

**WHITCHURCH AND GANAREW
NEIGHBOURHOOD PLAN STEERING GROUP**

Minutes of the meeting held on 6 January 2016 at The Old Court Hotel

PRESENT G Litson (Chairman) J Dixon A Thomas I Draycott E Hayes S Borthwick

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

1. APOLOGIES P Lewis P Cruttwell

2. MINUTES OF THE LAST MEETING HELD 7 DECEMBER 2015

These were agreed and confirmed and signed by the Chairman.

3. ACTION POINTS FROM THE MEETING 6 JANUARY 2016

3.1 P Lewis has offered to take the role of Project Manager. This was supported by all members present being proposed by J Dixon seconded by G Litson.

I Draycott will prepare a draft job description and specification and send to all members for comment.

3.2 G Litson will take all necessary actions to be a signature on the NPlan bank mandate as a matter of urgency.

3.3 A Thomas G Hiscox and E Hayes to submit their Evidence Gathering for their respective segments to Herefordshire planning (for comments and feedback) as soon as possible to avoid delay to the Plan development.

G Litson S Borthwick and J Dixon have submitted their respective papers.

3.4 S Borthwick to contact Herefordshire planning for their estimated response time and feedback to the papers submitted.

3.5 I Draycott to circulate to all members the Foxley Tagg Gap Analysis and structure.

3.6 G Litson to invite R Smith (website coordinator) to the next Steering Group meeting 18 January 2016. (short discussion at the start of the meeting)

3.7 G Hiscox to amend the Question Paper (for distribution to households) following the proposed revision from the meeting and further submit to Data Orchard for comment / approval.

3.8 K Shilton to contact the Memorial Hall and make initial reservation of the Main Hall for 12 and 13 March 2016 / times 10am to 4pm each day for the Public Consultation.

3.9 Members are invited (if they wish to do so) to read and comment on the Evidence Gathering submitted papers available on the website.

3.10 Website contact is Roger Smith roger@pentumpkin.com

Individual members to submit their respective Evidence Gathering papers directly to this email address for availability on the NPlan website.

3.11 Websites. As a matter of urgency the PC website and NPlan website must be made up to date of all relevant documents .G Hiscox to take lead responsibility for PC matters and G Litson for the NPlan matters.

4. NOTES FROM THE MEETING

4.1 The draft 5 of the Question Paper which will be distributed to all households was discussed point by point and amendments made accordingly.
Since this meeting G Hiscox has revised the paper and the draft 6 sent to all NPlan members for confirmation / comments.

4.2 The Administrator has sent all past minutes of meetings attended to the website coordinator to progress matters forward and will continue to submit such papers in the future.
G Litson will manage / coordinate other relevant documents .
All Steering Group members to submit their Evidence gathering reports to the website coordinator and continue to submit all relevant up dates and revisions.

5. NEXT MEETING

The next meeting will be held on 18 January 2016 starting at 5.30pm at The Old Court Hotel.

The meeting started at 6pm and ended at 7.55pm

Signed

Chairman

Date