

**WHITCHURCH ANDE GANAREW  
NEIGHBOURHOOD PLAN STEERING GROUP**

**Minutes of the meeting held on 27 June 2016 at The Old Court Hotel**

**PRESENT** G Liston (Chairman) P Lewis (Project Manager) S Borthwick P Cruttwell A Thomas E Heyes

**ATTENDING** K Shilton (Administration) G Hiscox (Chairman of the Parish Council) R Smith (Vice Chairman of the PC and website manager) for a part of the meeting

**APOLOGIES** None

**1. PRE NPSG MEETING DISCUSSION**

Before the main meeting of the Neighbourhood Plan Steering Group on 27 June 2016 G Hiscox Chairman of the Parish Council arranged to meet G Litson A Thomas S Borthwick and P Cruttwell form the group to discuss the current status of the NPSG programme. In addition recent communications with Foxley Tagg the Parish's independent planning consultant were also discussed.

The following points were agreed.

1.1 It was confirmed that the Chairman of the NPSG would be the person who communicates with the independent planning consultant so that their use can be more focused.

1.2 The group should ensure that all available national and county guidance for Neighbourhood Planning be reviewed and applied.

1.3 An outline assessment of the envisaged future input by the independent planner should be monitored by the group.

1.4 The assessment of expenditure to date by Foxley tag was considered to be acceptable but in future monthly invoicing would be required.

1.5 The NPSG should continue to undertake as much work as possible without involving unnecessary expenditure though it was recognised that additional and preferably expert resources from within the community should be sought.

1.6 The NPSG should formally confirm the outline programme and monitor expenditure accordingly.

**2. ACTION POINTS AND RESOLUTIONS FROM THE MAIN MEETING**

2.1 P Cruttwell will review all subject matter and content on the Neighbourhood Plan website and report recommendations at a future Steering Group meeting. This was agreed by the website manager.

2.2 All members are requested to add a date to all documents they are preparing or distributing. This will also allow better control and revision of the website if required.

2.3 The start of the monthly highlights news sheet for the website will be delayed due to conflict / time pressure from other matters involving P Cruttwell.

2.4 P Lewis will investigate weather resistant banners for multi purpose use and also banners advertising the websites.

2.5 P Lewis will prepare laminates for display boards to read / last week for completion and collection of residents question papers /

2.6 P Lewis to submit action 1.5 above to the NPlan website and PC website.

2.7 Actions related to the completed and returned residents question papers.

Deadline for collection / acceptance 11 July 2016

Meeting with Steering Group members 11 July 2016 to count and collate the returned completed papers

G Litson to prepare text for both websites explaining the process and procedure for the returned question papers

Specific papers to go to Data Orchard 12 July 2016

Specific papers to go to Foxley Tagg 12 July 2016

Site submission forms to be copied and held by the Parish Council Clerk

2.8 G Litson to prepare and submit to members requirements for the development of Regulation 14 of the Neighbourhood Plan

2.9 Agenda and format for future meetings. This was resolved to use the submitted agenda as the format for future meetings.

### **3. REPORT FROM THE CHAIRMAN**

Reference matters related to Item 1.

### **4. FINANCIAL MATTERS**

Potting Shed invoice still outstanding. A Thomas to action this matter.

Confirmed that £650.00 from HSBC is now transferred to the NPlan bank account.

P Cruttwell will action the grant funding application following discussion with Herefordshire Council planning.

Administrator will submit VAT claims for January to June 2016.

Transfer of Vat element from PC funds for the NPlan payments to December 2015 completed

### **5. REPORT FROM PROJECT MANAGER**

Reference the discussion / action sheet distributed to all members and the agreed actions / resolutions made Item 1.

## **6. HEREFORDSHIRE COUNCIL GUIDANCE NOTES / NEIGHBOURHOOD PLAN**

6.1 A Thomas distributed to members for consideration the following guidance notes.

Vision and Objectives  
Planning Policies  
Settlement Boundaries  
Choosing sites and site assessment

6.2 The meeting was minded of the requirement stated on the Site Submission Form and resolved to copy such documents and submit them to the Parish Council Clerk to hold on behalf of the Steering group.

6.3 Fracking in our area. A Thomas will investigate this matter further and submit considerations to the Steering Group.

## **7. NEXT MEETING**

This will be held on 11 July 2016 at 5.30pm at The Old Court Hotel

G Litson will submit to members suggested future dates of Steering Group meetings which can then be added to the website (and revised as applicable) to further encourage public participation.

The meeting started at 5.30pm and ended at 7.15pm

Signed

Chairman

Date