

**WHITCHURCH AND GANAREW
NEIGHBOURHOOD PLAN STEERING GROUP**

Minutes of the meeting held on 11th November 2015 at The Old Court Hotel

PRESENT G Hiscox, J Dixon, A Thomas, S Borthwick, I Draycott, G Litson (Chairman), Ed Heyes, P Lewis

1. APOLOGIES none

2. KEY DISCUSSION POINTS

- Parish Council governance and interface with the Neighbourhood Pan Steering Group
- Future programme of work for preparation and delivery of the Neighbourhood Plan Evidence Guide
- Future membership, an offer of help proposed in the area of application of funds /grants available for Neighbourhood Planning

3. ACTION POINTS FROM THE MEETING

- 3.1 Complete outlined time lime and cost for Neighbourhood Plan deployment. This will be a parallel activity completed while preparing the evidence summary report. First draft time line and costing to be available by 1st December 2015.
- 3.2 Terms of reference for the Neighbourhood Plan (confirmed as being present on the website) to be emailed to all steering group members. Action GH and completed.
- 3.3 Outline programme plan to be resubmitted and communicated to all steering group members. Action GH and completed.

3. NOTES FROM THE MEETING

- Discussed and agreed that Ed Heyes and John Dixon would review availability and suitability and purchase of maps showing local drainage /water pipe details.
- Discussed and agreed that increased level of involvement with Foxly Tagg was required to identify detail within theme areas.

The meeting started at 5.30pm and ended at 7.00 pm

4. NEXT MEETING

The next meeting is planned for 5.30 pm on 25th November 2015 at the Old Court Hotel
Anne Thomas will be the meeting chair.

Signed

Chairman

Date