

**Stoke Golding Neighbourhood Development Plan Advisory Committee**

**Draft**

**Minutes of the meeting held 15<sup>th</sup> March 2017 at Stoke Golding Methodist Church Hall 7pm.**

	<p>Vice Chairman Jim Hope opened at 7pm by welcoming everyone to the meeting of the Stoke Golding Neighbourhood Development Plan Advisory Committee (SGNDPAC).</p> <p>Committee members present: - William Alston, Jim Hope, Rob Gaskin, Glyn Chapman . Minuted by Rob Gaskin.</p>	Tasks allocated
1.	<b>Apologies for absence:</b> Sarah Beale, Roy Mitchell, Christina Emmett.	
2.	<b>Declarations of Interest on items on the agenda:</b> None	
3.	<p><b>To confirm and agree the Minutes of Previous Meeting</b></p> <p>A meeting was held on 18<sup>th</sup> January which focused on a review of the two consultation events and the proposed questionnaires arising from them. Agreement of the minutes was proposed by RG and seconded by WA.</p> <p>Jim pointed out that there were still two sets of previous minutes that had not been formally approved due to the logistics of those present at the meetings not being in attendance together at subsequent meetings. A discussion took place and it was decided that because all 'actions' had been taken those minutes could be agreed by the committee. Proposed GC, seconded by the committee members attending.</p>	Roy Mitchell
4.	<p><b>Matters Arising not covered by items on the agenda:</b></p> <p>Traffic Impact Assessment – GC was 'tasked' with obtaining quotes from consultants for this assessment. GC explained that he had 'emailed' three companies but only one quote had been received (£10k). One had a 'conflict of interest' and the other couldn't meet the time-frame required due to their workload.</p> <p>GC had approached a further three companies but he had not received an actual quote yet just one acknowledgement.</p>	
5.	<p><b>Reports from Committee Members.</b></p> <p>JH reported on the production of the two survey questionnaires, including the 'on-line' version.</p> <p>There had been many hours spent by many people to construct, agree and finalise printing/internet access.</p> <p>Hard-copy samples were shown at the meeting and printing will take place in the very near future (days). We are within budget and timescale.</p> <p>WA gave a short report on the Accounts.</p> <p>Expenditure   £1,673 Balance        £1,924</p> <p>Sadly Stewart Anderson has left the village and his status as a Committee Member is not currently known.</p>	RG
6.	<p><b>Agenda Item – Questionnaire/postcard distribution and data collating.</b></p> <p>The 'pre-questionnaire' postcards were printed and delivery was in-hand.</p>	

	<p>The questionnaires will be delivered to PG early next week in time for delivery later in the week. JH will help to assemble them into 'deliverables'. PG stated that delivery shouldn't be a problem with here usual 'team' and she was aware that RG and P Underwood had offered assistance if required.</p> <p>P Underwood raised a question about possible misunderstanding of the use of the QR (Quick Response) Code. This was discussed and additional wording to the questionnaire was not considered necessary.</p> <p>P Underwood asked if canal residents e.g. those near Spinney Bank Farm would be receiving a copy of the questionnaire. This was agreed.</p> <p>GC asked what plans were in place for the questionnaire 'deposit/collection box' and data input/collation. JH said the the 'box' was in-hand and to be sited in the Post Office. JH would start to ask for help with data collation once the questionnaires were out however the size of the task (and therefore people needed) wouldn't really be known until the 'questionnaire reply date' had passed.</p>	<p>PG</p> <p>JH</p>
7.	<p><b>Communications received by the Chairman.</b></p> <p>In the Chairman's absence JH (Vice) said there was nothing to report as far as he was concerned.</p>	
8.	<p><b>AOB</b></p> <p>None</p>	
9.	<p><b>Present</b></p> <p>Residents attending: Pauline Goodsell, David Goodsell, Peter Underwood, Rachael Terheege, Samantha Crowfoot.</p>	
10.	<p>Meeting Closed at 7.50pm</p>	