

## **Minutes of meeting of Whitchurch Village Plan Steering Group**

**Monday 5<sup>th</sup> August 2019**

**Present:** - , Charlotte Lincoln, Karen Smethurst ,Keith Armour, Helen Armour, Jane Holliday, Matthew Smethurst, John Southwood, Diane Cox, Caroline Heron

**Apologies;** - Gordon Pell, Lucy Tallyn, Judith Foster, Mel Perry, Jeremy Sampson

**Resignation;** - Mary Berrington tendered her resignation as she was unable to attend meetings on a regular basis but offered her full support and assistance in the future.

### **1. Welcome**

Charlotte Lincoln accepted apologies and welcomed everyone to the meeting.

### **2. Minutes of previous meeting and matters arising**

The minutes from the previous meeting were approved as a true record and it was agreed all actions had been undertaken and there were no outstanding matters arising.

### **3. Communications**

#### **A. Communications received:**

None

#### **B. Public Website:**

No update

#### **C. Communications planning:**

Charlotte agreed to put an advert in the Whitchurch News for August updating villagers. Diane agreed to produce it using a Word Map from the data from the initial survey

### **4. Update from the PC – none**

### **5. Guests – none**

### **6. Finance** There has been no income or expenditure.

### **7. Neighbourhood Plan/ Community Plan**

The Steering Group expressed their delight in the decision by the Parish Council for a Neighbourhood Plan and a Community Plan to be produced by the Steering Group. Jeremy and Caroline were thanked for their overwhelming support at the Parish Council meeting in July which ensured a decision was made that night.

It was agreed that the aim was for the Neighbourhood Plan to be ready for referendum in May or June 2020 at the same time as local government/unitary elections. Members understood that this would be dependent on funding being available in this financial year subject to any constraints by the abolition of AVDC and the creation of the Unitary Authority as well as the workload involved and the use or not of external consultants.

Karen advised that Allan Bennett from AVDC Neighbourhood Plan department was willing to meet members. 2.30pm on 11<sup>th</sup> September 2019 was agreed from the dates supplied by Mr Bennett and Karen agreed to make all the necessary arrangements. Members were aware that a number of the Steering group may not be able to attend as Mr Bennett was only prepared to attend a meeting in office hours. It was agreed to hold a meeting in the evening of 11<sup>th</sup> September, time and venue to be arranged where all information could be shared. It was also agreed that all decisions in regard to the production of the Neighbourhood Plan would be delayed to the evening meeting once relevant information had been received.

Caroline agreed to liaise with Shirley the Parish Council Clerk to check the Parish Council were prepared to receive any funding received by the Steering Group and to account accordingly.

It was agreed that a suitable high detail map of the village was necessary to be purchased by the Steering Group. Diane agreed to investigate Pro Maps and the cost involved. Caroline agreed to ask the Parish Council if they were prepared to pay for the map.

It was noted that the south side of Bushmead Road is in Hardwick Parish and 3 houses in Oving Road are in Oving. It was agreed that members would need to contact both Hardwick and Oving PC in this regard.

Steering Group members expressed their wish that the Community Plan be produced as early as possible and maybe before the Neighbourhood Plan has been completed. Jane agreed to contact Oving PCC and obtain a copy of their Community Plan.

Helen agreed to prepare a document ready for presentation at the Parish Council meeting on 9<sup>th</sup> September with the key findings from the questionnaire which could then form the start of the production of a Community Plan. It was hoped that feedback from the Parish council could then be used and incorporated into the document.

It was agreed that roles and responsibilities in regard to the production of both plans would be allocated once we had established the process required.

It was agreed that we needed to contact villagers who had expressed a wish to be involved in the production of both plans. John agreed to send e-mails out to these individuals. Charlotte agreed to supply address data to John and Matthew agreed to draft the e-mail.

**8. Any other Business** – Caroline reminded members that volunteers were needed at the establishment of the wild flower meadow in Oving Road on Saturday 17<sup>th</sup> August 10am

The meeting closed at 9.10pm

**Next Meeting:**

**11<sup>th</sup> September 2019 – venue and time to be confirmed**