

## WHITCHURCH AND GANAREW

### NEIGHBOURHOOD PLAN STEERING GROUP

#### Minutes of the meeting held on 29 February 2016 at The Old Court Hotel

**PRESENT** G Litson (Chairman) P Lewis (Project Manager) S Borthwick E Heyes P Cruttwell  
I Draycott

**ATTENDING** K Shilton (Administration)

**1. APOLOGIES** None

#### **2. REVIEW OF ACTION POINTS FROM THE MEETING HELD 15 FEBRUARY 2016**

2.1 All members to send Evidence Gathering reports to Foxley tag for review and comments.

2.2 All members submit their above reports to the web site controller for public availability. Please note that the front page of each report is to harmonise with the example prepared by I Draycott together with a discrete date and work in progress statement.

2.3 G Litson has held a review meeting with Foxley Tagg and presented to the meeting the Work Distribution Sheet together with estimated time scales. Members are requested to consider these papers and comment accordingly.

2.4 The meeting agreed that the Preliminary Evidence Base from Foxley Tagg would be accepted following agreement from the Steering Group members.

2.5 G Litson will discuss with Foxley Tagg the following points.  
Estimated cost of fees for the Plan development to completion.  
What is the preliminary Evidence base used for regarding the Plan development.  
What is the average length of this document.

2.6 P Cruttwell reminded members to submit their estimated budgets to December 2016 for their relevant segments.  
P Lewis to also submit the estimated costs for the Community Event weekend.

#### **3. MINUTES OF THE LAST MEETING HELD ON 15 FEBRUARY 2016**

It was agreed by all members present an additional point discussed and agreed at this meeting should be included in the minutes. This should state.

The meeting agreed that any documents prepared between the Steering Group and Foxley Tagg will be finally agreed by the Steering Group before they are adopted into the Plan development.

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

#### **4. COMMUNITY EVENT WEEKEND ( NOW 14 AND 15 MAY 2016 )**

4.1 The question papers are now finalised by Data Orchard and are ready for printing pending approved cost quotations.

- 4.2 Power Point display and DVD continue to be developed.  
Input from Steering Group members for their segments is required for the Power Point display.
- 4.3 E Heyes will organise maps of the Parish.
- 4.4 Publicity. Advertising will be made in the April 2016 Border News / double page advertisement hand delivered to all households / notice boards / and local shops etc. The weekend before the event banners will be displayed at selected locations. The village school will be approached to highlight the event in their weekly message to parents.  
For further discussion. Hospitality / rota of staffing including PC members for the two day event / hours open for public consultation.

**5. NEXT MEETING 14 MARCH 2016 AT 5.30PM AT THE OLD COURT HOTEL**

**6. AGENDA ITEM FOR THE NEXT MEETING**

Key impressions from each Evidence Base segment. Discussion by members.

The meeting started at 5.30pm and ended at 7.00pm

Signed

Chairman

Date