

**WHITCHURCH AND GANAREW****NEIGHBOURHOOD PLAN STEERING GROUP****Minutes of the meeting held on 1 February 2016 at The Old Court Hotel**

**PRESENT** G Litson (Chairman) P Lewis (Project Leader) J Dixon E Heyes A Thomas P Cruttwell I Draycott S Borthwick

**ATTENDING** K Shilton (Administration)

**1. APOLOGIES** None

**2. MINUTES OF THE LAST MEETING HELD ON 18 JANUARY 2015**

These were agreed and confirmed and signed by the Chairman.

**3. ACTION POINTS FROM THE MEETING HELD ON 1 FEBRUARY 2016**

3.1 Website. G Litson confirmed that the website administrator R Smith was prepared to make available the time for the administration of the NPlan website as required. It has been agreed that compensation would be made accordingly.

3.2 Website. All project leaders to submit material and updates directly to R Smith.

3.3 Budget 2015/2016. Project leaders who have not yet submitted their estimated budgets please now submit to P Cruttwell as a matter of urgency and no later than end February 2016. Without these estimates grant applications cannot be initiated.

3.4 J Dixon will submit as agreed the Housing segment evidence base to Foxley Tagg for analysis together with the comments from Herefordshire Council planning.

3.5 J Dixon will as agreed purchase Parish maps from Hoople.

3.6 Ward Councillor. An invitation will be given for our Ward Councillor to attend future meetings.

3.7 Invoices relevant to the NPlan development must be addressed to Whitchurch and Ganarew Parish Council in order to qualify for a VAT refund.

**4. ACTION POINTS IN PREPARATION FOR THE COMMUNITY PRESENTATION EVENT WEEKEND 12 AND 13 MARCH 2016**

4.1 A working group of G Litson P Lewis and I Draycott was agreed to submit ideas / proposals for the written material of the key issues required for the presentation boards in order to have a uniform approach.

This will be presented at the next 15 February 2016 meeting.

4.2 Individual leaders to submit their draft text requirements as a matter of urgency to the above working group.

4.3 P Lewis to prepare a single page advertising feature of the event and submit to the Parish Council Chairman G Hiscox to be distributed together with the February 2016 Parish Council Newsletter.

4.4 P Lewis has all previous original presentation sheets used in the first Community event for reference or inclusion in the March 2016 event.

4.5 P Lewis and I Draycott are preparing a DVD and Power Point presentation for use at this event following approval of the Steering Group.

4.6 E Heyes to obtain maps of the Parish.

4.6 Businesses in the Parish. E Heyes to invite all local businesses to the event for their involvement and comments.

## **5. ADDITIONAL NOTES FROM THE MEETING**

5.1 Housing segment evidence gathering. J Dixon expressed his disappointment of the lack of involvement of the Parish Council members and that it is recorded that this important segment cannot be undertaken by one single person. More help and commitment is required.

G Litson as Steering Group Chairman will report this matter at the next February 2016 Parish Council meeting.

I Draycott proposed that once this March 2016 public event was completed all Steering Group members could be involved in the development of the housing segment as this was the major part of the Plan.

A Thomas highlighted that 2 possible volunteers may be interested to assist and J Dixon agreed to outline the needs and requirements to them.

5.2 P Cruttwell recommended that all presentation documents carry a discreet date reference.

5.3 P Cruttwell reported that the NPlan bank mandate was now submitted. Accounts of spend and income will be submitted monthly to the Administrator. The administrator will arrange inclusion on the website.

## **6. NEXT MEETING TO BE HELD ON 15 FEBRUARY 2016 AT 5.30PM AT THE OLD COURT HOTEL**

The meeting started at 5.30pm and ended at 7pm

Signed

Chairman

Date

