**BRAILES PARISH COUNCIL**

**Dear Councillor, I hereby summon you to the Parish Council Meeting that will be held on Monday February 29th 2016 at 7.30.p.m. in The Village Hall, Brailes**

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**AGENDA**

1. **Disclosure of Interests**

# Councillors are reminded that they must act solely in the public interest and should not improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for themselves, their family, a friend or close associate.

# To receive any written request for dispensation regarding disclosable pecuniary interests

1. **Approve and sign the Minutes of the Jan 4th Meeting, to agree any apologies –**
2. **Action from the last meeting**

Maintenance update from last month -

Tree on corner of Sutton Lane/High Street – I have had a quote from Ash Tree Care of £200 to cut back tree branches overhanging the road and remove the waste.

Street Lighting – Invoice for fixing Wall fixing in Jeffs Close of £109.78

1. **Reports from sub-committees –**

Neighbourhood Plan –Update from the NP Steering Committee

A new housing needs survey. To be carried out by WRCC.  The PC must be the body to ask for this.  There will no charge to the PC provided WRCC are used.  It has been recommended by Matt Neal (SDC),Sarah Brook Taylor (WRCC) and Stephen Miles the consultant to support the Neighbourhood Plan.  The majority of members of the NP committee present at the last full NP meeting on 15th Feb. 2016 voted to request that the PC ask for this.  It will support the questionnaire last year.  Some concern had been raised as to whether the WRCC were the right body to do this given previous experiences.  Other organisations or consultants could be used but a charge of some sort should be expected should we go down this route.

1. **Floodwatch Report –** toreceive a brief update of any flood news from Brailes Floodwatch Team
2. **Matters Arising since the last meeting**

**Those needing decisions**

* Floodwatch and its remit
* Garden of Remembrance – we have been asked what size and shape of plaques are allowed in the garden of remembrance.
* Agree a remit for documents to be published

**Those needing discussions and possible decisions**

* **Queen’s 90th Birthday Celebrations –** Does Brailes want to do something – if so what – do they want to take part in the beacon lighting? The WI have suggested planning a tree and would like suggestions of where this could be
* Traffic and speeding in Brailes

1. C**ounty and District Councillors’ reports –** Toreceive a brief update from Cllr Gray and Cllr Saint.
2. **Maintenance –** reports of any maintenance needed.
3. **Correspondence –** letter from Adrian Bethune regarding names of postal addresses of development off Sutton Lane

Correspondence between Cllr Kaack and Maggie Goren and Ken Taylor

1. **Members of the Public –** Any member of the public may bring up a subject that can be discussed and then added to the next agenda for decision if needed.
2. **Planning applications –**

***15/03647/REM -*** Land Off, Sutton Lane, Lower Brailes, Reserved Matters relating to the Appearance, Landscaping, Layout and Scale of 18 dwellings (approved under planning permission 13/03166/OUT on 28 April 2015) – **This will be considered at the Planning Committee meeting on 2 March 2016. The recommendation is that the application be Granted.**

***15/04445/REM -*** Land Adjacent To Attens Byre, Upper Brailes Reserved matters application for appearance, landscaping, layout and scale for application (13/03160/OUT) for the erection of 7 houses and associated garage – **This** **will be considered at the Planning Committee meeting on 2 March 2016. The recommendation is that the application be Granted.**

16/00565/FUL – Lynes Corner, High Street, Lower Brailes - Erection of carport and garden store and alterations to boundary wall and gates – **Decsion needed by 16th March 2016**

16/00121/FUL – Pippin Cottage, Rectory Lane, Lower Brailes, OX15 5HY – Two storey front extension and insertion of roof light to the rear of the property – **Decision was made at the planning meeting on the 6th Feb to support**

15/04542/FUL - Green End Farm, Lower Brailes – **Decision was made at the planning meeting on the 6th Feb to support with conditions**

16/00291/FUL - Ilexmead Cottage, Upper Brailes – **Decision was made at the planning meeting on the 6th Feb to support the application**

16/00286/FUL- Old Farmhouse – **Decision was made to oppose this application at the meeting on 6th Feb, however SDC has come back and asked that if plans are changed to the satisfaction of Highways and the Conservation Officer, would the PC remove its objections?**

1. **Finance** –

Reciepts Burial fees £400

Groundworks NDP £2185

Payments requiring authorization:

Amanda Wasdell Salary £587.60

Amanda Wasdell Knowhow cloud back up (annual) £79.00

Stratford District Council Fixing light fitting in Jeffs Close £109.78

Payments – payments by BACS were approved at the last meeting and have been paid to:

Amanda Wasdell Salary £587.60

J2B Print NDP Printing £93.00

Next Meeting Date Tues March 29th in the Village Hall

Amanda Wasdell (clerk)

Brailes Parish Housing Needs Survey 2016 – some background notes.

Following discussions that the Neighbourhood Plan Steering Group (NPSG) have had with Matthew Neal at Stratford District Council, Sarah Brooke-Taylor at WRCC and our independent consultant Stephen Miles; the Brailes NPSG would like to ask the Parish Council to approach WRCC to run a Housing Needs Survey for the Parish.

All the parties we have spoken to have indicated that they believe our evidence base to back up our policies, a key part of the Plan, may not be sufficient without a new, independent and up-to-date Housing Needs Survey.

We have met with Sarah Brooke –Taylor to discuss the process of carrying out the survey and the following key points have emerged:

* The survey should be requested by the Parish Council.
* The Parish Council may pass on the responsibility (if it wishes) for working with WRCC to the NPSG.
* Given the success of the 2105 Survey, WRCC will tailor their process to reflect the good work done so far. The details of how this will work will be decided by WRCC and the NPSG; our PC representative can feed back information to the PC so they are aware of what is being planned.
* There will be no cost to the PC for this Survey.
* The completed Survey results will be passed to SDC and the Parish Council to adopt as they see fit.

Our intention would be to carry out the Survey in April/May 2016.

At a full meeting of the NPSG on the Monday 15th February 2016 the following was agreed:

“A vote was passed that we ask the Parish Council at their next meeting to request that the WRCC carry out a Housing Needs Survey using the methods they proposed.”

We would therefore seek a proposal from the PC along the lines of:

“The Parish Council will commission the WRCC to carry out a Housing Needs Survey in April/May 2016. The Parish Council will delegate the details of how the Survey will be conducted to the NPSG”