**Wilmcote Neighbourhood Planning Group**

**Minutes of Meeting Number 13**

**Held at the Village Hall on Tuesday 7th October at 7.30pm**

**In attendance**:

PC Representatives, Jennie Clarke and Colin Ray

Alan Griffith (Chairman), Roger Harrison (Treasurer), Richard Hoskin, Steve Howell, Nick Willson, Deanna Fernie, Ken Guy, Kate Compton, Peter Ward, Norman Lee (part time)

**Apologies**: Keith Vinning, John Singleton, Ted Mander, Jamie Perry, Peter Goddard, Emma Ward, Pam Reynolds , Liza Plumb

Distribution all the above plus, Stuart Taylor, Jill and John Philps, Peter Howard, John and Sophia Bates, Yvonne Burt, Sarah Carrington-Gull, Hugh Frost, Jennifer Jackson, Liz Hunt, Darren Gwynne, Liza Cashmore

1. **Minutes of Last Meeting Dated 22nd September**
	1. These were accepted as a true record.
2. **Matters Arising**
	1. AG confirmed that the Interim Report No. 1 has been sent to SDC.
	2. All other items are covered on the agenda
3. **Pecuniary Interests**
	1. It was recorded that Pecuniary Interest forms on behalf of Alan Griffith, Roger Harrison and Colin Ray had been submitted to the PC for approval. These have all been passed.
	2. The following Pecuniary Interest Forms where tabled by Peter Ward, Nick Willson, Deanna Fernie, Steve Howell and Richard Hoskin. These were handed to Colin Ray who will pass them to the Clerk of the PC.
	3. The importance of members completing these forms was discussed. It is anticipated that most of the committee will have to complete the form as most are affected by at least one site included in the final questionnaire. ACTION ALL
	4. It was agreed that attached to all minutes will be a list of all those with Pecuniary Interests. ACTION AG
4. **PC Report**
	1. Importance of Pecuniary Forms was reaffirmed.
	2. CR confirmed that he would be circulating the questionnaire on Wednesday to the PC members. ACTION CR
	3. It was noted that the control paper work between the PC and the WNPG had been refined and filed on the web site and in the hard copy in the Shop.
5. **Questionnaire**
	1. RH confirmed that he had hoped to table the final version at the meeting. Unfortunately Pete Long, who is formatting the final version, has had a few problems.
	2. The key issues amended where discussed. They were:
		1. Question 6 has been amended with a full description of the objectives of selecting the sites and extending the selection to 8 preferred sites. The question to select least preferred sites has been deleted.
		2. Question 22 and 23, The distances between the building lines are being strengthened, so individuals can understand the measurements against items such as buses and football pitches.
		3. Question 17 relating to self build housing has been changed with a third box saying unknown.
		4. Following the pilots undertaken by member’s families other smaller amendments have also been made.
	3. It was agreed that any further small amendments would be done under delegated powers to the Chairman, Treasurer and Colin Ray PC Chairman.
	4. The map notes were discussed and a small amendment was made. The text was agreed.
	5. Covering letter was agreed following a small amendment to the letter.
	6. PC are convening a meeting in 7 days to approve the questionnaire. RH agreed to forward the latest copy to the PC on Wednesday 8th October. ACTION RH
	7. The following are the key dates the WNPG are aiming for:
		1. PC to sign off Questionnaire 15th Oct.
		2. To the printers with any amendments 20th Oct
		3. Receive questionnaires from Printers 27th Oct
		4. Contingency gap to 1st November
		5. Delivery Team Meeting No 1 1st Nov Village Hall

No 2 4th Nov Village Hall

* + 1. Distribution, ALL circulated by 8th Nov
		2. Public Meeting Thursday 13th November 7.00pm Village Hall
		3. Discussion Meeting Saturday 22nd Nov 2.00 to 4.00pm Village Hall
		4. Collect all returns by Monday 8th December 2014.
1. **Questionnaire Circulation**
	1. A list of those responsible has been drawn up and circulated to all members. It means that most people will be responsible for circa 20 households.
	2. Pat and Jeff James have agreed to look after Woodcote Estate.
	3. Questionnaires must be handed to householders and the process described. Also to advise about the public meetings and that they are the first contact if they have any query.

Questionnaires are to be collected ASAP, and WNPG will forward to the assessor. Although the questionnaires are confidential, those collecting must make sure they record which households have provided a return.

Procedure document will be prepared. ACTION AG

* 1. We are to give 4 weeks at the outside to complete. RH to check if there is a stipulated period. ACTION RH
	2. Dates of delivery between 1st Nov and 8th Nov.
1. **Public Meetings**
	1. Those organised to be cancelled. ACTION AG
	2. New dates as set out in 6g above to be booked. ACTION AG
2. **Sector Reports**
	1. Peter Goddard has provided a draft for consideration on social housing.
	2. All other reports are now complete.
3. **Communications**
	1. It was recorded that the Web and hard copy are now up to date.
	2. Meeting discussed the need to put out a separate flyer now that the questionnaire is delayed. It was agreed that a flyer will be prepared and sent out once the PC have signed off the questionnaire. Target 20th October ACTION AG/LP/RH
4. **Treasurers Report**
	1. Currently, the Group has spent £2,117.00 of the grant. Bank balance stands at £2,208.00
5. **AOB**
	1. AG advised that Matthew Neal has forwarded a link on how to write the Neighbourhood Plan. The link is: mycommunityright.org.uk/blog/guide-writing-planning-policy-neighbourhood-plans-released.
6. **Next Meeting**
	1. The next formal meeting will be 4th November. This will incorporate the questionnaire team, delivery meeting number 2.