

## WHITCHURCHAND GANAREW

### NEIGHBOURHOOD PLAN STEERING GROUP

#### Minutes of the meeting held on 14 March 2016 at The Old Court Hotel

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

**ATTENDING** K Shilton (Administration)

**1. APOLOGIES** A Thomas P Cruttwell

#### **2. REVIEW OF ACTION POINTS FROM THE LAST MEETING 29 FEBRUARY 2016**

2.1 All members to consider the proposed timings of the Plan development proposed by G Litson and submit comments. New proposals were distributed at this meeting.

2.2 Community weekend 14 / 15 May 2016. Draft announcements are prepared for The Border News for the April and May 2016 issues.

The double sided letter will be distributed to all residents on the 23 and 24 April 2016.

P Lewis to obtain printing quotations from Flying Colours and quotation for a banner and posters.

Members considered the proposal for pens and cards advertising the Neighbourhood Plan and the Parish Council websites a good idea.

2.3 Question Paper. G Hiscox to obtain quotations for printing.

2.4 Call for Sites. I Draycott proposed this subject should be discussed in the future particularly as to how this will develop within the Plan.

2.5 G Litson will discuss with Foxley Tagg for their comments.

Intention of delivering the invitation to the Community Weekend and the question papers at the same time now that the event is revised to 14 and 15 May 2016.

The process of Call for Sites and how the selection of possible sites and feasibility is made.

2.6 G Litson to discuss with G Hiscox as to how we handle the envelopes for the Call for Sites.

2.7 G Litson is to hold a meeting with the website administrator to discuss the progress of the site and further revisions to improve the site.

2.8 Question Papers. To consider for future discussion / agreement . Will these papers be hand collected and / or / be able to be collected at a drop off point such as Woods of Whitchurch.

2.10 All members prepare their outline plans / draft presentations for the display boards for the next meeting 30 March 2016.

2.11 I Draycott to present latest updates regarding the Power Point display for the 30 March 2016 meeting.

**3. MINUTES OF THE LAST MEETING HELD ON 29 FEBRUARY 2016**

These were agreed and confirmed and signed by the Chairman

**4. NEXT MEETING TO BE HELD ON 30 MARCH 2016 AT 5.30PM AT THE OLD COURT HOTEL**

**5. ITEMS FOR THE NEXT AGENDA**

Key points from each Evidence Base to be prepared by each member for comment and discussion

The meeting started at 5.30pm and ended at 6.55pm

Signed

Chairman

Date