

Record of the Neighbourhood Plan Core Committee held on Monday 12th May 2014 at 19:30 in the Community Office

Present

Committee members: Ian Hill
Gill Bindoff
Neil Boddington
Andrew Hocking (Skype)
Neil Mitchenall
Rhian Woods

Public: Nick Hancock (present as expected to resume Chairmanship in June)

33/14 Apologies for absence

None

34/14 Declarations of Interest

Gill Bindoff declared an interest if contracts with ORCC were discussed as she is a Director.

35/14 Approval of minutes of 7th April meeting and matters arising

Minutes were accepted, and were signed by the Chairman. There were no matters arising from them.

36/14 Review of plan and progress

IH presented a revised version of the project plan that reflected the extended period for the first consultation and included more specific allocation of time and tasks for the sustainability assessment. It implies a referendum date of June 2016, instead of February 2016.

It was agreed that the project plan was only indicative of the likely schedule, but that it was important that we started to make real progress as early as possible.

37/14 Summary of results from consultation 1

The initial Drop-in consultation in March had been followed by a number of smaller events aimed at specific groups, with further sessions planned for Cuxham, Pyrton and Britwell Salome, and a date for the Christmas Common event now agreed. Getting a venue and date for a meeting with the business community had proved difficult, but it was now organised to the Town hall on 19th May.

IH offered to produce a short supporting reporting report describing the process and timing of the consultation to support AH's analysis of the questionnaires, comments and post-it notes.

38/14 Next steps

There was considerable discussion of whether we need to start by compiling baseline data to support the assessment of options, or whether it was more important to define the criteria to be used in assessing options as a starting point for assessment of options.

AH suggested that both were needed before any assessment was possible and that the two needed to proceed in parallel and that the assessment of options required a mesh of both. The criteria for assessment define the data that is needed, but the data that that can be obtained determine the criteria that can be used for assessment.

It was agreed that RW and NB would prepare a list of assessment criteria as soon as possible.

The lead for baseline data collection for each of the topics would be:

- Housing NB & RW
- Traffic & environment RW & GB
- Shops & businesses NM
- Getting around AH
- Services AH
- Sustainability GB

NH said that we needed to develop a Vision for Watlington in 2031. IH said that he had prepared one which was on the website, and agreed to circulate it to all as a straw man for comment.

GB stressed the need for the Sustainability Assessment to proceed alongside preparation of the NP as the experience of other NP groups showed it was difficult to produce it later without a degree of reworking. A convincing Sustainability Assessment was essential to ensure that the draft NP was approved by the independent examiner

39/14 Locality application

IH explained we needed to have agreed tasks and costs for work to be done in order to submit the application for funding from Locality. It was agreed that the tasks to be covered should be:

- Traffic analysis and modelling £5000 Atkins or Peter Brett Assoc.
- Housing needs and associated information survey £2000 ORCC

IH to complete and submit the application.

40/14 Appointment of support assistant

Three applications had been received. IH, GB and RW all said that could not be part of the interview panel as they each knew at least one of the applicants too closely to be credibly independent. It was agreed that NH, NM and AH should interview the three candidates on Friday 23rd May.

41/14 Next meeting

Formal NPCC meetings will be held on the first Monday evening of the month. The next scheduled meeting will be on 2nd June. A later start of 8pm was agreed as this was easier to make than 7.30 for RW.

42/14 Actions

- a. Prepare a report on process for first consultation – IH
- b. Prepare initial criteria for assessment – NB and RW
- c. Identify existing sources of data for each topic – NB, RW, GB, NM, AH as in 38/14 above
- d. Circulate Vision for comment - IH
- e. Submit Locality application – IH
- f. Circulate information on known development projects - IH