

Draft Minutes of the meeting held on 20th July 2016 at Stoke Golding Methodist Church Hall
Meeting 8

	Chairperson Roy Mitchell welcomed everyone to the meeting of the Stoke Golding Neighbourhood Development Plan Advisory Committee (SGNDPAC). Committee members present: - Jim Hope, Roy Mitchell, Stewart Anderson Minuted by Ella Orr	Tasks allocated
1.	Apologies: Sarah Beale, Glyn Chapman, David Goodsell, Brian Ninness, Rob Gaskin, Steve Martin, William Alston	
2.	Declarations of Interest on items on the agenda: None	
3.	To confirm the Minutes of Previous Meetings already circulated Proposed by Jim Hope, seconded by Roy Mitchell	
4.	<p>Matters Arising not covered by items on the agenda:</p> <p>There is a vacancy on the Advisory Committee as Ella Orr has stepped down for personal reasons. Roy Mitchell thanked Ella Orr for her hard work especially on the Communications sub-committee, which she will continue with. He also asked for a volunteer to fill the vacancy.</p> <p>The SGNDP logo was shown at the meeting and met with everyone's approval. Jim Hope, the Chair of the communications sub - committee, formally thanked Helen Shipton and Bob Knight who both spent many hours meeting and coming up with designs and Diane Sinclair for turning the designs into a reproducible logo as well as contributing ideas at a number of 'logo' meetings along with Pauline Goodsell and Ella Orr.</p> <p>Roy Mitchell asked for the Terms of Reference to be amended in relation to the number of public meetings which take place. This will be discussed further at the next Parish Council meeting.</p> <p>Jim Hope has written to the PC Clerk to enquire about funding these will be required for Kirkwells costs and to pay for the 'consulting the community' publicity events/printing costs for questionnaires. There is a £9000 grant available from Locality funding which can be applied for in chunks. The community will be kept informed of developments.</p>	
5.	Reports from Committee Members. None	
6.	<p>Update on Progress – Plan Area and Appointment of Consultant</p> <p>Roy Mitchell confirmed that the NP Boundary Area has been formally approved by HBBC and showed a map of the area. He highlighted that HBBC has agreed to go beyond the Parish boundary which allows a number of extra businesses to be included on the NP area.</p> <p>Roy Mitchell confirmed that the Parish Council has appointed Kirkwells as the SGNDP consultant. Kirkwells has produced a draft project plan which was shown at the meeting. The draft plan prompted a discussion about the different tasks being carried out by the Advisory Committee, Kirkwells and HBBC and the amount of time being allocated to them, which was revisited later when a resident raised a question about the payment for the work of the consultants. It was agreed that Kirkwells should give a fixed quote about their tasks, the time allocated to each task and the cost of each task.</p>	RM to circulate draft project plan electronically.

	<p>Consulting the Community – Help Wanted</p> <p>Kirkwells has suggested that consultation should be carried out with businesses in Stoke Golding, people who come to work in Stoke Golding, residents and groups/societies. There should be 'engagement with the community' and this will be achieved by having an exhibition/ event, one evening and one weekend, to let people know about the consultation process. These will hopefully inform the questions which will be on a questionnaire to be distributed in paper format to every household in the designated NP area. At present Glyn Chapman is putting together a draft questionnaire and has looked at NPs from other areas to 'cherry pick' some standard questions. Also the Housing Needs Survey for the village, which assesses the demand for affordable housing and is carried out at the behest of HBBC will also form a key part of the questionnaire. Stewart Anderson is meeting Richard Mugglestone from Midlands Rural Housing who explained the purpose of this survey at the last meeting. One resident asked about how the information elicited from this survey will realistically assess housing need for the next few decades. A lengthy but informative discussion followed which raised more questions. Roy Mitchell stated that, for the purpose of the Plan, the Advisory Committee must be able to show that methods have been used that are acceptable to HBBC. It is vital to provide a legitimate evidence base that also includes the statutory information required by HBBC so the Plan is valid. Jim Hope is in the process of putting together a timeline table showing evidence of all meetings and information gathering. Kirkwells will check this to ensure it meets requirements for approval of the Plan. In response to a question about how the results will be analysed, this will be done by an independent third party. Other questions were asked:</p> <p>Will it be one questionnaire per household? Yes, because of the cost of printing.</p> <p>Could the questionnaire be completed electronically? A paper one is preferable to ensure every household has received it.</p> <p>How do we engage young people in completing their sections in the questionnaire? Important to get the schools involved but also the possibility of online questionnaires could address getting the views of the under 25s.</p>	
8.	<p>To receive and consider such communication as received by the Chairman</p> <p>None had been received.</p>	
9.	<p>To consider items needed to be brought to the public's attention:</p> <p>None</p>	
10.	<p>Present</p> <p>Residents attending: R Terheege, C Pegg, P Underwood, A White, K Edwards, C Edwards, P.Goodsell, G Vallis, R McCreight, R Ward, E Orr</p>	
11.	<p>Next Meeting To be confirmed</p> <p>Meeting Closed 8:25 pm</p>	