

NPF Coordination Group

Minutes of 13th meeting: 08/03/2016 – West Room 7.30pm

Minutes of the meeting of the Coordination Group on Tuesday 8th March 2016 at 7.30p.m.

Present: Gill Bindoff, Debbie Davies, Pauline Harvey, Norman Perry, Peter Richardson (volunteer administrator)

1. Apologies for absence: Pepita Bianchi, Rebecca Broadbent, David Cotterell, Keith Jackson, Rob Smith
2. Declarations of Interests:
 - a) It was noted that RB and PH needed to complete forms from the parish office. GB will provide the forms.
 - b) GB declared an interest as a trustee of Community First Oxfordshire
3. Minutes of the meeting of NPFCG held on 22.02.16:

The minutes were agreed as a correct record of the meeting.

A small clarification was agreed under Item 5 to read:- It should be possible to have a reasonable draft of the **project** plan.....
4. Matters arising:

NP is gathering all relevant documents together to begin a first draft of planning policies for the NP
5. Feedback from the meeting of the WPC NP Steering Committee meeting on 07.03.16.
 - a) GB and PR had attended this meeting on behalf of the NPFCG.
 - b) Committee members welcomed the emerging Project Plan being developed by PB, RB and PR.
 - c) It was agreed that minutes of NPF meetings will be circulated to the committee members when they are confirmed as correct records.
 - d) GB will produce a summary of the current situation regarding projected housing numbers for Watlington
 - e) Committee members will feed back comments on the NPF Communication Policy to Rachel Gill.
 - f) The Committee approved the draft proposals by the NPF DS Group for site selection.
6. Update on project Plan:

Work on this is progressing and copies of the spreadsheet were circulated. It is hoped to be able to fill gaps and flesh out the plan in the next couple of weeks.

PB, RB and PR were thanked for their input into this.
7. Development Sites: update and forward planning:
 - a) The updated list of sites was tabled. Confirmation of availability is still awaited on many of the sites. Rachel Gill and PR are working on this.

b) The DS Group has agreed a list of 16 draft criteria for the assessment of sites for development. These are based on SODC's practice and Peter Canavan's advice has been asked for and adopted. The WPC NP Steering Group approved the criteria at the meeting on Monday 07.03.16. The criteria had been circulated to the CG in advance and the group agreed that they should be used to produce a short list of sites.

c) DD explained the process which had been used by the DS group to formulate a system for assessing the sites against the selection criteria. This had been an extensive process and had examined a range of different approaches. The group had invested time and effort to develop and evaluate different systems and these were tabled and discussed at the meeting. The CG agreed with the decisions taken at the DS meeting on 02.03.16.

d) The DS Group will meet to run the site selection process against all sites on 15.03.16. A sites workshop for other members of the NP Forum will be run on 19.03.16 and a followup/evaluation meeting of the DS Group will be held on 23.03.16.

e) The aim is to produce a short list of sites for further consideration. This will be done with SODC support/advice.

8. Updates on ongoing work:

a) Housing survey: 705 surveys have been collected and passed on the Community First Oxfordshire for analysis. The responses represent a 56% return rate which is excellent. Many volunteers were involved in delivering/collecting survey forms and the process was very successful in raising the profile of the NP within the parish. Tony Powell is producing a report from discussions with local estate agents to provide up to date information about the situation regarding the housing market in Watlington. Together, this information plus the outcomes of the housing survey will provide clear evidence of housing need.

b) Survey of the use of the Hill Road Car Park: The Infrastructure Group is working on a survey system. If funding can be found, an ANPR camera will be used to record data of traffic movements in and out of the car park. Volunteers will ask car park users a short series of questions to amplify the data. If funding is available the survey could be run in April. PR is working on a fundraising initiative with SODC.

c) The Traffic Group met on 23 and 25 February. Outcomes of the group's work are not yet ready for publication but this is in preparation. Criteria for assessing options for traffic management are in development but not finalised yet. Records of the meetings of the group will be made available for the NP website shortly.

d) RB has agreed to work on an audit of green/amenity spaces within Watlington.

e) Sports facilities: A summary of responses from the NP Consultations 1 and 2 were circulated. These will contribute to decisions about land use in the NP in addition to housing.

9. Funding for professional/technical advice: Additional funding is available from Locality. A package will be put together for a bid covering support for the traffic management strategy, the sustainability appraisal and materials for public consultations/roadshows etc. GB will work with Rachel Gill and PR on this.

10.. Date of the next meeting: It was agreed that the next meeting will be held on Monday 21st March 2016 at 7.30p.m.