

# NPF Coordination Group

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## Minutes of 7th meeting: 18/01/2016 – West Room 7.30pm

Present: Pepita Bianchi, Gill Bindoff (Facilitator), Debbie Davies, Peter Richardson (volunteer administrator)

The meeting was also attended by one member of the public, Natalie Sutton.

It was noted with regret that Tony Clarry is not able to continue as a member of the CG because of the pressure of other work.

The CG is looking for new volunteers to restore the group to eight members.

Updated lists of active members of the Forum are available.

1. Apologies for absence: Norman Perry, Keith Jackson. David Cotterell and Rob Smith not present

2. Declarations of interest: none

3. Minutes of the meeting of 14th December 2015.

This was the first opportunity to review the minutes of this meeting. It was agreed that they are a correct record. Keith Jackson will pass them on to Rachel for posting on the NP website. In future, approved minutes of the CG and other forum groups will be passed to KJ for circulation to other Forum groups and to Rachel.

4. Minutes of the meeting with the WPC NP Steering Committee on 4th January 2016 were noted. Some comments were made and will be passed on to Rachel for consideration at the next meeting of the committee on 1st. February.

5. Meeting of 11th January:

This was a meeting to initiate a discussion with the Pyrton NP team about areas of mutual interest. The remaining part of the meeting was to discuss various NP questions with Peter Canavan.

6. NP Forum Terms of Reference:

WPC Full Council approved the correction of the ToR on 12th January. The ToR will now make clear that membership of the Forum is open to non- residents as well as residents if the parish. The ToR will be added to the NP website.

7. Housing:

\*. WPC has agreed to fund the housing survey from NP funds available in the current financial year.

\*. A draft survey form was sent by Community First Oxfordshire today and was circulated to the members of the CG and Steering Committee straight away for comment and approval.

\*. The CG agreed that the content of the survey form is appropriate to obtain useful

information. A small number of layout and typography points were made which Peter Richardson will raise with CFO.

- \*. A covering letter will be drafted and sent round for comment and approval as above.
- \*. The Henley Standard included a feature on the survey on 15th January which provided very helpful publicity and the Watlington Times will publicise the survey in the edition later this month.
- \*. Peter Richardson has volunteered to plan the logistics for delivery and collection of the survey forms. This is a huge task and involves a large number of volunteer helpers. PR has drawn up a schedule of helpers and delivery rounds which was discussed by the Group. The CG approved the proposals and will be actively involved.
- \*. PR will approach the Post Office to ask if some completed survey forms can be collected there in the event that they cannot be collected by the volunteers.
- \*. The survey forms will be printed at the parish office
- \*. It is hoped that enough volunteer support will be available to keep to the planned timetable. The aim is to deliver the forms in the first two weeks of February and to complete the returns by the end of the month.
- \*. CFO will carry out the analysis and report writing over six weeks in March and early April.

#### 8. Traffic:

- \*. The group met on 7th and 14th January.
- \*. Evidence is still being collected and the group is developing criteria to be used to assess a range of options for the management of traffic in the parish.
- \*. The group will have a further meeting on 28th January to finalise a programme for the Traffic Workshop planned on 30th January.
- \*. Pepita Bianchi will chair the workshop. She will need to be well briefed by the group in advance.

#### 9. Development Sites:

- \*. Draft minutes are available for the meeting of the group on 7th January. These were noted.
- \*. Next meetings will be on 21st January and 4th February.
- \*. The Group is developing site assessment criteria and criteria evaluation systems
- \*. Progress is being made on identifying owners/agents for each site in order to have a complete list for all sites under consideration.
- \*. In order to update information on the availability of sites, letters will be sent to owners/agents together with a map of the sites and a questionnaire based on one used by SODC.
- \*. An updated map of development sites is being prepared.
- \*. The DS Group will discuss whether to include small sites for 5 or less dwellings and make recommendations to the CG and Steering Committee
- \*. The DS Group will also discuss whether protection of important green amenity spaces is a matter for them or for the Environmental Sustainability Group.
- \*. The Social Sustainability Group will deal with sites that are in active use and are amenities for well being and not available for development.

#### 10. Sustainability Appraisal:

- \*. Pepita Bianchi has reviewed the draft SA Scoping Report and made a full list of points to clarify and/or expand. These will be followed up as quickly as possible.
- \*. More research is needed and is likely to involve members of other Forum groups
- \*. CFO will be asked to specify what help they are able to provide. They will also be asked if there is a best practice template for SAs.

#### 11. Sustainability Groups:

- \*. The Environment Group met on 13th January. Good progress is being made towards developing criteria for the SA and site selection process. A further meeting is planned for 2nd February.
- \*. Dates are still needed for follow up meetings of the Social and Economic Sustainability groups. These will take place in the next two or three weeks depending on the members' availability.

#### 12. Basic Conditions Statement:

- \*. Norman Perry has produced a first draft. This provides an excellent basis for development of the document. Systematic gathering of evidence is needed to support the Statement. This will be discussed at the next meeting.

The next meetings will be held on Monday 25th January and Monday 8<sup>th</sup> February .  
The NP Steering Committee will meet on Monday 1st February.