

## **NEIGHBOURHOOD PLAN STEERING GROUP**

### **WHITCHURCH AND GANAREW**

**Minutes of the meeting held on 1 December 2014 at The Old Court Hotel**

**PRESENT** J Dixon (Chairman), G Hiscox, G Litson, E Heyes, A Thomas and P Lewis.

**ATTENDING** K Shilton (Administration and Finance)

**APOLOGIES** J Herbert and S Borthwick

#### **1. APPOINTMENT OF OFFICERS**

J Dixon was appointed Chairman for the Neighbourhood Plan Steering Group for Whitchurch and Ganarew, having been proposed by G Hiscox and seconded by A Thomas and agreed by all members present. J Dixon accepted this appointed office.

G Hiscox was appointed Project Leader, being proposed by J Dixon seconded by G Litson and agreed by all members present.

K Shilton was appointed Administrator and Financial Controller

#### **2. TERMS OF REFERENCE FOR THE NEIGHBOURHOOD PLAN STEERING GROUP.**

J Dixon distributed the above draft document to all members present to review.

#### **3. NEIGHBOURHOOD PLAN (NP) PROGRAMME**

G Hiscox distributed to all members present the above paper and gave a brief review of the main elements involved and estimated target dates 2015 /2016. It was highlighted that elements of the recently prepared Parish Plan could be used towards the NP development. This had been confirmed at a recent meeting that G Hiscox had held with Herefordshire Council planning officers.

A specific NP web site is being prepared for public availability.

Following an assessment by J Dixon of several independent planning consultants, the meeting that Foxley Tagg should be appointed to assist in developing the required environmental policies for the NP. It was agreed that J Dixon arrange an initial meeting with these consultants as soon as possible.

**ACTION** J Dixon to meet with Foxley Tagg

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

It was agreed that K Shilton be paid for administration time at the same rate as the allowance of Parish Clerk.

A specific bank account has been made for the Neighbourhood Plan with present signatures J Dixon and G Hiscox.

It was agreed that J Dixon and G Hiscox should arrange for the purchase of the following items as soon as possible:

- An appropriate laptop for specific NP use.
- A printer capable of double sided printing and production of A3 sized posters.
- A laminator so that posters can be produced for external display.
- Display stands for the presentation of information at community consultative events.
- Initial consultation fees.

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P Lewis arranged to procure external display boards and to facilitate the commissioning of printed invitations and posters for community consultative events.

**ACTION** J Dixon G Hiscox P Lewis reference the above matters

## **5. FIRST PUBLIC MEETING**

This is planned for the third week January 2015

**ACTION** P Lewis to determine dates available at Whitchurch Memorial Hall

## **6. PUBLICITY MATTERS**

It was agreed that E Hayes and P Lewis would be responsible for publicity matters regarding the Neighbourhood Plan

## **NEXT MEETING TO BE HELD ON 15 DECEMBER 2014 AT 5.30PM AT THE OLD COURT HOTEL**

The meeting started at 5.30pm and ended at 6.30pm

Signed

Chairman

Date