

**Minutes of Stoke Golding Parish Council**

**Neighbourhood Plan Advisory Committee**

Minutes of the 33rd meeting of the Neighbourhood Plan Advisory Committee held in the Methodist Church Hall on Monday 18<sup>th</sup> February 2019

**Attendance:** Jim Hope (JH), Sarah Beale (SB), Bernard Lamb (BL), Mervin Ward (MW), Ruth Fisher (RF), Rachel Terheege (RT). One resident attended

**33/1 To receive apologies for absence:** Rob Gaskin

**33/2 To receive declarations of interest on items on the agenda and dispensations:** None

**33/3 To confirm the minutes of the 32nd meeting of the Neighbourhood Plan Advisory Committee:** It was **RESOLVED** that the minutes of the NPAC meeting held on 4<sup>th</sup> February 2019 were unanimously **AGREED** and the Chairman signed the minutes of the 32nd meeting as a correct record of the meeting.

**33/4 To consider any matters arising from previous decisions of the NPAC not covered by the agenda:**

- None

**33/5 To receive the resignation of the Chair**

The following was **RESOLVED**:

- It was **NOTED** that JH resigned as Chair and also from the NPAC committee. He has passed all relevant information to SB so that a handover went smoothly.

**33/6 To elect the Chair of the NPAC**

The following was **RESOLVED**:

- It was **NOTED** that SB accepted the position. SB thanked JH for all he had done to progress the plan to this stage.
- It was **AGREED** that MH would take the position of Vice Chair and take the Lead on the Sub committee

**33/7 To consider procedural matters**

The following was **RESOLVED**:

- It was **NOTED** future agendas and minutes to be sent out by PC Clerk (**TC**) and a Parish Councillor to take the minutes
- It was **NOTED** SB to update data protection measures to ensure compliancy.
- It was **RECOMMENDED** that members take measures to secure digital devices
- It was **NOTED** that current work on the N plan would not be affected by purdah limitations
- It was **NOTED** that to ensure accessibility residents would be directed to information via the village website
- It was **NOTED** that new Terms of Reference would be issued to the sub-committee if it were set a new task
- It was **NOTED** that LTN1 stated that members of the public could be assigned to working parties along side a member but would have to sign the necessary documents.

**33/8 To receive the minutes and update from the sub-committee**

The following was **RESOLVED**: that the minutes of the 5<sup>th</sup> February meeting were **AGREED**

- It was **NOTED** that the Terms of Reference were agreed to work on site allocation criteria and a model for ascertaining housing need. If work on SHELAA was required, new Terms of Reference would be needed,
- It was **NOTED** that 8 or 9 criteria had been identified with some sub-headings. Against these a traffic light system (red, amber, green) has been detailed by BL on 6 of these categories
- To **ACTION**: BL to complete the remaining sections
- To **ACTION**: MW to ask HBBC for the exact number of new builds in the village for years 16/17,17/18 and when will the 18/19 figures be available.
- To **ACTION**: To ask the consultant to urgently advise on the methods already determined by the sub-committee to calculate the housing requirement and to take this figure to HBBC

### **33/9 To consider the Vision for Stoke Golding**

The following was **RESOLVED**:

- It was **NOTED** that this be deferred to another meeting

### **33/10 To consider the draft plan**

The following was **RESOLVED**:

- It was **RECOMMENDED** that there will be 7 policies (plus the introduction). Two of these have been prepared for the committee
- To **ACTION**: JH to confer with RG on policy 4 before finally presenting to committee
- To **ACTION**: MW & BL to work on Services, facilities and infrastructure
- To **ACTION**: SB & RF to work on Heritage design
- To **ACTION**: the sub-committee are working on Housing

### **33/11 To consider consultant matters**

The following was **RESOLVED**:

- It was **RECOMMENDED** that the consultant is asked to look at housing numbers, the traffic light system for site assessment.
- It was **AGREED** that to send the documents for him to assess and for him to attend a future meeting

### **33/12 To consider Stoker advert and posters**

The following was **RESOLVED**:

- It was **AGREED** the wording of an advert for the Stoker and for posters to be display in the village

### **33/13 Public participation – to consider any comments by the public on items on the agenda:**

The following was **RESOLVED**:

- It was **NOTED** that SB would contact members of the public annually to see if they still wished to be on the database for relevant emails

### **33/14 To receive and consider such communications as received by the Chair**

The following was **RESOLVED**:

#### **Written**

- A reply from HBBC regarding discrepancies in the SHELAA information was **NOTED**

### **33/15 To consider items needed to be brought to public's attention**

The following was **RESOLVED**:

- It was **NOTED** there were no items.

### **33/16 To consider future agenda items**

The following was **RESOLVED**:

- To consider future grants was **NOTED**.

### **33/17 Date for the next meeting**

The following was **RESOLVED**:

- It was **NOTED** that the date of the next meeting is 4<sup>th</sup> March 2019
- Apologies were submitted by RT and MW for the next meeting

The meeting closed at 7.54pm