

NEIGHBOURHOOD PLAN STEERING GROUP**WHITCHURCH AND GANAREW****Minutes of the meeting held on 15 December 2014 at The Old Court Hotel**

PRESENT J Dixon (Chairman) G Hiscox P Lewis G Litson S Borthwick A Thomas
E Heyes

ATTENDING K Shilton (Administration)

APOLOGIES J Herbert

1. MINUTES OF THE LAST MEETING HELD ON 1 DECEMBER 2014

Following one alteration the minutes were agreed and confirmed and signed by the Chairman.

2. TO APPROVE THE TERMS OF REFERENCE

The Terms of Reference were resolved and adopted by the meeting and The Constitution remains on file as a requirement for the HSBC bank account.

3. MEETING WITH FOXLEY TAGG PLANNING CONSULTANTS

J Dixon had circulated the summary of the meeting with Foxley Tagg to Steering Group members prior to this meeting together with the review of the steps required for the Neighbourhood Plan and their consultation fees for assisting the Steering Group during the Neighbourhood Plan development.

Following discussion it was agreed that J Dixon would obtain references from other Councils where Foxley Tag had been involved in similar plans and that Foxley Tag would be invited to attend a Steering Group meeting end of January 2015.

ACTION J Dixon to arrange for Foxley Tagg to attend the Steering Group meeting end January 2015 and obtain references from other Councils where these consultatants have been involved.

It was agreed that the development of the Neighbourhood Plan would take place over a period of 2 years.

It was agreed that the first public consultation meeting would be held at the end of February 2015 or early March 2015.

4. NEIGHBOURHOOD PLAN WEBSITE

G Litson explained that this website was still in development and that the outline structure should be available by 19 December 2014.

This website will be used as a communication to residents informing them of the Steering Group meetings which they are also welcome to attend and the progress being made as well as making the meetings known through The Village News and the Parish Council notice boards.

5. FINANCIAL MATTERS

It was agreed to purchase the following items before 31 December 2014 which is the deadline given by the grant fund administration.

Display Boards estimated cost £1020

Laptop estimated cost £500

Printer and laminator estimated costs £900

Advertising Boards actual cost purchased £110.81 and ink £69.98

ACTION G Hiscox and G Litson will purchase these items on behalf of the Steering Group

6. OTHER MATTERS ARISING AND NOT REQUIRING A FINANCIAL DECISION

G Hiscox explained the proposed resiting of a Parish Council notice board to be opposite the village shop and which would be more prominent for the public to read notices on Parish Council matters, The Neighbourhood Plan development and Parish Plan progress of the various projects.

A Thomas reported that as a part of the Parish Plan bulb planting in areas of the Parish had now been completed.

G Hiscox reviewed the Parish Plan projects now initiated by the Parish Council and that Council members as leaders had been appointed to each of these projects.

The projects selected by the Parish Plan Steering Group are:

Litter pick up

Marshal Arts

Community Help

Information Pack for new residents

Roads / speed / parking issues

P Lewis agreed to act as leader of The History Group which is also a part of the Parish Plan programme.

NEXT MEETING TO BE HELD ON 12 JANUARY 2015 STARTING AT 5PM AT THE OLD COURT HOTEL

The meeting started at 5.30pm and ended at 6.25pm

Signed

Chairman

Date