

NEIGHBOURHOOD PLAN STEERING GROUP**WHITCHURCH AND GANAREW****Minutes of the meeting held on 23 March 2015 at The Old Court Hotel**

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

ATTENDING K Shilton (Administration)

APOLOGIES None

1. ACTION POINTS FROM THE MEETING

S Borthwick leading Heritage / Built Environment to continue the required research and develop a basic structure in preparation for the next stage to coordinate with and involve the allocated working groups.

This will be used as the lead example for the other work segments and evidence gathering.

All other group leaders initiate basic background information for their relevant segments.

J Dixon to contact Sally Tagg regarding cost structure for time and best practice for enquiries ie through J Dixon or individual group leaders. Determine if Sally Tagg is available 27 April 2015 or other appropriate date.

G Litson to send out the resident volunteer contact details to all group leaders.

2. NOTES FROM THE MEETING

Input of information to the Village News. K Shilton reviewed the responses from the Village News team and the approach taken by other Parish Councils. It was agreed submissions for the Neighbourhood Plan news and progress should be made directly by the publicity team and separate submissions made by the Clerk regarding Parish Council information.

Website. It was agreed a structure was needed to be developed to input / edit / manage this website. This must be actioned as soon as possible.

It was agreed that the website must be up and running as soon as possible with the objective Easter 2015.

Awards For All. G Hiscox has submitted the grant application form.

Grant workshop. J Dixon will attend the grant workshop organised by Herefordshire Council on 26 March 2015.

Next steps in the Neighbourhood Plan development. It was agreed S Borthwick continue the required research and evidence gathering which will be used as a lead example for the other working group segments. This will be reviewed at the next meeting. It was also agreed that Sally Tagg be involved in the near future to review the preparation made to assist discussion with the resident volunteers.

THE NEXT MEETING WILL BE HELD ON 13 APRIL 2015 AT 5PM AT THE OLD COURT HOTEL

The meeting started at 5pm and ended at 6.30pm

Signed

Chairman

Date