**Wilmcote Parish Council – Neighbourhood Planning Group**

**Minutes of Meeting Number 18**

**Held at the Village Hall on Tuesday 3rd March 2015 at 7.30pm.**

**Present:**

**NPG:**, Nick Willson, Richard Hoskin, Steve Howell, Louise Stewart, Ken Guy, Peter Howard, Roger Harrison, John Singleton, Kate Compton, Deanna Fernie, Keith Vinning.

**WPC:** Colin Ray - chairman, Jennie Clarke, Ted Mander, Karl McMillan, Warwick Roberts .

**1. Apologies:**

**NPG:** Norman Lee

**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 3th February 2015**

These were agreed.

**4. Matters arising.**

All matters are on the agenda.

**5. Progress of Questionnaire**

Roger Harrison is managing the questionnaire and he reported:

* Distribution of the questionnaire to all households commenced after the NPG meeting on 6th January 2015. The households were split into 18 sections and members of the NPG and Parish Councillors took responsibility to ensure that every household was visited and given a questionnaire. Sometimes several visits were needed to ensure that this was achieved.
* Prior to the distribution of the questionnaire, it was estimated that 523 questionnaires would be delivered, including the 30 traveller sites in Pathlow. Every household was given one questionnaire, a covering letter and an envelope to keep their completed questionnaire confidential. To ensure complete confidentiality there were no identifying numbers or references on the questionnaire or envelopes. Residents were able to request a second questionnaire in case of differing views and were given until 22nd February 2015 to complete the questionnaire.
* Questionnaires were delivered to 513 households, of these 454 were in Wilmcote and 59 in Featherbed Lane, Pathlow and the travellers’ site. 362 envelopes with completed questionnaires were collected, but the final number of completed questionnaires will be a little higher because of the small number of households requesting a second questionnaire.
* The number of completed questionnaires was over 50% from all parts of the Parish, except for the travellers’ site which gave one response covering all the separate traveller homes. If allowance is made for this, the response was a very credible 75%.
* Considerable thanks are due to all the members of the group, Parish councillors and other volunteers whose efforts ensured this excellent result. The chairman thanked Roger for all his efforts in making this whole process highly successful. The completed questionnaires have now been passed to Simon Purfield and the Data Processing Agency for analysis; an interim summary report is due by the end of March with a final report by the end of April.

It was agreed that we will feedback the main results to residents in the next quarterly update to all households, due to be prepared at the end of March. The full results will be presented at an open meeting in the Village Hall after the final report on the questionnaire is published.

**6. Update on SDC Draft Core Strategy**

At the May 2014 meeting of the Stratford-on-Avon District Council the Proposed Submission Core Strategy was approved. However, before it could be submitted to Government it was subjected to a six week period of public consultation for interested parties to comment on the legal compliance and soundness of the document.

With assistance from their planning consultants Wilmcote made a robust reply particularly with regard to the proposals for Local Service Villages in general and proposals for Local Service Villages in the Belt, such as Wilmcote, in particular. The conclusion of the 12 page document stated:

*Wilmcote Parish Council objects to the Proposed Submission Core Strategy on the basis that policies and proposals have not been based on the finding of robust evidence-either because vital studies have not been undertaken, or because the District Council has chosen to ignore the findings and pursue policies which run counter to the evidence. Wilmcote Parish Council also objects to the failure of the District Council to meet the requirements of the National Planning Policy Framework, in particular in respect of: the need to demonstrate exceptional circumstances before altering Green Belt boundaries: and the need to promote sustainable development strategies.*

Stratford-on-Avon District Council submitted its Submission Core Strategy to the Planning Inspectorate on 30 September 2014. The Inspector appointed to examine the Core Strategy was Peter Drew BSc (Hons) Dip TP MRTPI.

Both before and during the inspection the Inspector raised serious issues regarding housing development in Local Service Villages in the Green Belt. As a result the District Council is revising its approach and has proposed major modifications to the Submission Core Strategy. As far as the parish of Wilmcote is concerned my interpretation of these modifications is as follows:

* The number of new dwellings to be provided in the period 2011 to 2031 will not be defined numerically.
* All new dwellings in this period will have to satisfy the requirements of Paragraph 89 of the National Planning Policy Framework namely, limited infilling, local needs housing and redevelopment of previously developed sites.
* The proposal by Stratford District Council to remove Local Service Villages from the Green Belt if they should be unable to meet their new dwelling obligations has been dropped.

However, it should be noted that the above is not set in stone and we must wait for the Final Report from the Inspector which is not expected until mid-May 2015 at the earliest.

**7. Drafting of Neighbourhood Plan**

Colin confirmed that he had begun drafting the first draft of the NP and suggested that a small group be established to do the initial drafting of the NP and the supporting information. Following the initial drafting all documents would be circulated to each NPG member for their input. Consultation with all residents would then be arranged. Matthew Neal of SDC would be kept informed of each step to provide input/guidance. This approach was agreed and Colin will set about establishing the small team.

**8. Outstanding Work**

There followed a discussion on the work remaining to be done. It was agreed that in some cases we would need to engage specialists to help draft some of the required documentation that will need to be provided. The cost of specialists will be identified to prepare a budget going forward. Colin undertook to contact Matthew Neal for advice.

 **9. Timetable**

The project timetable now needs to be reviewed once the outstanding work is clear. Colin undertook to prepare a project timetable for discussion at the next meeting.

**10. Treasures Report**

After receiving the final £472 from Locality, which administers the government’s community development foundation grant, the bank account currently has a balance of £519.32.

Outstanding committed expenditure totals £645.97. This is made up as follows: £576 for the analysis of the questionnaires, £41.97 for the cost of envelopes needed to maintain confidentiality for the completed questionnaires, £28 for hire of the Village Hall for meetings.

In view of this, a request has been made to the Parish Council to reclaim the VAT on the invoices paid to date. This amounts to £303.54 at present.

An application will be made to Locality for a grant of £2275, to take us up to the permitted maximum of £7000, as soon as a clear estimate of actual costs can be made. This will cover the next phase of expenditure needed to prepare the Plan.

 **11. Communications**

The position of the website, Facebook and Twitter were discussed. It was agreed that the website was in need of review as a number of documents were missing. Colin undertook to undertake a complete review of the website. Kate volunteered to look after the Facebook and Twitter accounts to ensure those residents that participate in this social media are kept informed of any developments in the preparation of the Neighbourhood Plan.

**12. AOB**

None

**13. Date of next meeting**

21st April 2015