Record of the Neighbourhood Plan Core Committee held on Monday 9th June 2014 at 20:00 in the Community Office

Present: Ian Hill (Chair up to item 45)
                                        Nick Hancock (Chair from item 45)
                                        Gill Bindoff
                                        Andrew Hocking (Skype)
                                        Rhian Woods
                                        Rachel Gill

Ian Hill presided over the meeting until Election of Chairman.

43/14 Apologies for absence

Neil Boddington, Neil Mitchenall.

44/14 Election of Chairman

IH nominated Nick Hancock as Chair and this was seconded by RW. There were no other nominations.

Resolved: That Nick Hancock be unanimously elected as Chairman.

Nick agreed to email his view of the role of Chair after there was some discussion on this matter.

45/14 Election of Vice Chair

NH suggested a non-councillor for the vice-chair role and nominated GB and this was seconded by RW. There were no other nominations.

Resolved: That Gill Bindoff be unanimously elected as Vice-Chairman.

46/14 Declarations of Interest

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

47/14 Approval of minutes of 12th May meeting and matters arising

Minutes were accepted.

48/14 Matters Arising

During the last meeting RW and NB were tasked with looking at a strategic view of potential schemes and brief assessment of sites based on a list of criteria.

49/14 Review of plan and progress

ACTION : IH to provide a copy of the plan /software to RG. 16/6/14

ACTION : RG to review project plan with NH.   17/6/14

50/14 Approval of Consultation 1 Draft Report

IH provided a copy of the Initial Consultation Analysis draft report (pdf) this is for general circulation.

i.e subscribers, library, public bodies, businesses and on the website.

He has also prepared a more detailed word document (Consultation 1) to record the process, analysis and initial findings.

ACTION : RG send copy of documents to Peter Canavan for feedback on the process. 17/6/14 Page 10

51/14 <u>Next Steps</u>

a.   Review draft vision and assessment criteria

Draft Vision

A copy of the draft vision & objectives was circulated. GB felt that the wording lacked soul and could do with being reworded..

There was also a brief discussion on how to consult on the vision statement, it was agreed that it will be included in the next consultation and published on the website.

NH felt that the objectives were not specific, measurable and had no timescales. It was agreed to reword the title to "Vision and Aims".

Assessment Criteria

There was an extensive discussion on the assessment criteria, specifically the level of detail and number of criteria to include and how factors such as traffic were considered.

AH pointed out that in addition to the site specific criteria there was a 2nd set of 'criteria' about how the overall plan/scheme met objectives.

AH gave background on site selection criteria used for Henley and Thame and warned against over complicating.

It was agreed that weighting criteria was not required, just a reasonable spread of different criteria.

RW presented a series of plans and spreadsheet analysis of sites completed by herself and NB.

They had done independent evaluations of the same sites. There was a debate around level of detail.

GB felt that more background assessment was required before developing schemes and assessing sites, including visiting the sites. She also recommended involving more people in the community.

NH suggested we completed project plan and identified tasks before getting additional people involved.

RW felt that an overall scheme approach was also required and that sites could not be assessed fully outside the context of an overall scheme.

Summary of Next Steps

1.   Get guidance from Peter Canavan on level of analysis and site criteria

2.   Get a complete list of criteria

3.   Identify any new sites and find owners

4.   Use traffic light assessment to generate options for consultation

5.   Generate 'long list' of options to present at consultation

IH pointed out that after the 2nd consultation there will be further analysis and detail – see action re: Peter Canavan support. Level of detail, evidence and proper process must be used in generating options.

b.   Review baseline data and further information needs for each topic

AH provided a Data points list.

Action identify what is available, what we have and what we need to find / collect.

Area leaders to get baseline data – may need to get other people to help.(see action on list of potential helpers)

AH commented that we need to identify current capacity (snapshot) and then the 'break point' where capacity for a service is exceeded.

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c.   Goals for next month

        See actions from these minutes.

ACTION : RG - Circulate Vision and Objectives (Aims) document again this week for comments and rewording. 16/6/14

ACTION– set up facilitated workshop to develop schemes and options. Can we get independent help?

ACTION – get guidance from Peter Canavan re: criteria and level of analysis.

ACTION – list of potential extra helpers from the community, to include any areas of expertise

ACTION: -Baseline data - identify what is available, what we have and what we need to find / collect.

52/14 <u>Locality application progress</u>

IH explained that funds must be used this year (IH check is this financial year or

Calendar year). There was a discussion over which surveys would be best to do as there will be one opportunity per year.

ACTION - IH to provide hard copy of part completed previous application. 23/6/14

ACTION - NH to submit application for both traffic and housing surveys.

53/14 <u>AOB</u>

NH raised a question regarding expenditure vs budget. As all expenditure goes via the Parish office then they should be able to report this.

There is a Consultation training event at Yarnton on 16th July – who can attend? RW – no. NH yes

Next meeting

The next scheduled meeting will be on 7th July 8pm.

Actions from last meeting

a. Prepare a report on process for first consultation – IH COMPLETE

b. Prepare initial criteria for assessment – NB and RW COMPLETE –

(Further review as per minutes)

c. Identify existing sources of data for each topic – NB, RW, GB,NM, AH - INCOMPLETE

d. Circulate Vision for comment – IH - COMPLETE

e. Submit Locality application – IH – INCOMPLETE NH AS PER ACTIONS

f. Circulate information on known development projects – IH - INCOMPLETE