**Wilmcote Parish Council – Neighbourhood Planning Group**

**Minutes of Meeting Number 16**

**Held at the Village Hall on Tuesday 6th January 2015 at 7.30pm.**

 **Present:**

**NPG:** Roger Harrison, Kate Compton, John Singleton, Deanna Fernie, Nick Willson, Richard Hoskin, Helen Yeomans, Alan Griffith, Steve Howell, Louise Stewart, Ken Guy.

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

**1. Apologies:**

 **NPG:** Emma Ward, Peter Ward, Norman Lee, Keith Vinning.

 **WPC:** Nigel Ledger, Alison McMillan.

**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 2nd December 2014**

 These were agreed.

**4. Matters arising.**

 All matters are on the agenda.

**5. Questionnaire**

It was explained that the questionnaire was formally ratified at a special WPC meeting on 9th December 2014. Subsequently Roger had arranged for the questionnaire to be printed and copies were available at the meeting ready for circulation.

Roger explained that this meeting of the NPG is almost entirely focussed on the questionnaire circulation process and explained the following:

1. Fill in your contact details in each of the questionnaires, back page.
2. Prepare a schedule of all the houses on your list so you can monitor the process.
3. Hand deliver each questionnaire to the householder. Do not post through the door. Mark on your schedule which houses you have been able to deliver to. Continue the process until they are all delivered.
4. On handing over the questionnaire you must:
	1. Confirm it is a form for the household.
	2. If they wish to put individual forms in due to differing views, they can contact you later for further copies. Obviously this needs to be recorded on your schedule.
	3. Point out the dates of the Open Meeting and Consultation Meeting, the latter being a one to one meeting to resolve queries.
	4. Ask when you could collect the questionnaire. The sooner the better, as we can forward them to the consultant for data input. Record that you have collected the questionnaire on the schedule.
	5. If there is more than one questionnaire from a household, please record.
	6. Check that they are capable of filling in the form. If not, see if a neighbour can assist or arrange for someone to help.
5. If no response is received from a house, note the address on the schedule. Then post a flyer advising them that you have a questionnaire for them and that they should contact you on your telephone and arrange a date and time to deliver the document.
6. The collection timing will be down to the nominated member to agree with the householder.
7. At the end of the process, hand in your schedule and the balance of any completed or blank questionnaires.
8. Please ensure no cross referencing exists linking houses to questionnaires. The only link should be the post code.

Roger then went through the delivery schedule recording who was delivering to particular houses ensuring that all residents in Wilmcote and Pathlow would receive a questionnaire. Copies of the questionnaire and covering letter were given to those delivering them. A village Open Day was arranged for 1st February 2015 for residents to come along if they had any queries on the questionnaire.

**6. Communications**

 It was confirmed the monthly update had been completed and circulated in December 2014.

**7. Treasurers report**

The treasurer (Roger Harrison) provided an update on the expenditure and confirmed that he had submitted the financial report showing that all the grant money had been spent. This should now release the remaining grant money and enable an application to be made for a further grant.

**8. AOB**

**9. Date of next meeting**

3rd February 2015