

**WHITCHURCH AND GANAREW
NEIGHBOURHOOD PLAN STEERING GROUP**

Minutes of the meeting held on 5 September 2016 at The Old Court Hotel

PRESENT S Borthwick (Acting Chairman) P Cruttwell A Thomas E Heyes P Lewis (Project Manager)

ATTENDING K Shilton (Administration) G Hiscox (Parish Council Chairman) B Bloxsome (Data Orchard only for item 2)

1. APOLOGIES G Litson (Chairman NPlan Steering Group)

2. REVIEW FROM DATA ORCHARD

B Bloxsome reviewed the various elements of his work experience relevant to Neighbourhood Planning) together with examples of his projects and involvement with Parish and Town Councils.

Two key issues were highlighted for the Neighbourhood Plan development:

Sustainable Development Issues policy document.

Settlement Boundaries strategy with consideration given to Plan development by defined boundaries, which may be more suitable for some Parish areas housing development needs.

3. MINUTES OF THE LAST MEETING HELD ON 16 AUGUST 2016

Due to time constraints for this meeting held on 5 September 2016 S Borthwick highlighted the following Actions to be reviewed at the next agreed meeting.

Vision and Objectives: input needed from all steering group members

Programme development and segment time deadlines: S Borthwick and G Litson to revise to create programme with clear time line.

Budget review and grant application

Evidence Base Summary: future actions and needs

Economic implications for future business and housing in the Parish

4. FEEDBACK FROM CHAIRMAN No further comments

5. FEEDBACK FROM PROJECT MANAGER

Multi purpose banners. The proposal was agreed by the meeting and 4 units will be purchased. Website. Some initial work for proposed alterations was presented. The web manager will meet with the Project Manager to discuss these matters.

Next public community event. Proposals were suggested to further encourage public engagement and involvement. These proposals will be further developed and considered at future meetings.

6. CONSULTANTS

It was agreed that G Litson contact and write to our consultants regarding their involvement with the development of the Plan. This subject will be further reviewed and discussed at the next Steering Group meeting.

7. ITEMS FOR THE NEXT AGENDA

Vision and Objectives: input from all group members
Programme development and segment deadlines: SB and GL to revise
Budget review and grant applications
Evidence Base Summary: future actions and needs
Economic analysis considerations
Land availability for development: progress update
Settlement boundaries and Call For Sites
Consultation involvement for the further Plan development

NEXT MEETING TO BE HELD ON 21 SEPTEMBER 2016 AT 4.30PM AT THE OLD COURT HOTEL

The meeting started at 5.30pm and ended at 7.45pm

Signed

Chairman

Date