

**WHITCHURCH AND GANAREW****NEIGHBOURHOOD PLAN STEERING GROUP****Minutes of the meeting held on 15 February 2016 at The Old Court Hotel**

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

**ATTENDING** K Shilton (Administration) G Hiscox (Chairman Whitchurch and Ganarew Parish Council)

**1. APOLOGIES** A Thomas P Cruttwell

The meeting was minded that J Dixon has resigned as a member of the Steering Group but has offered to continue to support the Housing segment working on an individual basis when required. This was appreciated by the Steering Group members.

**2. MINUTES OF THE LAST MEETING HELD ON 1 FEBRUARY 2016**

These were confirmed and agreed and signed by the Chairman.

**3. REVIEW OF THE ACTION POINTS FROM THE 1 FEBRUARY 2016 MEETING**

3.1 G Hiscox (Chairman of W and G PC) explained the support levels given by the Parish Council to this project and further explained the reasons why further individual involvement was unlikely due to conflict with other Parish Council duties and responsibilities. The Parish Council members will be available at public events to work with Steering Group members.

3.2 All members agreed to send their Evidence Base to Foxley Tagg for review and comments.

3.3 Foxley Tagg will prepare the Evidence Summary from the members submissions.

3.4 All members to submit the above material (3.2) to R Smith website coordinator.

3.5 G Litson will meet with Foxley Tagg for a review meeting.

3.6 All members to submit their estimated budget spend for January 2016 to December 2016 to P Cruttwell as a part of the preparation of future grant applications.

**4. PROJECT MANAGER REVIEW**

4.1 It was agreed by all members present that the proposed Community Presentation Event planned for 12 / 13 March 2016 would be postponed to a later date April 2016. (Final dates to be decided)

4.2 The quotation from Data Orchard for £2502.00 for residents question papers and analysis was agreed by all members present.  
G Hiscox to coordinate with Data Orchard.

4.3 G Hiscox to obtain quotations for the printing of the question papers.

4.4 Segment leaders to submit their proposals of text required on their display boards for the Community Event to the working group I Draycott G Litson and P Lewis.  
This will also assist to determine how many notice boards will be required.

4.5 Room layout proposals prepared by P Lewis were presented to the meeting for further consideration and comment.

4.6 Power Point Display (I Draycott) and a DVD (P Lewis) are being prepared.

4.7 I Draycott to send to all members a proposed format for the preliminary Evidence Base standard model for text and content.

4.8 Future consideration to be given that Steering Group members email addresses are made available on the website for future communication with residents / comments.

4.9 P Lewis will prepare a double sided one page advertisement for the Community Event weekend which will be hand delivered to all residents homes in the Parish.

**NEXT MEETING TO BE HELD ON 29 FEBRUARY 2016 AT 5.30PM AT THE OLD COURT HOTEL**

The meeting started at 5.30pm and ended at 7.15pm

Signed

Chairman

Date