

Rooley Moor
Neighbourhood Forum AGM
(Annual General Meeting)

www.rmnf.co.uk

Thursday 2nd November 2017 at 7:30pm,
Spotland Methodist Church, Rooley Moor Road, Rochdale OL12 7ES.

AGENDA

1. Introductions & Apologies - Code of Conduct
2. To read and if considered appropriate to approve the Minutes of the Annual General meeting of 2016 held on 6th October 2016
3. Review Action Log
4. To read and if considered appropriate to adopt the Accounts for the year ended 31st August 2017. To review and agree our reserves policy.
5. Legal & Administrative Information
6. Reports from Trustees and Officers of the Forum
7. Proposed change to our constitution - required to accommodate the position of Honorary President
8. Appoint Honorary President, Trustee Resignations & Rotation
9. Next steps - Neighbourhood Plan
10. Open Forum & AOB
11. Date & Time of Next Meeting – To be confirmed

Agenda Item 1

Introduction / Apologies / Code of Conduct

Introduction

- Welcome – come and go as you please. Ask any questions as we go along.
- Health & Safety – Fire exits, etc
- Toilets – location
- Any declarations of interest

Apologies

- TBC

Code of Conduct (in the event of any issues the decision of the chair is final)

It is established by and for the Rochdale Neighbourhood Forums that the following code of conduct will govern the behaviour of their members. The Chair of this meeting will enforce the code of conduct.

Conduct at meetings

Members will at all times observe accepted practice while taking part in discussions to:

- Be courteous to each other and support and assist other members in finding the best possible solution to problems being discussed
- Allow each other the opportunity to speak and comment
- Attempt as far as possible to stick to the agenda and assist each other to reach effective conclusions
- Operate within the agreed Terms of Reference
- Aggression, violence, threats, harassment, intimidation and other disruptive behaviour in the forum will not be tolerated
- The term 'members' applies to all those present at the meeting

Confidentiality

- Members will refrain from mentioning specific individual cases which may cause embarrassment or identification of an individual
- Any information or item shared that is of a confidential nature will not be disclosed to anyone else apart from members of the Forum in order to allow the business of the meeting to proceed.

Dignity at meetings

- All those who attend Forum meetings have the right to be treated with dignity and respect regardless of their race, colour, ethnic or national origin, nationality, gender, marital status, age, sexuality, religion or any other matter which causes people to be discriminated against
- The meeting will do all that is in its power to oppose all forms of harassment and bullying

Individual Members

- Should disclose any personal interest that they consider may affect or influence their approach to the matter being discussed
- Must show respect in all their dealings by observing reasonable standards and courtesy, and by not seeking to take unfair advantage by virtue of their position

Political Affiliation

- Even though individual members may be affiliated to/or be members of a political party, they may not represent a political party in their role as individual members of this Forum

Breach of Code of Conduct

- If anyone attending the Forum meeting does not abide by the code of conduct, the Chair will have the discretion to decide on an appropriate course of action. The Chair may either issue a warning, ask the people to withdraw from a particular agenda item or exclude that person from the meeting.
- Where a person is asked to leave a meeting, the Chair will have the discretion to decide whether or not that person is welcome to attend future meetings.
- The Chair at his/her discretion, may close the meeting if he/she deems it necessary

Agenda Item 2

To read and if considered appropriate to approve the Minutes of the Annual General meeting of 2016 held on 6th October 2016

Rooley Moor Neighbourhood Forum (RMNF)

AGM

MINUTES OF MEETING

6th October 2016

FORUM MEMBERS PRESENT: Roy Thornley, Jim Murphy, Andy Meek, Mair Meek, Nigel Ashworth, Lesley Ashworth, Gwyn Fitton, Jack Fitton, Morley Morgan, Councillor Cecile Biant, Geoff Ogden, Jacqueline Ogden, Peter Howard, Liz Rutherford, Fran Healey, Win McGhee, Paul Simpson, Helen Moore, and Alan Rawsterne

ALSO IN ATTENDANCE: Brian Holden

APOLOGIES FOR ABSENCE: John & Janette Newcombe, Davis & Diane Ireland, Jen Holt, Sue Morgan, Joyce Bargh, Caroline Downey, Bill Taylor, David Mallalieu, (Nigel Ashworth might not be able to make the meeting), Christine McHugh, Charlotte Jagger, Paul Sutcliffe, Lorrain Lock, George Lock and Irene Pope

MINUTES: The meeting commenced at 19:00

1. Introduction

Andy Meek (AM) opened the meeting, welcomed all, dealt with housekeeping (fire exit and toilets), the meeting code of conduct and apologies (detailed above)

2. Minutes of AGM 17th September 2015

AM confirmed minutes were circulated after the AGM and no amendments were made.

- Fran Healey (FH) proposed to accept the minutes
 - Gwyn Fitton (GF) seconded the proposal
 - The minutes were unanimously accepted on a show of hands

3. Review Action Log

Outstanding actions:

- Photographic competition / calendar – Plan for 2017
 - Liz Rutherford (LR) advised 200 copies of a calendar could be printed for £300 and suggested we ask people to ‘Like’ the photographs on our Facebook page so that the most popular can be included

ACTION: AR to circulate RMNF Facebook details and ask people to ‘Like’ their favourite photos.

ACTION: LR to collate favourites and arrange 2017 calendar

- Establish next steps for Neighbourhood Plan and inform volunteers (see Agenda Item 8)
- Conservation status for Catley Lane Head – Awaiting feedback from Sue Oakley

ACTION: AR to seek and circulate update from Sue Oakley

- Trustee training – Two trustees trained – open invitation for others

ACTION: AR to invite other to undertake Trustee training

- Continue to monitor planning applications for anything affecting our area
- Complaint regarding Shawfield turbine - Awaiting feedback from Diane Rothwell (Planning Enforcement Officer). Complaint issues:
 - Failure to recognise heritage assets
 - Failure to consult with residents
 - Turbine not in consented location
 - Noise
- Can our forum develop a relationship with community police officers? So far -
 - Application made to PCC for £5K towards CCTV
 - Separate application for Lane Head village sign (confirmed as approved 07/10/2016)
- Establish what major work is scheduled to be undertaken by the council in our area (kerbs, footpaths, drains, road repairs, etc)

ACTION: AR to contact council for update

- Permanent fixing required for the BBC commemorative plaque
 - AR proposed the forum consider buying a suitable stone
 - AM, Gwyn Fitton (GF) and Helen Moore (HM) agreed to source a suitable stone
 - Cecile Biant (CB) agreed to approach the council for suitable stone before the forum went ahead with the purchase
 - Proposal seconded by Gwyn Fitton
 - Unanimously accepted on a show of hands

ACTION: AM to work with GF and HM to agree a suitable stone on which to mount the plaque

- LR asked if an information board about the Famine Road could be provided

ACTION: CB to provide examples and costs of information boards currently in place

- All other actions completed
- AR proposed we carry forward the outstanding actions
 - Liz Rutherford (LR) seconded the proposal
 - The proposal was unanimously accepted on a show of hands

4. Accounts for year ending 31st August 2016

FH explained the accounts

- FH proposed to accept the accounts
 - Nigel Ashworth (NA) seconded the proposal
 - The accounts were unanimously accepted on a show of hands

GF advised that the Ding Quarry Action Group (DQAG) were considering closing their bank account and transferring monies to RMNF. All agreed this was a very generous consideration and GF was asked to keep the forum informed

ACTION: GF to advise if it DQAG are able to transfer funds to RMNF

5. Legal & Administrative Information

AR explained the legal and administrative information

- AR asked if anyone knows of anyone qualified to independently examine our accounts

ACTION: Roy Thorniley (RT) to ask the person who does the accounts for the Rochdale Ramblers

6. Reports from Trustees and Officers

AR explained the content of the reports - it was noted that no reserves policy was in place

- FH proposed the following reserves policy, ***“It is the policy of Rooley Moor Neighbourhood Forum CIO to hold reserves from unrestricted funds to cover our known liabilities (such as insurance and hire of meeting rooms) and has allocated £200 to cover these costs. This policy will be reviewed at each AGM.”***
 - Morley Morgan (MM) seconded the proposal
 - The proposal was unanimously accepted on a show of hands

Outstanding issues:

- Prickshaw Dam – Meeting with council on site to discuss the leak has been arranged for Wednesday 12th October 2016
- Shawfield turbine – Complaint is nearly one year old and AR will request an update from the council
- Scout Moor Wind Farm Expansion – AR explained the significance of the letter from RMNF to the enquiry and details of the enquiry dates were shared
- Fracking - AR provided information leaflets about fracking - CB mentioned she had contacts with an anti fracking group and would seek permission to share contact details if anyone wanted this information

7. Appoint New Trustees, Chair, Vice Chair, Secretary, and Trustee Rotation

The following people stood down from their positions:

- Alan Rawsterne - Trustee & Secretary
- Roy Thorniley - Trustee and Vice Chair
- Andy Meek – Chair
- Frances Healey - Treasurer

The following people are stood for election:

- Alan Rawsterne - Trustee & Secretary
- Roy Thorniley - Trustee and Vice Chair
- Andy Meek - Trustee & Chair
- Frances Healey - Trustee & Treasurer

CB proposed to approve the resignations and appointments

- Seconded by: MM
- Unanimously accepted on a show of hands

Members were asked to consider if they wished to become a trustee and advise AR if they did

8. Presentation from Paul Simpson of PPS Planning Manchester

Paul presented the following three items (presentation material can be found under the meeting section of our website at: <http://www.rmnf.org.uk/resources/meetings/>)

- The Nuts and Bolts of Neighbourhood Plans
- Moving Forward
- Consultation Results

To move forward on developing our Neighbourhood Plan we agreed three potential work streams:

1. **Built Heritage and Design** (protection of heritage assets, design standards, use of redundant farm buildings, road infrastructure improvements, restoration of walls, paths, cobbles and sets, etc.). This aligns to our charitable objective: *To promote high standards of planning and architecture in or affecting the area of benefit.*
2. **Recreation Opportunities** (recreational facilities, routes and links e.g. connections with Healey Dell and Greenbooth, appropriate recreational pursuits, interpretation information / signage / guides, key assets and attractions for visitors, parking and other facilities, transport improvements). This aligns to our charitable objective: *To educate the public in the geography, history, natural history, culture and architecture of the area of benefit.*
3. **Landscape and Natural Heritage** (landscape protection, biodiversity improvements, flood management, drainage improvements, etc.). This aligns to our charitable objective: *To secure the preservation, protection, development and improvement of features or areas of historic or public interest in the area of benefit.*

Miscellaneous Projects are expected to evolve as a result of undertaking the work streams detailed above and gathering the required evidence (Projects to be determined and agreed by other groups, overview of consultation strategy and recording of evidence base).

AM proposed we undertake one work stream - **Recreation Opportunities**

- Seconded by: FH
- Unanimously accepted on a show of hands

ACTION: AR to circulate details and seek group membership, set up initial meeting, etc.

9. Open Forum

- Community event – All agreed we should have another community event next year and perhaps use it as an opportunity to communicate our first Neighbourhood Plan work stream for **Recreation Opportunities**

ACTION: AR to circulate details and seek event group membership

- Heritage Open Days 2017 – AR proposed requesting Catley Lane Head is included in the vintage bus tours – thus facilitating access to the Famine Road, Prickshaw, Healey Dell, and walks, etc. – All agreed this should be considered and included in the Neighbourhood Plan work stream for **Recreation Opportunities**

ACTION: AR to approach 'Link4Life' to see if this is possible

- GMP has approved an application from their funds for a village sign to read, "Welcome to Catley Lane Head – Please Drive Carefully"
 - HM asked if it would be possible to have 'Quiet Lane Status' for the Catley Lane Head section of Rooley Moor Road – All agreed this should be considered and included in the Neighbourhood Plan work stream for **Recreation Opportunities**
- Silent auction of Catley Lane Head aerial photos donated Jen Holt (JH)
 - HM was interested in the pictures and will approach JH
- Liz Rutherford photo display
 - Photos loaded to our Facebook page – video to be loaded soon
- AR is arranging to meet with a representative of Friends of Healey Dell
- Norden are considering a Neighbourhood Plan
- AOB
 - AR proposed RMNF should make a small donation to the other charities that supported our launch event and that the photographers should be given a gift in recognition of their support
 - Seconded by: LZ
 - Unanimously accepted on a show of hands

ACTION: AR to discuss to establish how much money can be 'Gifted' and discuss other sources of funds with CB

ACTION: LR to provide contact details for the other charities that supported our launch event

- Membership process needs to be tightened up given members have voting rights

ACTION: AR to publish requirements and update records

- Jack Fitton (JF) asked if anyone knew the weight limit for the Catley Lane Head cattle grid as 44 tonne HGV's were using the bus turning circle and one vehicle got stuck after having a puncture

ACTION: CB to investigate with the Highways Department and identify if better signage, etc. is required

- JF advised the Catley Lane Head phone box was due to be removed as it is not used by anyone
- Win McGhee (WM) asked if there was any news about the litter bin for Catley Lane Head – JF asked if it would also be possible to replace the litter bin at the bus terminus with a lidded one to stop sheep pulling out the contents

ACTION: CB to investigate

- JF advised drains in Catley Lane Head are blocked between the grids – is there any way drains can be cleared and footpaths raised to stop flooding

ACTION: CB to investigate

10. Next Meeting

- TBC – AR advised the next meeting would probably be in the New Year. Between now and then updates would be posted on the RMNF website and (or) sent by email
- **Proposed to approve the minutes:**
- **Seconded by:**
- **Accepted / Rejected – Show of Hands**

Agenda Item 3

Review Action Log

Rooley Moor Neighbourhood Forum - Actions

Date of action	Description of action	Who is responsible for the action	Comment	Date Completed
17/03/2016	Continue to monitor planning applications for anything affecting our area	AR	On-going	On-going
17/03/2016	Establish next steps for Neighbourhood Plan and inform volunteers	AR	<p>John Newcombe, Bill Taylor, Diane & David Ireland volunteered - provisional meeting for 11/05/16</p> <p>Meeting with consultant PPS held 11/05/16</p> <p>06/10/2016 Presentation at forum AGM regarding next steps</p> <p>07/12/2016 New working group to form in the New Year - See actions dated 07/12/2016 below</p> <p>06/09/2017 Detailed community questionnaire completed and analysed, plan to be drafted and submitted by end of year</p>	Pending

17/03/2016	Conservation status for Catley Lane Head - Confirm meeting with Sue Oakley scheduled on Tuesday 5th April 2016 for 11am at Owd House and invite Helen Moore, John Newcombe, Bill Taylor if available and Diane Ireland	AR	<p>email sent 21/03/16 - Helen Moore, John Newcombe, Bill Taylor if available and Diane Ireland wish to be involved - 1st Meeting 5/04/16 - Heritage assessment expected 04/05/16 - Undertaken with Sue Oakley, Win, Gwyn and Jen Holt</p> <p>09/09/16 - email from Sue Oakley - Hi Alan, Thanks for your email. My colleague has drafted the assessment and we need to go through it and check that it looks ok then we'll send it over for you all to have a look at and make comments on. I'm snowed under with work at the moment but I'll try to sort it out in the next few weeks. Regards Sue</p> <p>06/10/2016 AR to seek and circulate update from Sue Oakley</p> <p>17/11/16 Advised: Kaija's working on the draft and making a few changes since the first draft. Once I've had a look at it we'll send it over for you all to comment on</p> <p>09/08/2017 - Consultation closed - awaiting final outcome</p>	On-going
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17/03/2016	Monitor noise from Shawfield turbine and notify Diane Rothwell of any issues	All	Email sent 08/10/2016 requesting and update for the current complaint regarding the position of the turbine and noise from the turbine. 06/09/2017 - Too detailed to list here - will provide separate update	On-going
06/10/2016	Catley Lane Head - Drains between grids need clearing and raise footpaths need raising to reduce flooding - CB to raise issue with council	CB	23/04/2017 Road swept and drains cleared following village clean up. There is no known planned works on kerbs or footpaths	
07/12/2016	AR to seek support to draft a proposal for heritage signage and quiet lanes status for Catley Lane Head	AR	09/12/16 Ruth Howard offered to help 04/08/2017 Sign placed in village - Quiet lanes status is pending	
07/12/2016	Let AR know if you would like to attend a trustees training day	AR		

- **Proposed to carry forward the outstanding actions:**

- **Seconded by:**

- **Accepted / Rejected – Show of Hands**

Agenda Item 4

Rooley Moor Neighbourhood Accounts

Year End: 31-Aug-17

Reconciliation of Accounts 2016/17 To Bank Statement			
	Paypal	Co-Op	Total
Opening Balance	50	2,763	2,812
Receipts Reported	0	10,697	10,697
Expenditure Reported	0	(5,768)	(5,768)
Last year's after date payments	0	(1,612)	(1,612)
Last year's after date receipts	0	767	767
Closing Balance 31/8/16 Reported	50	6,847	6,896
Balance at Bank 31/8/16	50	6,847	6,896

	2016/17 Restricted Groundwork £	2016/17 Restricted PCC £	2016/17 Restricted DQAG £	2016/17 Restricted Groundwork 17 £	2016/17 Restricted CWA 17 £	2016/17 Restricted Township Rev 17 £	2016/17 Restricted Township Cap 17 £	2016/17 Unrestricted £	2016/17 Total £
Opening Balance B/F from Summary 2015-16	1,349	0	0	0	0	0	0	618	1,968
INCOME									
Gift Aid	0	0	0	0	0	0	0	88	88
Grants	(891)	1,000	0	7,065	500	0	0	0	7,674
Calendar Project	0	0	0	0	0	0	0	651	651
Donations In	0	0	2,052	0	0	0	0	232	2,284
Total Income	(891)	1,000	2,052	7,065	500	0	0	971	10,697
EXPENDITURE									
Consultant Costs	(428)	0	0	(1,198)	0	0	0	0	(1,626)
Training	0	0	0	0	0	0	0	(20)	(20)
Room Hire	(30)	0	0	0	0	(30)	0	0	(60)
Website	0	0	0	0	0	0	0	0	0
Insurance	0	0	0	0	0	0	0	(137)	(137)
Donations Out	0	0	0	0	0	0	0	(100)	(100)
Printing & Stationery	0	0	(58)	(896)	0	(277)	(1,000)	0	(2,231)
Calendar project	0	0	0	0	0	0	0	(448)	(448)
Misc Expenses	0	(256)	(300)	0	0	(390)	0	(200)	(1,146)
Total Expenditure	(458)	(256)	(358)	(2,094)	0	(697)	(1,000)	(904)	(5,768)
Closing Balance	0	744	1,694	4,971	500	(697)	(1,000)	685	6,896

Notes – Referring to the £6,896 above - Our community event Tombola raised £172 that boosted our unrestricted monies. Outstanding amounts payable are £68 for Pizza and £270 expenses payable to Liz Rutherford (total £240 restricted & £98 unrestricted). There is £1,937 to recover from Township grants and the Groundwork surplus is before consultancy fees due in September & October 2017; any surplus not spent by the end of October 2017 will be available for return to Groundwork. As at the date of the AGM, the only other cost not accounted for above is room hire for the AGM (£30) and paper & ink for printing (£23.50). It is proposed to increase our reserves policy to £400 to cover insurance (estimated at £140) due June 2018 and website costs (estimated at £150) due May 2018 plus the unrestricted amounts for Pizza and expenses detailed above (£98). There are no Gift Aid donations to be claimed.

• **Proposed to approve the accounts:**

Seconded by:

Accepted / Rejected – Show of Hands

Agenda Item 5

Legal & Administrative Information

Status

Our organisation is a Charitable Incorporated Organisation (CIO)

Charity Commission Registered Number 1165601

Structure

Andy Meek – Trustee & Chair (appointed Trustee on 6th October 2016)

Roy Thorniley - Trustee & Vice Chair (Stood down 18th August 2017)

Frances Healey – Trustee & Treasurer (appointed Trustee on 6th October 2016)

Alan Rawsterne - Trustee & Secretary

Cecile Biant - Trustee

Morley Morgan - Trustee

John Newcombe - Trustee

Nick Green - Trustee

Registered Office

Owd House

Fern Hill Lane

Rochdale OL12 6BW

Bankers

The Co-operative Bank

P.O. Box 250

Delf House

Southway

Skelmersdale WN8 6WT

Independent Examiner

Last year we asked the Treasurer of the Rochdale Ramblers to verify and sign off our accounts

Agenda Item 6

Reports from Trustees and Officers of the Forum

Structure, Governance and Management

Trustees manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. In exercising their powers and duties, charity trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charities Commission.

It is the duty of each trustee:

- a) To exercise his or her powers and to perform his or her functions as a trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO; and
- b) To exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:
 - i. any special knowledge or experience that he or she has or holds himself or herself out as having; and
 - ii. if he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

Members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

There are no paid employees of the CIO and the value of services provided by volunteers is not incorporated into financial reporting.

Including trustees and officers there are currently 40 members of the CIO with voting rights. This is an increase of 4 members on last year.

Recruitment & Appointment of Trustees

At every subsequent annual general meeting of the members of the CIO, one-third of the charity trustees shall retire from office. If the number of charity trustees is not three, or a multiple of three, then the number nearest to one-third shall retire from office, but if there is only one charity trustee, he or she shall retire.

Any vacancies so arising may be filled by the decision of the members at the annual general meeting and the members or the charity trustees may at any time decide to appoint a new charity trustee, whether in place of a charity trustee who has retired or been removed, or as an additional charity trustee, provided that the limit of 12 charity trustees is not exceeded.

This year Roy Thorniley is resigning as Trustee & Vice Chair but wishes to remain as a member of the Forum.

Fran Healey (Treasurer), Nick Green and John Newcombe are standing down as Trustees but wish to be considered for re-election.

Objects

The CIO is established for the public benefit without distinction of ability, sex, sexual orientation, race or political, religious or other opinions for the following purposes in the area of benefit known as Rooley Moor, which shall hereinafter be referred to as the Neighbourhood

The objects of the CIO are:

1. To promote high standards of planning and architecture in or affecting the area of benefit.

2. To educate the public in the geography, history, natural history, culture and architecture of the area of benefit.
3. To secure the preservation, protection, development and improvement of features or areas of historic or public interest in the area of benefit.

In furtherance of the above objects but not otherwise the trustees shall have the power to establish a neighbourhood forum for the area of benefit to promote and or improve the social, economic and environmental well-being of the area.

Accounting Policy, Income & Funds Structure

Income arises from restricted funds (grants), unrestricted donations and recovered Gift Aid.

Expenditure is recognised when an invoice is received or payment made.

There are no tangible fixed assets.

The Reserves Policy of Rooley Moor Neighbourhood Forum CIO is to hold reserves from unrestricted funds to cover our known liabilities (such as insurance, hire of meeting rooms, website costs, etc.). £400 has been proposed to cover these costs. The reserves policy will be reviewed at each AGM.

Achievements & Performance

October 2016: Two more Trustees appointed. Several forum members attended the Scout Moor Windfarm Extension Public Inquiry at Bacup and presented their views for consideration. The decision of the Secretary of State was announced in July 2017.

November 2016: The Cotton Famine Road featured in Episode 3 of the BBC2 series 'Black and British – A Forgotten History'. Rochdale people can be proud of the story, which explained the history of the Cotton Famine Road and its links to the abolition of slavery. There were some fantastic shots of our area, the Cotton Famine Road and our launch event. Credit goes to the Forum members who were involved in the programme too. Very positive publicity for Rochdale. During this month our Forum also took up membership of the Open Spaces Society.

December 2016: Our very first RMNF calendar is produced. Well done to Liz Rutherford and Bill Taylor for creating the calendar which shows off our area in a very positive way and puts a few bob into the bank account as well! This all helps to fund other activities that cannot be covered by grants etc.

January 2017: Decommissioning Bond – RMNF along with other various organisations raised the issue of a decommissioning bond for the Scout Moor Wind Farm Expansion Ltd (SMWFEL) application. If the Secretary of State (SoS) was minded to approve this application, then the basic idea of a bond would ensure there is sufficient money available at the end the wind farms life, to ensure the site can be returned to its 'pre' wind farm condition. Currently there is no requirement for onshore wind farm developers to put a bond in place and we asked the SoS to consider putting a condition in place requiring a bond that tracks inflation and cannot disappear when the wind farm becomes redundant. RMNF considered this issue to be bigger than just SMWFEL and asked that a decommissioning bond should be a requirement for all future developments of this type.

February 2017: Councillor Cecile Biant, John Newcombe, Roy Thorniley, Alan Rawsterne, Andy Meek and Morley Morgan formed our Neighbourhood Plan Group and started work on designing a community questionnaire intended to help support the creation of our neighbourhood plan policies.

RMNF Trustees decided not to adopt the phone box in Catley Lane Head. Our forum would have had to take on the costs and responsibility for insurance, maintenance and repair (which would have to be in accordance to industry guidelines), and we would NOT have got title to the land beneath the phone box. We would also have required volunteers to look after the cleanliness of the phone box and to undertake the governance requirements for any installed equipment (e.g. a defibrillator).

March 2017: RMNF Supports Purple4Polio. Members of Rooley Moor Neighbourhood Forum are always keen to see our area looking its best. On Saturday 11th March 2017 a group of forum members took advantage of the early morning sun and supported the Rotary's latest campaign,

Purple4Polio by planting donated crocuses, which is designed to unite communities to engage in activities as part of the final push to eradicate polio for good.

April 2017: David Olusoga agreed to be the Honorary President of Rooley Moor Neighbourhood Forum. David Olusoga is the historian and broadcaster who put the Cotton Famine Road on the map in BBC2's Black and British: A Forgotten History. Changes to accommodate the position of Honorary President in our constitution will be proposed at our 2017 AGM.

Catley Lane Head Spring Clean – Saturday 22nd April 2017 - Thanks to Nick & Margaret Green for organising a fantastic day and thanks to everyone involved! We couldn't have done it without you, or the help and support of Rochdale Council and those people who loaned the digger and dump truck.

May 2017: Thursday 4th May 2017 - Roy Thorniley organised a Rooley Moor Scenic Walk that was very well attended.

Also in May a paper copy of our community questionnaire was delivered to all households in our Neighbourhood Area. We asked people to please take the time to read, complete and return the questionnaire which is intended to allow local people the opportunity to say what they like (or dislike) about our area and to make suggestions about how it might be improved working in conjunction with Rochdale Council. Recent works undertaken on our bridleways, the new cattle grid, the repairs to Prickshaw Dam and the improvements that have taken place at Catley Lane Head have all been encouraged via the Neighbourhood Forum.

At the end of May Andy Meek and Alan Rawsterne gave a talk about RMNF to the Rotary Club of Rochdale East.

June 2017: Our area gets a mention in Great Days Out In Rochdale, a guidebook, published by Rochdale Council, to provide ideas for fun family days out in Rochdale.

July 2017: Sunday 23rd July 2017 - Catley Lane Head village clean up

Catley Lane Head Conservation Area Consultation is approved by Rochdale Township Committee, the outcome of which is expected to be revealed at the December 2017 Rochdale Township Committee meeting.

Analysis of our Neighbourhood Plan Community Questionnaires – The voice of our community told us:

Built Heritage:

- Conservation areas, their settings, listed buildings and heritage features should receive strong protection
- Key heritage features should be protected, promoted and enhanced, e.g. the Cotton Famine Road

Built Development:

- New development should be limited to that which is appropriate in the Green Belt
- New development should satisfy high standards of design to ensure local character and identity are retained
- Extensions, alterations and conversions should be supported provided that they respect local character and heritage
- Redundant and disused buildings should be brought back into use

Green Spaces and Environment:

- Key open spaces should be identified for protection and improvement
- Local landscape quality and character should be protected and improved
- Areas of nature conservation should be strongly protected and new areas established
- Trees and hedgerows should be protected

- Renewable or alternative energy should be encouraged provided it is of an appropriate scale and type and does not harm the landscape and heritage features

Countryside Management and Farming:

- Rural occupations should be supported
- Farm diversification should be supported, especially where it provides recreational opportunities, better land management, re-use of rural buildings etc.

Recreation:

- Key routes for walking, cycling and riding .e.g. the Mary Townley Loop, and access to them should be developed, promoted and improved
- Links between attractions should be improved and promoted (e.g. Healey Dell)
- Recreational activities which detract from environmental quality or the local landscape should be discouraged
- Equestrian activities and facilities of an appropriate scale should be supported

Accessibility:

- Better visitor facilities, like parking, are required
- Traffic calming on Rooley Moor Road, and improvements to roads, lanes, and footpaths are needed
- Footpaths, cycle routes and bridleways need improvement and their use by those with impaired mobility increased
- Signage and interpretation information needs to be improved
- Conflicts between cyclists, horse riders, walkers and vehicular traffic should be addressed

Visitors:

- Countryside visitor facilities should be improved, e.g. signage, interpretation, parking etc.
- Low key, small scale overnight accommodation would be appropriate
- Opportunities to promote interest in local heritage, rural skills, nature appreciation should be taken

August 2017: The Rooley Moor Neighbourhood Forum community event took place in Catley Lane Head on Sunday 13th August 2017. We started at noon and had four hours of fun with folk music, history readings & displays, clog dancing and much, much more. Thanks go to our Event Team, Rochdale Council and the many organisations and people who supported our event, including the Mayor and Mayoress of Rochdale, Mr Ian Duckworth and Mrs Christine Duckworth, our local MP, Mr Tony Lloyd, our Ward Councillors, Cecile and Surinder Biant and Sue Devaney for their attendance and participation.

Catley Lane Head is the gateway to Rooley Moor and the Cotton Famine Road, so this year's event theme was the Cotton Famine, as we all have a responsibility to make sure the story is never forgotten and that the Cotton Famine Road remains for future generations to enjoy.

Mayor Ian Duckworth said: "My grandmother worked in a mill and when my mother was 12 her name was put down to work there as well. I am proud to be a descendant of those mill workers and how they supported the slave workers in America, I have no doubt Rochdalealians would do exactly the same today."

Tony Lloyd MP said: "It's important to recognise the story of the Cotton Famine, I'm a Northerner and grew up with the Northern traditions, what really annoys me is that no one told me of these stories as a child, I had to wait until I was an adult to find out about the Cotton Famine."

Sue Devaney said: "This road [the Cotton Famine Road], this village [Catley Lane Head], this area and Rochdale has a very proud association with the abolition of slavery and this road is undoubtedly a monument to the courage and suffering of the cotton workers of Rochdale in those dark years."

Part of the event included the unveiling of a new village sign for Catley Lane Head, Rooley Moor Neighbourhood Forum is extremely grateful to Greater Manchester Police for funding the sign to promote careful driving, and to Rochdale Council for installing the sign and supporting this year's event.

At the event we also revealed the results of our community questionnaire, the results of which will be used to define a neighbourhood planning policy for our area for the next 20 years. We hope to present a draft plan for the council to consider by the end of this year.

Since the end of the financial year:

September 2017: Our Neighbourhood Plan Group are working with Paul Simpson, a planning consultant, to draft our Neighbourhood Plan Policies. The group hope to present a draft plan at the end of December 2017 for Rochdale Council to consider.

Rochdale Connections Trust (RCT) asked RMNF to support a project that will provide a unique opportunity for members of their support programmes to explore the historical significance of the Rooley Moor area for themselves and to develop skills which they may not have utilised previously to undertake research in many forms, create 3D site plans and finally to produce a film which will log their journey of discovery. RCT hope to exhibit their work at Touchstones museum and will gift to RMNF anything which is of benefit upon completion of the exhibition. For information - RCT is a community based Charity and leading local provider of specialist programmes of support for young people, adults and families who are finding life difficult in some way. They offer individually tailored programmes; structured interventions and 1:1 mentoring designed to deal with an array of issues to help empower individuals to overcome barriers and to turn their lives around. They offer specialist programmes of support for Domestic Abuse, Social & Emotional Well-Being, Male and Female Perpetrators.

29th September 2017 – An Extraordinary Trustees Meeting was convened to review a compliance issue that resulted in vouchers for refreshments from last year's event being used at this year's event. The unanimous opinion of the Trustees is that mistakes had been made; last year's vouchers got into the system and were not picked up until invoice reconciliation. All agreed this was a process failure that has been noted and corrected.

29th September 2017 – Heritage Lottery Fund Shared Histories Grant of £9,400 offered to RMNF (see Grants & Funding below).

Health & Safety

Risk assessments were in place for all activities and there are no issues to report.

Trustee Training

No trustees have attended any training sessions.

Grants & Funding

- 28th November 2016 - An application of £5k made to the Police and Crime Commissioner for Greater Manchester to support the cost of installing CCTV in Catley Lane Head was rejected.
- 29th April 2017 a Neighbourhood Planning Basic Grant of £7,065 was awarded to RMNF by Locality / Groundwork under the Community Rights Programme. This is a restricted fund intended to support the development of a Neighbourhood Plan, any unspent money will have to be returned at the end of October 2017.
- 12th July 2017 - Cartwheel Arts awarded RMNF £500 to support the creation of a Cotton Famine Road 8 page booklet, artists fees and exhibition materials.
- 27th July 2017 - £1K Rochdale Township Grant awarded from the revenue budget to support the August RMNF community event.

- 27th July 2017 - Rochdale Township Grant of £1K awarded from the capital budget to support RMNF purchasing display equipment that will be used to promote our forum.
- 29th September 2017 – Heritage Lottery Fund Shared Histories Grant of £9,400 awarded to RMNF for the following approved purposes:
 - Research and produce accessible heritage trails around areas of historic interest in Rooley Moor, including QR codes linking to additional interpretation material and permanent heritage display boards
 - Research, develop and produce accessible heritage trails around areas of historic interest in Rooley Moor, including QR codes linking to additional interpretation material
 - Support Forum members to visit and research other local heritage trails to inform the project, and consult with a range of user groups to support accessibility
 - Work with Touchstones Museum and Rochdale Pioneers Museum to research archive material for use on display boards and project website
 - Record audio and video interviews with local families to capture their memories, and make use of local dialect songs and historical interpretation
 - Update the Forum website with heritage material to link to QR codes, and promote the project via social media, leaflets and events
 - Evaluate the impact and effectiveness of the project, including on users and participants

Outstanding Issues

- **Shawfield Turbine** - The complaint regarding the position of the turbine and noise from the turbine was made in November 2015 and remains unresolved, at the time of writing an update is awaited from the Planning Enforcement Officer.

Agenda Item 7

Propose change to our constitution required to accommodate the position of Honorary President

The Trustees proposed a change to our constitution to accommodate the role of Honorary President. In April 2017 we used Survey Monkey to establish if voting members of our forum would be in favour of this change and 22 members voted unanimously to approve the change and appoint David Olusoga as our first Honorary President.

We now wish to raise this matter at our AGM to formally agree the change to our constitution and appoint David Olusoga as our first Honorary President.

The propose wording for insertion in to our constitution is as follows:

'Honorary President

The Trustees may from time to time elect an Honorary President of the Forum to hold office for a period of three (3) years. No subscription shall be required from an honorary member and the Honorary President may stand for re-election for additional terms.

The Honorary President has no executive function and the role carries no Trustee responsibility.

The Honorary President shall be entitled to attend meetings of the forum, but not to vote.'

- **Proposed to accept:**
- **Seconded by:**
- **Accepted / Rejected – Show of Hands:**

Agenda Item 8

Appoint Honorary President, Trustee Resignations & Rotation

David Olusoga has agreed to accept the position as our first Honorary President:

- **Proposed to accept:**
- **Seconded by:**
- **Accepted / Rejected – Show of Hands:**

The following people are standing down from their positions:

- Roy Thorniley - Trustee and Vice Chair
- Frances Healey – Trustee & Treasurer
- Nick Green – Trustee
- John Newcombe - Trustee

The following people are standing for re-election:

- Frances Healey – Trustee & Treasurer
- Nick Green – Trustee
- John Newcombe - Trustee

We have a limit of 12 charity trustees, therefore 5 vacancies

- Do any other of our members wish to become a trustee?
- Does any member wish to propose a trustee for election?
- Does anyone wish to stand for the position of Vice Chair or propose a Vice Chair for election?

- **Proposed to accept:**
- **Seconded by:**
- **Accepted / Rejected – Show of Hands:**

There is also a proposal to ask Sue Devaney to be a 'Patron' of our Forum. If approved, one of our trustees will make a formal approach to Sue to offer this position.

- **Proposed to accept:**
- **Seconded by:**
- **Accepted / Rejected – Show of Hands:**

Agenda Item 9

Next steps - Neighbourhood Plan

September 2017:

- | | |
|---|--------------|
| • Review action, vision and aims | PPS Planning |
| • Review timetable and agree with RMBC | PPS Planning |
| • Preparation of draft proposals / text | PPS Planning |
| • Liaison with RMBC | PPS Planning |

October 2017 to December 2017: Note: Groundwork grant ends 29 October 2017

- | | |
|--|--------------|
| • Drafting of policies and introductory sections | PPS Planning |
| • Discussion / lobbying / other external factors | All |
| • Contact farming community and other organisation re consultation | RMNF |
| • Draft documentation for pre-submission consultation | PPS Planning |
| • List / document evidence base | PPS Planning |
| • Draft consultation statement | PPS Planning |
| • Basic conditions statement | PPS Planning |

January 2018 to April 2018:

- | | |
|--|--------------|
| • Send Neighbourhood Plan to RMBC for review | RMNF |
| • RMBC carry out Environmental / Sustainability Appraisal, etc. | RMBC |
| • Assist RMBC with Committee Reports | PPS Planning |
| • Prep for publicity and consultation arrangements prior to submission | PPS Planning |
| • Submit plan to RMBC + Committee Report | RMBC |
| • Make amendments to draft | PPS Planning |
| • Pre-submission consultation and publicity of the proposed Neighbourhood Development Plan | |
| • Carry out Pre-submission Consultation - 6 weeks | RMBC |

May 2018: Note - Local elections are due in May 2018 Purdah (the pre-election period) starts 6 weeks before (pos. 26/03/18) and extra time might be required

- | | |
|---|--------------|
| • Make request to Communities and Engagement committee for funds to print consultation document (need to get quotes, etc.). | RMNF |
| • Revisions to draft Neighbourhood Development Plan | All |
| • Review comments and make amendments | All |
| • Modifications following consultation | PPS Planning |
| • Liaison / consultation with RMBC | PPS Planning |
| • Liaison with Forum | PPS Planning |

June 2018 to July 2018:

- | | |
|---|------|
| • Submission of Plan to LPA and report to RMBC Township Committee | RMBC |
| • Publicise Plan Proposal - Regulation 16 - 6 weeks | RMBC |

August 2018 to October 2018:

- Submission of Plan to Examination- Regulation 17 - 6 weeks RMBC
- Examination - 2 weeks Examiner
- Publication of Examiners ReportStatus- Regulation 18 - 4 weeks Examiner

November 2018 to December 2018:

- Decision on Plan Proposal - Regulation 19 - 4 weeks Examiner
- Publicising neighbourhood development plan
- Referendum - 6 weeks (may need to allow extra time for Xmas hols) RMBC

Agenda Item 10

Open Forum & AOB

- Community event – should we have another one next year?
- Donations to other organisations – Clog dancers and The Met for loan of PA system
- Catley Lane Head Heritage Appraisal
- HLF grant for signage
- Traffic calming, Fly tipping and illegal off road use
- AOB

Agenda Item 11

Date & Time of Next Meeting

To be confirmed

- Regular updates will be issued through the website and by email