

**WHITCHURCH AND GANAREW GROUP
NEIGHBOURHOOD PLAN STEERING GROUP**

Minutes of the meeting held on 18 April 2018 at The Old Court Hotel

PRESENT G Litson (Chairman) P Lewis E Heyes A Thomas P Cruttwell

ATTENDING K Shilton (Administration)

1. APOLOGIES G Hiscox S Borthwick

2. DECLARATIONS OF INTEREST

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

E Heyes reported that the business conversion / improvements are progressing at Symonds Yat West.

3. MINUTES OF THE LAST MEETING HELD ON 29 MARCH 2018

These were agreed and confirmed by those members attending and signed by the Chairman.

4. WEBSITE

Draft NPlan material and new website improvements completed.

E Heyes highlighted that that the Economic Report was not present on the website and that he would send the report to the Administrator to arrange transfer to the website.

5. MATERIALS FOR PUBLICATION

Members were pleased with the good quality of printing / public consultation material although disappointed for a technical reason the SEA report was not in hard copy.

Separate information will now lead readers to the website for the SEA report.

All flyers have been distributed.

All consultation partners and agencies have been sent the appropriate email and attachments required.

Not all email addresses given by Data Orchard were valid and the correct contacts were eventually determined.

6. CONSULTATION EVENT AT THE MEMORIAL HALL

Dates confirmed as 21 April and 5 May 2017 starting at 10am to 2pm on each date.

Agreements were made as to Steering Group members attending and covering these times.

It was suggested that the members have a lap top available and the Administrator will provide the wifi reference.

7. OTHER MATTERS

P Cruttwell agreed to send out a summary of the public consultation held on 21 April 2018.

G Litson will distribute a summary of the next steps and requirements regarding Regulation 15 and 16 to complete the Plan development.

8. NEXT MEETING G Litson to submit suggested dates

The meeting started at 4.30pm and ended at 5.45pm

Signed

Chairman Date