



**Minutes of the Annual Parish Meeting,  
held on Monday May 16<sup>th</sup> 2022 at 6:30pm  
Ankorn House, Birmingham Road**

Present: Cllrs Chadwick and District Cllr Peter Hencher-Serafin  
Clerk Becky Howes  
4 members of the public (attendance sheet attached to hardcopy) and guest  
speaker Sarah Brooke-Taylor

1. Chairperson from the floor chosen, declared the meeting open:

It was agreed by all present that Cllr Chadwick would Chair the meeting. Meeting opened at 6:40pm

2. Acceptance of apologies for absence:

Cllrs Coley, Badwal, Lyon, Berry and County Cllr Kerridge.

1 member of the public, M Hale.

3. Confirmation of the minutes of the Annual Parish meeting April 26<sup>th</sup> 2021 were approved and signed at the 105<sup>th</sup> meeting of the Parish Council on 28<sup>th</sup> June 2021

Clerk and Cllr Chadwick agreed, all accepted.

4. Presentation by Sarah Brooke-Taylor from the WRCC (Warwickshire Rural Community Council) regards Housing Needs Surveys and how they are related to developing a Neighbourhood Plan:

Cllr Chadwick introduced and welcomed Sarah to the meeting. Sarah gave the following overview (Key : HNS Housing Needs Survey NDP Neighbourhood Development Plan) :-

- Neighbourhood Planning enables local communities to put in place a vision and policies for the future development of the area
- Parish Council has already taken first step - Area Designation
- NDP can be as simple as you want, just one or two issues, doesn't have to be complicated
- NDP is pro development, can't be used to stop development
- Allows you to shape local development, nominate sites where you want it to be
- May contain a vision, aims, planning policies, proposals for improving the area or providing new facilities, or allocation of sites for specific kinds of development
- Core Strategy looks at the needs of the district, but the NDP is looking more locally

- Timing up to you – 5yrs, 10 yrs. In this district parish councils have generally aligned their NDP to the Core Strategy, ie 2031
- Community document, work undertaken in the name of the parish council, but not just the work of the parish councillors
- Housing needs survey provides essential evidence for NDP policies. If no housing need then do you need to proceed with an NDP?
- HNS is undertaken at no cost to the parish council, other than distribution – hand deliver one survey pack to each dwelling
- The survey asks essential questions to enable an analysis of housing need, rather than simply looking at aspiration (example – 2 young adults <30yrs plus 2 young children <5yrs, £30k salary, no deposit, may indicate that they are looking to purchase a 3 bed house but analysis would determine a 2 bed house rented from a housing association)
- Forms returned direct to WRCC/RHE so confidentiality assured, can also be completed online
- Anonymised report provided to the parish council a month after the return deadline
- Local businesses? List from SDC? Draft letter & poster already provided
- Then consider a further survey to look at any other issues – possible sites if there's a need, allocating Local Green Spaces etc, and this information feeds into the NDP policies
- Consultation, communication and community (for example 900 people in parish (from 2011 census) – some will have the skills, time and energy)

## 5.Public question time

Several questions were raised regards current planning proposals, specifically relating to the woods in Mappleborough Green and the Gateway. Sarah stated that having a NDP serves to identify potential sites for development but cannot be used to stop development, also stressing that some NDP can take up to 8 years to complete.

The issue of neighbouring authority housing needs spillage was also discussed and Sarah raised the concern of skewed results from HNS which include university student populations, meaning students living away can be counted twice (at university location and home).

The discussion concluded with general consensus for the parish to carry out a HNS in order to identify any needs within the parish and to progress with a NDP.

Cllr Chadwick thanked Sarah for her informative presentation and feedback and thanked members of the public for attending.

Meeting closed at 7:30pm