Minutes of a Meeting of the Neighbourhood Plan Steering Group held on Monday 05 January 2015 in Bolton-by-Bowland Village Hall

Present: Allan Clements (Chair) Roger Park

Jonathon Backhouse Mary Walsh Martyn Bishop Paul Wilson

Lynda Holt Claire Parker (Kirkwells)

Paul Levet Liz Moorhouse

In attendance: Cathy Holmes, Borough Cllr Richard Sherras

Apologies: John Walmsley

Allan Clements advised that, for health reasons, John Walmsley was unable to attend the meeting and would not be able to further participate in the conclusion of the Neighbourhood Plan process.

Allan Clements advised that a series of e-mails and documents had been sent by John Walmsley to Steering Group members, prior to Christmas, regarding actions necessary to facilitate the consultation process for the Neighbourhood Plan ("NP").

Updates on the actions required were provided.

Parish Council Website

Allan Clements confirmed he had liaised with Neil Guthrie regarding uploading the NP documents to the Parish Council website and that the NP would have its own page on the site. All appropriate NP documents, as confirmed by Kirkwells, would be uploaded to the site. It was confirmed that both the Tosside and Bolton-by-Bowland village websites would have a link to the Parish Council website where the documents could be viewed. It was noted that the main NP document contained details of how the documents could be viewed online.

List of Consultees

Claire Parker confirmed that a consultation database for the NP had been drawn up prior to Christmas and an e-mail from John Walmsley had requested provision by members of the Steering Group of e-mail and postal addresses for those on the list. It was confirmed that the consultation database included those whom the Parish Council was obliged to consult as well as those it would be desirable or prudent to consult.

It was explained that those on the database would not be given individual copies of the NP but would be told in a letter where the documents could be viewed either online or as hard copies.

Claire Parker offered to put together the master database but requested provision of e-mail and postal addresses from members of the Steering Group, as per the e-mail sent before Christmas. Paul Levet cautioned that obtaining the names and contact details of appropriate people in organisations could be time-consuming so advised Steering Group members to start the task as soon as possible.

It was noted that despatching the advisory letters to those on the database would be simpler if done by e-mail but that some hard copies would be necessary.

Parish Residents

It was confirmed that all Parish residents would be given the opportunity to view the NP documents. It had been agreed that the most appropriate way of contacting residents regarding the availability of NP documentation would be by means of a flyer delivered to each house. It was agreed that Roger Park would draft a suitable flyer and liaise with Allan Clements. It was confirmed that flyers would be delivered to Sawley residents even though the NP did not cover Sawley. Jonathon Backhouse offered to print the appropriate number of flyers when the document had been finalised.

Representation Form

It was agreed that a supply of representation forms should be left in the places where hard copies of the NP documents were to be available for viewing. It was noted that the main NP document contained the postal address of the Parish Clerk to whom all written responses were to be sent. It was suggested that a box be placed in the Village Shop in Bolton-by-Bowland for replies but it was agreed that posting an envelope was not onerous and it was better that replies were returned directly to the Clerk.

It was noted that replies could also be sent via e-mail. The Clerk advised that her e-mail address was incorrect in the NP document so required amendment.

It was noted that the representation form contained boxes for the name, address, e-mail and telephone numbers of respondents but that some individuals may prefer to remain anonymous. It was explained that anonymous comments could still be taken into account but it would be impossible for the Steering Group to release the Consultation Statement to such individuals without contact details. Claire Parker confirmed that it was not a required part of the process that the Steering Group engaged in individual discussions with respondents regarding comments made but that they could do so if they so wished.

Consultation Period

In view of the work still required on the consultation database and flyer it was agreed that the timetable could be postponed by one week. The consultation period would therefore begin on 19 January 2015 and expire on 01 March 2015. It was stressed that the most critical part of the process was ensuring that the hard copy documents were in the specified locations and the documents were on the website by 19 January 2015; despatching advisory letters to those on the consultation database did not need to be completed by that date.

It was noted that, although Sawley residents would be able to comment on the NP, it would be up to the Examiner whether or not they could participate in the Referendum in Summer 2015.

Any Other Business

Jonathon Backhouse proposed a formal vote of thanks for the excellent work undertaken by John Walmsley on the Neighbourhood Plan. John Walmsley was accordingly commended for the significant work he had undertaken on the project.