

**WHITCHURCH AND GANAREW
NEIGHBOURHOOD PLAN STEERING GROUP**

Minutes of the meeting held on 3 November 2016 at The Old Court Hotel

PRESENT G Litson (Chairman) P Cruttwell (part of the meeting) E Heyes P Lewis (Project Manager) S Borthwick

ATTENDING K Shilton (Administration) G Hiscox (Chairman of the Parish Council) Bill Bloxsome (Data Orchard)

1. APOLOGIES None

2. DECLARATIONS OF INTEREST

P Cruttwell and A Thomas declared that they have submitted land availability papers and Call For Sites papers to the Steering Group.

The meeting agreed that a Benefits In Kind register should be prepared by the Administrator and submitted to the NPlan website. This would be updated as required by members through the Administrator.

The Administrator referred to recent meetings attended (Herefordshire Council and SLCC) and the email prepared 23 October 2016 summarising these meetings. The meeting was minded to study the agenda of each Steering Group meeting and other required group meetings and to declare interests accordingly and have them recorded in the minutes.

3. MINUTES OF THE MEETING HELD ON 3 OCTOBER 2016

These were agreed and confirmed by the meeting and signed by the Chairman.

4. CALL FOR SITES QUESTION PAPERS

4.1 It was agreed that all the returned forms of the land availability and the Call For Sites papers should be held on file by the Administrator.

4.2 It was proposed by S Borthwick and agreed by the meeting that a central electronic record of all the potential sites should be developed once all the Call For Sites papers had been completed.

4.3 In addition to item 4.2 it was also agreed that a visual hard copy map would be prepared showing these same potential sites and be used at Steering Group meetings.

4.4 It was agreed that a record of names of the people who have submitted their Call For Sites papers should be prepared / no other details shown.

4.5 Call For Sites proposed assessment. It was agreed that the Steering Group would determine the initial criteria and relevant factors for potential housing development sites and this would then be submitted to Data Orchard for an independent assessment and comment.

It was also agreed that the procedure / selection process for the land and housing assessment would be made known and available at the public consultation event 18 / 19 November 2016 and on the website.

It was agreed that a map showing the submitted Call For Sites is available at the public consultation and the opportunity given to residents to mark their preferred areas of potential land development.

4.6 The Steering Group will carry out an initial assessment on the Call For Sites papers submitted to date.

This meeting will take place on 7 November 2016 at 5.30pm at The Old Court Hotel.

4.7 Potential land sites submitted to date. The Administrator reported that to date 8 land availability papers with contact details had been given to G Litson to send the relevant Call For Sites papers.

An additional 8 land availability papers with contact details were given to G Litson at this Steering Group meeting.

An outstanding 5 land availability papers were still to be completed for contact address details / these have proved difficult to establish contact.

5. FINANCIAL MATTERS

It was reported that the Steering Group has been awarded a grant of £6360.00 towards the development of the Plan.

As agreed at the previous meeting a revised budget will now be prepared and submitted to Steering Group members demonstrating this grant contribution.

6. PUBLIC CONSULTATION EVENT 18 / 19 NOVEMBER 2016

P Lewis reviewed the key elements of advertising the event in the Parish.

It was agreed that the times of the consultation would be 4pm to 8pm 18 November 2016 and 9am to 2pm 19 November 2016 at Whitchurch Memorial Hall.

Members of the Parish Council will be invited to attend.

P Lewis demonstrated the proposed room lay out together with the information to be presented including the main elements.

Vision and Objectives of the Plan

Land sites potentially available for housing development on a map

Public invited to add their comments and suggestions to this map / potential land sites

Key features from the analysis by Data Orchard / residents completed question papers

It was agreed that further Call For Sites papers would be available to the public at the event together with a comments sheet for residents proposals.

The meeting started at 5.30pm and ended at 7.40pm

Signed

Chairman

Date