

WHITCHURCH AND GANAREW**NEIGHBOURHOOD PLAN STEERING GROUP****Minutes of the meeting held on 11 July 2016 at The Old Court Hotel**

PRESENT S Borthwick (Acting Chairman) A Thomas P Cruttwell E Heyes

ATTENDING K Shilton (Administration) G Hiscox (Chairman of the Parish Council)

1. APOLOGIES G Litson (Chairman) P Lewis (Project Manager)

2. MINUTES OF THE MEETING HELD ON 27 JUNE 2016

It was agreed to defer comments of these minutes to the next meeting 18 July 2016 when the Chairman of the Steering Group would be present.

3. ACTION POINTS FROM THE MINUTES

Reference the above resolution.

4. FEEDBACK FROM CHAIRMAN

G Litson had prepared guidance notes to be used at this meeting for handling and sorting the returned and completed NPlan question papers / future housing needs papers / and land availability papers.

5. FEEDBACK FROM PROJECT MANAGER

No report available.

6. FEEDBACK FINANCIAL AND GRANTS

6.1 G Hiscox will provide details of the Awards For All grant and in particular the cut off date of the funding agreement.

6.2 P Cruttwell has started reviewing the content of the Neighbourhood Plan website.

7. RETURNED QUESTION PAPERS AND ASSOCIATED DOCUMENTS

7.1 The returned and completed papers were handled and sorted as the guidance notes prepared by G Litson. These notes are attached to the main minutes.

7.2 The question papers and future housing needs papers are to be delivered by G Litson to Data Orchard for analysis.

7.3 The land availability papers in sealed envelopes were given to the Administrator / Parish Clerk for safe keeping until the next Steering Group meeting 18 July 2016.

7.4 Returned question papers represented 305
Future Housing Needs papers represented 50
Land availability sealed envelopes represented 77

8. ANY OTHER BUSINESS MATTERS

The Administrator will circulate to all Steering Group members copy of the planning applications received by the Parish Clerk / Parish Council.

9. ITEMS FOR THE NEXT AGENDA

Review of the overall Plan
Land availability papers next steps / actions
Future dates of meetings for the website

NEXT MEETING TO BE HELD ON 18 JULY 2016 AT 5.30PM AT THE OLD COURT HOTEL

The meeting started at 5.30pm and ended at 7.25pm

Signed

Chairman

Date