**Wilmcote Parish Council – Neighbourhood Planning Group**

**Minutes of Meeting Number 21**

**Held at the Village Hall on Tuesday 2nd June 2015 at 7.30pm.**

**Present:**

Colin Ray, Roger Harrison, Deanna Fernie, Louise Stewart, Karl McMillan, Kate Compton and Keith Vinning.

**1. Apologies:**

Warwick Roberts and Richard Hoskin, Ken Guy, Nick Wilson, Steve Howell, Ted Mander, Alan Griffith, Peter Howard.

**2. Declarations of dispensations granted for Disclosable Pecuniary Interests already in the register of Members Interests.**

All NPG and WPC members present have dispensations.

**3. The minutes of the meeting held on 21st April 2015**

These were agreed.

**4. Preparation for Village Open Day on 27th June 2015**

This was the main focus of the meeting.

Roger outlined the slides prepared and Louise Stewart will format and style into poster displays. Deanna Fernie had provided the material for the Environment slides. Liz Butterworth had provided photos that will be incorporated into one of the posters.

An A5 leaflet was handed out to be distributed to all households at the beginning of June to inform residents of the Open Day.

It was agreed that refreshments – tea, coffee and biscuits- would be provided.

Roger Harrison been in contact with SDC about display boards, these can be provided and Roger will investigate . SDC have also been contacted regarding the printing of the A1 posters.

It was agreed that we should record the names of the people attending the Open Day and have a suggestion box for their comments.

Colin will prepare the slides for use in the presentations, one in the morning and one in the afternoon. This presentation will end with a live demonstration of the Neighbourhood Plan website where all information relating to the NP can be found.

**6. Communication to Residents**

The latest leaflet was distributed in May providing a summary of the questionnaire results. Thanks to the NPG members for doing this.

**7. SDC Presentation 14th May**

Deanna Fernie and Colin Ray attended the Environment presentation on 14th May. Three presentations were given during the evening as follows:

1. “Neighbourhood Planning, a Strategic Overview from Historic England” - Peter Boland (Historic Places Adviser, Historic England)
2. “Neighbourhood Planning and the Historic Environment – How Warwickshire Historic Environmental Record can help you” - Ben Wallace (Historic Environment Record Manager, WCC)
3. “Neighbourhood Planning – Biodiversity and Landscape – How landscape and ecological data can help you” - David Lowe (Principal Ecologist, WCC)

These proved useful in illustrating what will need to be covered in the NP, a draft of the NP will go to each of the presenters for their view and they said they would expect to see a good discussion around the issues in their presentations. Deanna and Colin agreed that it would be prudent to send a copy of our environmental report to the presenters to get their input before the NP is drafted, this may save time later on.

**8. Consultancy support**

Colin reported that he is in the process of contacting four consultants to assist us in the drafting and preparation of their Neighbourhood Plans. The final consultant will be seen in next few days, a report with a recommendation will then be drafted for the Parish Council and NPG. Colin said he aims to have the consultant appointed by end June. We will then have a good indication of the likely time needed and cost to complete the NP. Roger will then be able to seek the funding.

**9. Treasurer’s Report**

Roger reported that the current balance in the NPG account is £718.33, but that this is before payment of £505.44 for the questionnaire analysis, £35 for hire of the Village Hall and roughly £85 for printing the charts, maps and posters for the Open Day. This will leave us with a balance less than £100. Following the appointment of a consultant to help with the next phase, grant applications can now be made.

 **10. Date of next meeting**

The next meeting will be on Tuesday 7th July 2015.