



MINUTES OF THE MEETING OF THE NEIGHBOURHOOD PLAN STEERING COMMITTEE HELD ON MONDAY 30th NOVEMBER AT 7.30PM IN THE COMMUNITY OFFICE

Present:

Councillors: Jeremy Bell (Chairman), Ian Hill (Vice-Chairman), Matt Reid, Tom Bindoff, Tony Williamson

In Attendance: Gill Bindoff, Peter Richardson

Officer: Rachel Gill

1. Apologies
Terry Jackson
2. Minutes of the last meeting
The minutes of the last meeting were agreed and signed by the Chairman
3. Matters Arising
None
4. Declarations of Interest
None
5. Progress Report on NP Forum Coordinating Group and Working Groups

General Update on Forum Progress

GB gave an update on how setting up the NP forum is going. She went through a list of all the meetings held and progress made. Around 50 people are involved in the various groups and so far are very engaged and keen to get working. JB thanked GB and PR for all their work and was pleased that the groups were set up.

GB shared a flyer for an Economic Sustainability meeting and asked for feedback. MR suggested a more local speaker would be good if possible, otherwise it was resolved to go ahead.

Resolved – Steering Group happy with progress to set up groups.

IH asked that the working group folders be kept in the office at all times as someone came in to view the traffic file and it was not in the office.

ACTION – RG email all to communicate this.

IH was also concerned about people new to the NP process not being overwhelmed with information – GB has contacted people new to the process to check if they need any extra support.

a)Declarations of Interest

GB asked for the Steering Groups advice on who in the forum should sign the declarations of interest and how this should be dealt with. It was agreed that the Coordinating group should all sign – about half of them have already signed the form. There was a discussion over how declarations of interest should be handled for people in the Working Groups.

TW suggested that declarations of interest must be an item on all agendas and that all meetings should be minuted, so it is clear who attended and what was resolved. He also stated that we should focus on pecuniary interests. IH also reminded GB about the code of conduct, this had been briefed to volunteers.

There was a discussion around this as everyone who lives in Watlington has a personal interest. TW suggested that if it was no different to everyone else then it was not an issue.

ACTION: RG put code of conduct on the website

ACTION: KT to speak to OALC on this matter

b) Christmas Fayre

PR summarised the proposal for the stall at the Christmas fayre. The idea being to get more subscribers by having a fun treasure map game and giving out balloons. The budget is £100. Resolved : to go ahead with this event as planned.

6. Update on housing meeting with SODC on Weds 25th November

GB has produced some notes. This was a useful and well attended meeting with around 40 people attending.

ACTION : RG to circulate meeting notes

There was a discussion around a housing needs survey. SODC has suggested it would be good to get more up to date information. IH stated that it would only tell you about people who live in Watlington now and not about people who move here.

GB has arranged meeting with ORCC on the 7th December at 7:30 pm to get advice on a survey and the type of questions that could be included.

MR asked whether he should begin a spreadsheet to review benefits of sites and sensitivity analysis around size of sites and relative benefits.

ACTION : GB to send note to Peter Canavan to clarify this information first.

7. Road map and milestones for measuring progress

There is already a project plan which has a target of Easter to for draft policies.

RG/GB showed an example of the 'traffic light' format which will be used for the Working Groups to report back on their progress on reviewing evidence.

RG suggested this then be rolled on to other tasks for the groups and kept in one file.

JB suggested that a document be prepared ready to slot in information as a focus of documents.

RG stated that the Consultation 2 documents were kept on Drop box and linked to the NP website to ensure everyone looked at the same version.

8. Community Forum Communications Policy

This document needs to be circulated – defer to next meeting. There was a discussion over work load for RG.

Resolved: RG to leave all interested parties on distribution lists

Resolved: KJ to take on emailing Working groups.

ACTION : RG to forward distribution lists for the groups.

ACTION : RG to meet with GB to clarify communications between Steering Group and Forum.

9. Budget Requirements

A budget is required asap.

TW asked what the cost was for a housing needs survey. GB said maximum £3k but more detail needed.

TW asked when the groups would know what extra evidence was needed, and therefore an updated budget? GB said this could be after Christmas.

JB stated that whatever happens more money is needed. GB said there may be costs for further traffic and sustainability advice. There may be grants available.

Resolved : to continue the meeting for another 10 minutes.

There was further discussion around resolving the budgeting for the NP.

ACTION: RG/IH to produce a spreadsheet with costs up to the end of March and also estimate of costs up to completion of the NP.

10. Date of next meeting

The next meeting will be Monday 4th January Parish Office at 7:30 pm.

11. AOB

GB asked about publicity and press – i.e for the working groups not to talk to the press. All of this should just go via KT.

IH asked whether we have ever had formal notification of the new parish boundary (RG/IH to check emails)

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.45PM