Minutes of the Meeting of the Strategic Planning Committee

of Saddleworth Parish Council Held at the Civic Hall, Lee Street, Uppermill on

**Thursday 9th February 2017**

There were present: Cllrs: Barbara Beeley – (Chair)

 Rob Knotts

 Keith Lucas

Andrew Fletcher Georgina Brownridge (OMBC)

Geoff Willerton Jane Soriente (DP)

Lisa MacDonald (DP)

1. Apologies for absence

Apologies were received from Cllrs McCann and Klonowski.

5. The minutes of the meeting held on 1st December were agreed as a correct record.

6. Neighbourhood Plan Launch Event Tuesday 21st February

 An invitation to the event has been published in the Saddleworth Independent. It will also be circulated through the DP network.

Barbara Beeley said she would design a poster and circulate it for printing and display in as many places as possible.

Georgina Brownridge stressed the importance of keeping copies of everything for the evidence file. Notes of where information is sent and/or displayed should also be kept.

Jane Soriente said she would draft a communications template which can be used to record all relevant details.

The room set up was discussed. It was decided that paper and pens should be available on each table for people to leave their contact details and record all the questions they may have at this stage. These will be co-ordinated into a Frequently Asked Questions and Answers document. The invitees to the launch event are:

* Public
* Community associations
* MP, SPC and Oldham Councillors
* Schools
* Press; and
* Peak Park

The group were encouraged to speak to as many people as possible to promote the event.

The event will start with a presentation by Councillor Knotts followed by a general questions and answers session. A follow up workshop event will be arranged at a later dated, followed by the roll out of the project to the individual wards.

7. Project Timeline

 Following the previous meeting Councillor Knotts has set up an Excel spreadsheet incorporating all the information identified at the previous meeting. Dependencies need to be identified as do responsibilities for each task in the timeline.

 Responsibilities for Section One were then identified.

 The importance of version control was stressed – it was agreed that all amendments must go through Councillor Knotts.

8. Grant Application

 It was agreed that Councillor Beeley and the Clerk look at the grant funding available. The Clerk will contact Adele Metcalfe to see if she has a copy of a completed application she could share.

9. Frequently Asked Questions

 Georgina Brownridge said she would look to see if there were and FAQ’s already available which could be used for the project rather than starting from scratch.

10. Communications Strategy

 It was agreed that as the Neighbourhood Plan will be based on individual wards, consultation needs to go through local residents’/community associations and all Parish Councillors will be encouraged to take responsibility for their own ward.

11. Date of next meeting

 Thursday 9th March at 9:30am.