

**WHITCHURCH AND GANAREW****NEIGHBOURHOOD PLAN STEERING GROUP****Minutes of the meeting held on 23 May 2016 at The Old Court Hotel**

**PRESENT** G Litson (Chairman) P Lewis E Heyes A Thomas P Cruttwell J Dixon

**ATTENDING** K Shilton (Administration) Parish Council members S Morris T Watson

**APOLOGIES** S Borthwick Parish Council members G Hiscox (Chairman) and M Woodward

**1. NEIGHBOURHOOD PLAN QUESTION PAPERS DISTRIBUTION**

G Litson reviewed the content of the envelopes which had been prepared and which will be hand delivered and also collected from each household in the Parish Council Group. This represents 485 packets. These will be delivered starting end May / early June 2016 and collected end June 2016.

Reference is also made to the email 24 May 2016 sent to all meeting participants with further comments from G Litson regarding the distribution and collection.

**2. REVIEW OF THE COMMUNITY EVENT WEEKEND 14 / 15 MAY 2016**

It was agreed that Fracking / Hydraulic Fracking would be included in the NPlan development as a license has been granted which includes the Kern Bridge Ward and subsequently our Parish.

A Thomas / Environment will investigate this matter further.

Reference email sent 22 May 2016 from G Litson reviewing highlights from the Community weekend.

126 members of the public attended and were most impressed with the quality and content of the presentations and organisation of this event.

The meeting gave special thanks to P Lewis and A Thomas for their sterling efforts in the last days of preparation.

**3. ACTION POINTS FROM THIS MEETING**

3.1 Web site NPlan. It was agreed that K Shilton continues to submit minutes / action points and any formal agendas to the website manager. As a new initiative P Cruttwell will send a monthly news update of the NPlan activities / development as well as financial matters. The contact email address for R Smith the website manager will be circulated to all members to assist in their own submissions as work development progresses.

3.2 Discussion to make the website better known resulted that P Lewis will investigate A2 size posters for display boards and possible banners.

3.3 P Lewis and A Thomas to send to the website all material used as display during the Community Event weekend.

A Thomas will highlight to the website the need to update the Neighbourhood Plan project development sheet with the new revised sheet.

3.4 P Lewis to investigate the possibility of boards being used as announcement to residents to leave their completed question papers outside their homes for collection.

3.5 K Shilton to invite the website manager to the next Steering Group meeting to review progress and future development.

3.6 Steering Group to decide a list for the next 6 future meetings so that these can be made known to residents via the website and other publicity material to encourage participation at these meetings.

#### **4. FINANCIAL MATTERS**

4.1 P Cruttwell will prepare a monthly review of income and spend.

4.2 Foxley Tagg have been requested to provide information related to costs claimed to date and an estimate for costs to assist in the completion of the NPlan.

4.3 K Shilton will prepare a transfer of compensation funds (obtained from HSBC) and paid to a PC account to the NPlan account.

This will also represent a deduction of £180.00 paid by the PC for research on the NPlan whilst bank mandates were in preparation.

Transfer will be £650.00 compensation fund less £180.00 represents £470.00

The meeting thanked J Dixon for all his efforts to achieve this compensation on behalf of the Steering Group.

4.4 K Shilton will arrange transfer of the VAT refund claimed for payments made relating to the NPlan development for 2015. This represents £ 902.76.

#### **5. NEXT MEETING**

The next meeting will be held on 27 June 2016 at 5.30pm at The Old Court Hotel.

It is possible an intermediate meeting is held pending some of the above agreed actions.

The meeting started at 5.30pm and ended at 7pm

Signed

Chairman

Date