

WHITCHURCH AND GANAREW

NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of the meeting held on 2 August 2016 at The Old Court Hotel

PRESENT G Litson (Chairman) S Borthwick A Thomas P Cruttwell E Heyes

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

1. APOLOGIES P Lewis (Project Manager)

2. MINUTES OF THE MEETINGS HELD ON 27 JUNE 2016 II JULY 2016 AND 18 JULY 2016

27 June 2016 Item 1.8 Regulation 14 Clarification shows that this matter of the Plan is not required until a later date.

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

11 July 2016 These minutes were agreed and confirmed and signed by the Chairman.

18 July 2016 Item 3 Fracking. A Thomas has spoken with the responsible person at Herefordshire Council. The meeting was minded that this subject is an item for consideration within the Plan development.

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

3. ACTION POINTS FROM THE MINUTES / MATTERS ARISING

3.1 Pre meeting held on 27 June 2016. G Hiscox further confirmed that he had prepared these notes. Further discussion on some of these points took place but no formal resolutions were made.

3.2 Invoice from Foxley Tagg (2343 / 13 June 2016). G Hiscox explained the background to this payment and that it had been attached to the response letter from the consultancy as a result of the communications between Steering Group members and Foxley Tagg.

P Cruttwell considered that the invoice lacked sufficient detail.

3.3 The meeting agreed that at some future date when all group members were available a specific meeting would be held to discuss the consultancy and comment regarding the Evidence Base Summary recently received.

3.4 P Cruttwell recommended that in future Steering Group members should arrange to have his address stated on all supplier invoices (important that Whitchurch and Ganarew Parish Council is clearly stated on invoices for VAT purposes)

All work / materials require the agreement of the Steering Group and subsequent invoices agreed by the Group before payment is made.

4. FEEDBACK CHAIRMAN

G Litson explained that for some months ahead he may not always be available and that S Borthwick had agreed to act as Chairman in his absence.

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5. FEEDBACK PROJECT MANAGER No report available

6. FEEDBACK FINANCE AND GRANTS

6.1 It was agreed that G Hiscox and P Cruttwell would complete the Community Grant application papers when appropriate.

6.2 P Cruttwell will update the budget and finance position and circulate to all members.

7. MANAGEMENT OF LAND AVAILABILITY RETURNED PAPERS

7.1 Following discussion it was agreed that G Litson would prepare a draft of response guidance notes and circulate to all members for comments.

This would be used by the Administrator when contacting the people involved.

7.2 The meeting was aware that the Call For Sites need to be advertised and that advice would be taken from Herefordshire Council planning.

8. FIRST DRAFT PROPOSALS VISIONS AND OBJECTIVES

8.1 Reference was made to the notes distributed by S Borthwick.

Approval from the Parish Council was required for this next stage of the development of the Plan.

This can be discussed at the September 2016 Parish Council meeting as an agenda item.

8.2 The meeting was minded of the importance of designating settlement boundaries and the report expected shortly from Data Orchard regarding the returned question papers from residents.

NEXT MEETING TO BE HELD ON 16 AUGUST 2016 AT 5.30PM AT THE OLD COURT HOTEL

The meeting started at 5.30pm and ended at 7.30pm

Signed

Chairman

Date