

**WHITCHURCH AND GANAREW  
NEIGHBOURHOOD PLAN STEERING GROUP**

**Minutes of the meeting held on 16 August 2016 at The Old Court Hotel**

**PRESENT** G Litson (Chairman) S Borthwick P Lewis (Project Manager) A Thomas P Cruttwell  
E Heyes

**ATTENDING** K Shilton (Administration) G Hiscox (Chairman of the Parish Council)

**1. APOLOGIES** None Required

**2. MINUTES OF THE LAST MEETING HELD ON 2 AUGUST 2016**

Amendments

Item 1.8 Regulation 14 added before the text as written in the minutes.

11 July 2016 and not 11 June 2016

The minutes were then agreed and confirmed and signed by the Chairman.

**3. ACTION POINTS / MATTERS ARISING**

3.1 Evidence Base Summary received from Foxley Tagg. Individual members review their respective subject and submit their comments to G Litson by 22 August 2016.

The Chairman will then circulate this full Evidence Base Summary to all members and following agreement of the Steering Group will then send this document to Foxley Tagg for their comments.

3.2 It was agreed that prior to project requirements / materials / costs / these should be agreed by the Steering Group before authorising the supplier.

**4. FEEDBACK CHAIRMAN**

The Chairman reported the outcome of the discussion with The Old Court Hotel regarding the regular meetings held at this location.

**5. FEEDBACK PROJECT MANAGER**

P Lewis will follow up with suppliers regarding the actions agreed by the Steering Group. It is hoped that the analysis results from Data Orchard will be received shortly.

**6. FEEDBACK FINANCE AND GRANTS**

6.1 The grant application is in progress and will be discussed with the Parish Council Chairman.

6.2 The prepared estimated budget for the completion of the Plan will be circulated to all members and discussed at the next Steering Group meeting.

6.3 The meeting was minded that a new cheque book should be requested from HSBC.

## **7. LAND AVAILABILITY RETURNED PAPERS**

The final draft response sheet proposal was agreed by all members.  
The Administrator / Parish Clerk will contact the people involved using these guidelines.  
Should contact with the Chairman be required then it was agreed that email should be used.

## **8. IDENTIFICATION OF SETTLEMENT AREAS**

8.1 It was agreed that G Litson will prepare a draft of the stages required for this subject and submit to all members for comment.

8.2 G Hiscox will contact Herefordshire Council to determine if there are any reserved sites / applications in progress.

8.3 The Administrator to cancel the Village Hall booking for September 2016. A future date for a public consultation will be decided.

## **9. FOXLEY TAGG CONSULTANTS**

The meeting agreed the following resolutions which were proposed by A Thomas.

9.1 All members of the Steering Group shall be free to communicate with our paid consultants where and when they consider the matter important and where the query cannot be answered by online research or by Herefordshire Council Neighbourhood Planning Team.

9.2 All communication to and from our paid consultants shall be by email and copied by both parties to all Steering Group members.

9.3 All paid consultants shall be required to provide invoices promptly on completion of the work and include an itemised record in support of the claim.

## **10. PARISH COUNCIL NEWSLETTER**

G Hiscox will draft the following subjects / Call for Sites / Settlement Boundaries / Future public consultation / for the Parish Council Newsletter and circulate to all Steering group members for comments.

## **11. ITEMS FOR THE NEXT AGENDA**

Vision and Objectives / comments from group members  
Assessment of the Programme  
Website / suggested revision  
Review of the estimated budget for the Plan development

## **NEXT MEETING TO BE HELD ON 5 SEPTEMBER 2016 AT 5.30PM AT THE OLD COURT HOTEL**

The meeting started at 5.30pm and ended at 7.20pm

Signed and dated

Chairman

