**Wilmcote Neighbourhood Planning Group**

**Minutes of Meeting Number 12**

**Held at the Village Hall at 7.30pm on Monday 22nd September 2014.**

**In attendance:**

PC representatives; Colin Ray, Jennie Clarke, Ted Mander

Alan Griffith (chairman), Roger Harrison (treasurer), Kate Compton, Liza Plumb, Nick Willson, Keith Vinning, Peter Howard, Deanna Fernie, Ken Guy, Pam Reynolds

**Apologies;**

Richard Hoskin, Jamie Perry, Emma and Peter Ward, John Singleton, Peter Goddard, Norman Lee

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

1. **Minutes of Last Meeting Dated 2nd September**
	1. These where accepted as a true record.
2. **Site Review/Maps**
	1. It was recorded that the questionnaire to be sent out to households requires a map to detail the sites under consideration for housing.

It was noted that there were 3 specific categories, they are;

* + - Sites previously selected by residents at the open meeting and a few sites added by the committee totalling 23.

These sites where then independently reviewed by David Holmes the Independent Planning Consultant.

This reduced the number with potential development sites to circa 6 to 8.

2 other sites could be added to this list as a result of the review by SDC NP Coordinator.

-The second category is the sites ruled out by the Consultant and SDC review.

-The third category is those sites that have come to light as a result of SDC’s request for sites and potential planning applications not yet submitted.

 b. The meeting discussed whether to categories the sites on the maps.

It was unanimously agreed, as a result of the discussions that all the sites would be shown on a map in one colour. This map would also show the conservation area, SSSI’s and the Avon Valley Character Area.

It was also noted that if other sites are identified as a result of The Call for Sites such sites would be added into the questionnaire if they are identified before the questionnaire goes to print.

It was agreed that instead of the second map an abbreviated report of the Planning Consultants document and SDC’s comments would be included. These notes, where possible, must include the text provided, recognising however that certain explanatory notes may be required. These notes will be particularly relevant to sites identified since the review.

 ACTION AG/RH

1. **Questionnaire**
	1. Roger Harrison had circulated the latest revision prior to the meeting , taking the recent comments on board from members and the PC.
	2. The meeting discussed several issues and a few very minor corrections where made.

One of the main issues was ensuring that the number of homes required between 2011 and 2031, 75 number, is shown in section 6

* 1. Piloting the questionnaire was discussed at depth.

As a result, it was felt that there would not be the need to pilot the questionnaire due to the controls being considered and householder participation anticipated.

It was agreed however that the final draft will be sent to Welford NPG and Long Marston NPG.

 ACTION CR/DF

* 1. The meeting agreed to prepare a covering letter for the questionnaire.

ACTION AG

* 1. It was agreed to proceed with the printing and any actions must be complete by 26th September.
1. **Questionnaire Circulation**
	1. The following was agreed.
		* Lisa Plumb, RH and AG would prepare a schedule for distribution of the questionnaire, it is planned that most members would have circa 25 to deliver.
		* The Questionnaire is to the delivered by hand and handed to the householder, not dropped through the letter box. They must tell the householder they are their coordinator and indicate the contact details in the questionnaire.
		* The nominated member must visit the homes on a follow up basis to collect the questionnaires at 4 and 6 weeks after they have been delivered. Collect the questionnaires ASAP.
		* The questionnaire will be confidential therefore the members need to keep a record of where they have delivered and collected questionnaires. They will be collected in sealed envelopes supplied.
	2. It is hoped that the questionnaires will be issued to members at the next meeting on 7th October.
2. **Public Meetings**
	1. There will be a public meeting at the village hall on23rd October. This will update the public and also address any queries residents have as a result of receiving the questionnaire. POST NOTE . AG to prepare presentation.
	2. On Saturday 1st November there will be an open afternoon between 2.00 and 4.00pm in the Village Hall. Members are to be in attendance to answer any comments.
3. **Station House Letter**
	1. AG tabled the letter received from the developer’s consultants, Phase 2.
	2. A response to the letter from Phase 2 is to be made by Roger Harrison. Any further contact with Phase 2 is to be via Roger Harrison and copied to Liz Butterworth.

ACTION RH

1. **AOB**
	1. Colin Ray advised the members that where Members have any Pecuniary Interest in development sites, such interests must be recorded. AG will circulate the appropriate form.

ACTION ALL.

* 1. The meeting discussed the Housing Demand Forms used by WCC to identify demand. It was noted that most of the headline information was included in the questionnaire. In addition the Questionnaire also asked the question regarding demand.

It was unanimously agreed not to undertake separate survey.

1. **Next Meeting**
	1. Village Hall at 7.30pm on Tuesday 7th October 2014.

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