

**WHITCHURCH AND GANAREW GROUP**  
**NEIGHBOURHOOD PLAN STEERING GROUP**

**Minutes of the meeting held on 17 January 2018 at The Old Court Hotel**

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

**ATTENDING** K Shilton (Administration)

**1. APOLOGIES** P Lewis

**2. DECLARATIONS OF INTEREST**

2.1 G Hiscox declared that he would be submitting a planning application proposal for a single dwelling on a plot of his home / land with the intention to down size his accommodation.

2.2 A Thomas and P Cruttwell declared that they have submitted Land Availability and Call For Sites papers to the Steering Group.

2.3 E Heyes reported that the business conversion / improvements are progressing at Symonds Yat West.

**3. MINUTES OF THE LAST MEETING HELD ON 5 JANUARY 2018**

Group discussion agreed the following matters and changes.

Item 5 – Refer to Team effort and not individuals. Example – feedback from the Team.

Item 6.1 – Make reference – The Team members reviewed the latest Housing Report and Assessment.

Item 7.2 - Call For Sites – Data Orchard have recommended that this does not need to be in the Housing Report. It was suggested and agreed that the detail of the Site Assessment Criteria be made known on the website. This should also be made known in the Draft Plan.

It was agreed that members have a special / specific meeting to review the Site Assessment Criteria.

The meeting between the Parish Council Chairman and Clerk with the 3 nominated Steering Group members will take place on 18 January 2018.

The minutes were then agreed by the members present.

**4. ACTIONS AND HIGHLIGHTS FROM THE REMAINING AGENDA ITEMS**

4.1 All comments and suggestions submitted from members are now incorporated in the Draft Plan.

4.2 It was agreed that Item 6.4.4 should incorporate the word – future - in the text.

4.3 Members need to plan and decide a date for the public consultation event following Regulation 14 assessment and plan and publish publicity for distribution to all Parish residents.

4.4 Page 2 – Housing Report. It was agreed members look at this again to clarify text.

4.5 For a meeting with Steering Group members and Parish Council members to review / discuss the Draft Plan the following dates were proposed.

January 29 30 31 or 1 February 2018

All Steering Group members to confirm their availability to the Administrator in order to coordinate with the Parish Council.

4.6 Karla Johnson Herefordshire Council has informed our Chairman that the Draft Plan for Regulation 14 can be submitted after the 5 February 2018.

4.7 It was agreed that P Cruttwell would review the Housing Report for best text.

## **5. NEXT MEETING**

To be held on 24 January 2018 at 4.30pm at The Old Court Hotel.  
Data Orchard will attend.

The meeting started at 4.30pm and ended at 5.50pm

Signed

Chairman

Date