

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.

