funding Application	<p>DP updated that our Association can apply for additional funding via the CVS organisation. Applications need to be supported with a copy of the constitution as well as documentation from Bolton Council Planning confirming us as an association. Diane Tomlinson was a contact name passed over who could help in the initial stages. DP advised that Over Hulton Community Group receive their funding via CVS.</p> <p>ACTION : NT to investigate and research CVS and update on findings at next meeting.</p>
Website	<p>CB updated on conversation with website designer involved with Blackrod NP website set up. Initial costs are £800 + VAT for draft production to the final design includes all development costs and yearly maintenance charge is £240 which includes regular updates in order to keep the website under control and avoid abuse. When updates are done on website, for consistency posts are sent via Facebook, Twitter and Instagram. Part of the development works tests computability on internet, smart phones, PCs and tablets. The OH NP would have to provide to the web designer any logos, banners, initial documents, for uploads for the initial setting up. Domain name registration costs £20 and will be part of the overall fees. Suggest being set up as : www.overhultonneighbourhoodplan.org.uk. .Org.uk domain is the preferred option for an association such as ours.</p> <p>Timeline of when he could start the website is 8 weeks from today. Web designer securing registration in meantime as well as Facebook, Twitter and Instagram.</p>

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	<p>ACTION : ND to research and validate website costs with IT contacts and get other estimates to compare the above costs with.</p>
<p>Children's Design a Logo & Banner Competition</p>	<p>CB updated that she has been in discussion with the Headmaster at St Andrews School, Over Hulton who is very keen to work with us in the Children's Design a Logo & Banner Competition. Timelines suggested handing the children the brief within the next couple of weeks with a deadline date of just before half term to allow all entries to be received. This will allow the entries to be judged at our next meeting scheduled on the 5 June and arrange for prizes to be taken into the school and to get Bolton News involved with the winners once they return back to school. Meeting arranged 2/5/17 to review timelines with Headmaster.</p> <p>CB suggested prize of £25 Amazon voucher for winner with £15/£10 for 2nd/3rd runners up. Little bag of sweets for each entrant suggested.</p> <p>ACTION : CB to draft brief to school of what tasks they are being asked to do as part of competition. Suggestions were to copy/paste some details from Elaine Taylor's letter, print off copies from the internet on the Old Hulton Estate and local historic information, wildlife. Also provide research on the use of the land by the scouting association who used the land for many years for camp outs and activities.</p>
<p>Items to be discussed on next agenda</p>	<ol style="list-style-type: none"> 1. Photograph at Hulton Park Gates (if time allows) 2. Update on NP status with Bolton Council / any correspondence. 3. Review what costs will be incurred going forward with Over Hulton NP. 4. Bank Account feedback 5. CSV Funding Application 6. Website development and review of other website designer's costs as a comparison 7. Children's Design a logo/banner competition – judging of entries for 1st/2nd/3rd winners. Arrange date for DP/CB to visit school with winners with Bolton News present or arrange for photograph on phone to upload.
<p>AOB</p>	<ol style="list-style-type: none"> 1. HEART sponsored walk – Sun 14 May 2017 at 10am from entrance at side of 702 M/cr Rd. CB updated that on the land adjacent to her property in the garden a gazebo will be put up and made to look like a mini fete area with : <ul style="list-style-type: none"> – Petting farm – Milk Maids ice cream – Every Feather Bird Rescue stall - homemade cakes, biscuits and crafts for donations to their charity. – Doggie station with water bowls, poo bags, and natural homemade treats in the shape of hearts for donations. <p>CB has made contact with the CEO from Mary Seacole House who has confirmed they are keen to engage with the local community. Their residents who are undergoing medical treatment pathway would also be interested in taking part in the walk. The organisation has offered to made FOC tea/coffee for all participants as well as the use of their car park which will take upto 150 cars to keep cars off the main road parking and have very kindly donated £200 towards fundraising activities.</p> 2. Date of next HEART meeting scheduled 3rd May at 7pm at St Andrew's School to review what research is still required prior to Peel submitting their plan.

Actions and notes:

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ID	Date	Topic	Action Detail	Assigned To	Due Date	Status
1	26.4.17	Review of NP Constitution Application with Bolton Council / at approval stage	Make contact with Chair of HEART group when the time arises in order to reach out to broader audience of Heart Members for letters of support	DP	5.6.17	Ongoing
2	26.4.17	Research & Open Bank Account	<p>Research bank account and make arrangements to open an account.</p> <p>Once Bank Account has been initially opened all 4 x Steering Members to arrange date/time to meet at the designated bank with relevant paperwork in order to set up the bank account.</p>	DP DP,CB,MB,NT	5.6.17	Ongoing
3	26.4.17	Website	Research and validate website costs with IT contacts and get other estimates to compare the above costs with.	ND	5.6.17	Ongoing
4	26.4.17	School Logo / Banner Competition	Brief to be drafted to be given to the children on what they are being asked to do for the competition. Suggestions were to copy/paste some details from Elaine Taylor's letter and also print off copies from the internet on the Old Hulton Estate and local historic information including wildlife in the area from the early 1700' so that they can glean their ideas from this. Research also on use of the land by the scouting association who used the land for many years for camp outs and activities.	CB	5.6.17	Ongoing

Next Meeting	Date:	5 June 2017
	Time:	7.30pm
	Location:	TBC