

## WHITCHURCH AND GANAREW

### NEIGHBOURHOOD PLAN STEERING GROUP

#### Minutes of the meeting held on 17 August 2015 at The Old Court Hotel

**PRESENT** G Litson (Chairman) G Hiscox J Dixon A Thomas P Lewis S Borthwick

**ATTENDING** K Shilton (Administration)

**APOLOGIES** None received

#### **1. MINUTES OF THE LAST MEETINGS HELD ON 21 MAY 2015 AND 21 JULY 2015**

The minutes were agreed and confirmed and signed by the Chairman.

#### **2. ACTION POINTS FROM THIS MEETING**

2.1 Following a review by G Hiscox (attachment 1 main minutes) and discussion it was agreed to continue with the 6 segment themes of the Neighbourhood Plan as presented to the public Spring 2015.

Housing J Dixon P Lewis J Herbert (latter as available)

Economy / Employment / Tourism E Heyes

Roads and Transport G Hiscox and working group

Community / Leisure / Sport G Litson

Natural Environment A Thomas and working group

Heritage and Built Environment S Borthwick

The meeting was minded that as progress is made some themes may overlap in which case a further review of the segments may be necessary.

2.2 Pat Lewis agreed to join J Dixon on housing.

2.3 Clerk to submit notes of each Steering Group meeting attended to the Village News and highlight the availability of the Neighbourhood Plan website.

2.4 All Steering Group members to proceed in their respective research and theme development.

2.5 All Steering Group members submit on a regular basis an update of progress being made on the allocated themes to G Litson who will publish these on the NPlan website.

2.6 G Litson to update the NPlan website as soon as possible to reflect the present status of achievement.

#### **3. NEIGHBOURHOOD PLAN TIMETABLE**

G Hiscox distributed and reviewed the proposed timetable (attachment 2 main minutes) for the Neighbourhood Plan development with the objective that the Draft Plan would be submitted to Herefordshire Council planning by June 2016.

#### **4. REVIEW OF PROGRESS STEERING GROUP MEMBERS**

##### 4.1 Community Leisure Sport G Litson

Initial research has started and together with S Borthwick a working group of PC members and PCC members are developing a Community Information package.

##### 4.2 Natural Environment A Thomas

A Thomas and the working group continue their research and are preparing a summary of the results to date for the NPlan website.

##### 4.3 Housing J Dixon P Lewis

The issues to be addressed in the evidence gathering (attachment 3 main minutes) were distributed to the members present. It was noted that certain information to some of the subject matter may be available from other group members.

##### 4.4 Heritage and Built Environment S Borthwick

The meeting was minded that the initial research was put on hold as agreed at the Steering Group meeting 21 May 2015. Work will now recommence.

##### 4.5 Roads and Transport G Hiscox

A working group is being formed with 5 main directions being  
 Travel Pattern  
 Public Transport  
 Road and Cycle and Footpath assessment  
 Traffic Safety  
 Sustainable Development

This segment also includes the Focus Group workshops organized by E Heyes the first meeting being held on 8 July 2015.

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

The next meeting will be held on 9 September 2015 at 5.30pm at The Old Court Hotel.

The meeting started at 5.30pm and ended at 7.10pm

Signed

Chairman

Date