



MINUTES OF THE MEETING OF THE NEIGHBOURHOOD PLAN STEERING COMMITTEE HELD ON MONDAY 4th JANUARY AT 7.30PM IN THE WEST ROOM

Present:

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

In Attendance: Gill Bindoff, Peter Richardson, David Cotterell, Pepita Bianchi, Keith Jackson, Rob Smith, Fiona Mullins (Community First Oxfordshire), Debbie Davies, Norman Perry.

Officer: Rachel Gill

1. Apologies

Tony Williamson

2. Minutes of the last meeting

Deferred to next meeting.

3. Matters Arising

GB asked that the minutes be amended to include the Parish Council response on whether they were happy with members of the Co-ordinating groups helping on the working groups. RG to update minutes. JB to sign minutes.

4. Housing Survey – Fiona Mullins (Community First Oxfordshire)

Background

Fiona gave the group an update on options for a Housing Needs survey. Although it is not a legal requirement to do a housing needs survey for a NP you have to show that you have objectively assessed housing need and provide some local evidence. The local evidence can be district council level information. However a survey is beneficial in providing local evidence which also supports sustainability.

A survey would include information on current housing – size, tenure and future requirements – larger or smaller housing. It would also ask if people know of other friends and family who would like to live in Watlington.

Community First Oxfordshire (previously ORCC) did a survey in Watlington in 2010 but this was only about affordable housing, this time the survey will be broader, looking at all types of housing.

Process

Firstly design the survey – this is underway as the housing group have already had some input to a draft survey. There will be one questionnaire per household. Surveys could be delivered and collected by volunteers or a freepost envelope provided. Collection by volunteers gets a better response rate. Forms are then collected and analysed and a report provided. All forms are anonymous. Analysis and data input takes around 3 weeks. The Parish Council could do the printing and purchase A5 envelopes and labels for envelopes.

A similar survey in Chalgrove got 59% return, smaller settlements could be even higher.

Approximately 60 volunteers would be required to deliver and collect, all volunteers will need training. The Parish Council has a list of 'delivery routes' (12) which could be split into smaller units for volunteers. A co-ordinator for the overall survey and supervisors for each route would be required. Volunteers will tick off which surveys they have back and destroy their list once completed.

There was a discussion over tracking responses if they came via the Parish Office or the Post Office, MR suggested generating random number labels as a way of tracking these responses.

Timescale

IH stated that the Parish Council needed a quote by Weds this week in order to allocate budget. Approval from Full council 12th January, following Finance committee recommendation on the 6th January.

Date	Action
Week of 18 th Jan	Printing
Week of 18 th Jan	Recruit and Train Volunteers
Week of 25 th Jan	Printing and Preparation for distribution
30/31 st Jan	Distribution
6/7 th Feb	Distribution
13/14 th Feb	Collection
20/21 st Feb	Collection
27/28 th Feb	Last date for Collection
March	Analysis and Report Writing
Late March	Completed

Discussion over contents of the Survey

Fiona passed around an example of a survey. There was some discussion about how the survey could ask about people's ability to pay and whether questions about income and benefits were appropriate. It was resolved to circulate the draft survey to everyone at the meeting and for Fiona's colleagues to offer advice on questions. Several members of the team were cautious about asking questions which may offend people and not provide useful information.

5. Progress Report on NP Forum Coordinating Group and Working Groups

Traffic Group reported back on their progress which was well received by JB.

They had reviewed OCC, C1 and C2, traffic survey and Air Quality documents and reported back on each area. They decided to look at a range of options, acknowledging that not all may be included in the scope of the Neighbourhood plan. Five categories will be looked at ahead of identification of housing sites:

1. Current traffic
2. Improvements (incl Emissions report from SODC)
3. "Manage" traffic at key times.
4. Complementary 1-way system
5. Relief road

Each area will be looked at independently and evaluation outputs ready for the housing/sites groups to consider.

It was suggested that an informal workshop be held on traffic to go through all the information. IH stressed the need to use criteria before making decisions.

Resolved : Workshop to be arranged, possibly 23rd January, West Room 10am 1pm.

JB/IH to look at ideas for this.

Sites

DD gave an update on the sites group progress.

Workshop should also be set up for sites. IH stressed the need to get on and speak to developers asap.

At 9:30 it was agreed to continue the meeting for another 15 minutes.

6. Road map and milestones for measuring progress

IH asked whether the current timescales could be updated? GB said at present we have to assume the current plan although all efforts are being made to beat these timescales.

TJ congratulated the Co-ordinating group on their efforts.

7. Community Forum Communications Policy

Deferred

8. Budget Requirements

IH/RG have generated a draft budget for the remainder of this financial year and next. IH asked whether there were any further/unknown costs which need to be included. Nothing specific could be identified although there was interest in using Community First Oxfordshire to help on an ad-hoc basis when documents have been produced.

GB suggested that the WPC include at least £5k in the NP budget, but thought WPC should consider a higher figure to include an amount for professional services.

9. NP Terms of Reference

The website will be updated after agreement of the recommended changes by Full Council next week.

10. Dates for Meetings in 2016

Next meeting is Monday 1st Feb. Meetings will be held on the first Monday of the month.

11. AOB

None

JB congratulated the group on their hard work.

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.45PM