

NPF Coordination Group

Minutes of preliminary meeting: 26/10/2015 –Community Office, 7.30pm

Present :-

Gill Bindoff, Peter Richardson , Andy Higgins, Pepita Bianchi, Tony Clarry, Norman Perry, Keith Jackson -Apologies were received from David Cotterell and Ruth Hughes.

1. **Welcome and Introduction**

GB and PR acted as joint chair, requesting attendees to introduce themselves. Each attendee expressed a wish to help Watlington retain its character and resolve the difficult issues facing Watlington today and in the future.

PR: involved with the NP on a voluntary basis assisting Rachel Gill , formed Howe Hill Community Action Plan and has been involved in other local campaigning groups.

GB: many years of involvement in community affairs , formerly a member of the previous NP steering committee. Advocate of community led planning.

AH: Ex-Royal Navy at RAF Benson– Planning and Operational experience.

TC: Lived for 15 years in NZ. Now retired. Considerable operations and project management experience.

NP: Formerly Chief Executive Officer with two Metropolitan Councils can help considerably with the writing of the plan at the next stage.

KJ: Involved in many local groups. IT and project planning experience.

PB: Considerable experience in project management and business leadership.

2. **Terms of Reference**

GB introduced the context of the NPF and NPFCG and the terms of reference; the NPFCG being a bridge between the NP steering group, which consists solely of councillors, and the advisory groups of the NPF.

The NPFCG has a monitoring role for the advisory groups and should also set at least their initial tasks.

The NPFCG is set up as an Advisory Group of WPC and is subject to the WPC code of conduct. Members are required to submit Declarations of Interest forms. Copies of the Code of Conduct and Declaration of Interest forms were circulated to those present and will be sent to David and Ruth.

The NPF can be a fluid group with people joining and then leaving however it is hoped that the NPFCG will be a stable core group. Agendas for NPFCG meetings will be published by the Parish Clerk at least three clear days before each meeting and meetings will be open to the public

[Actions: Each member of NPFCG to read terms of reference documents.

Each member of NPFCG to read WPC code of conduct

Each member of NPFCG to complete and return declaration of interest to the Parish Clerk]

3. **Planning Context**

GB introduced a list of relevant planning documents a copy of which was given to each attendee.

The context of the NP is within the National Planning Policy Framework to which the NP must adhere.

GB emphasised that where there is a planning 'void' any work done in developing policies for the NP even if not complete could be used by SODC and have some weight and influence on the decision of a government inspector in a planning appeal. GB said the Sustainability Scoping document is available in draft form and would ask RG to circulate a 'DIY Sustainability' document.

[Action: GB/RG to circulate Levett-Therivel document on Sustainability]

4. **Timescales**

GB presented the draft timeline produced by the WPC/Steering committee.

The final draft needs to be input to SODC by around Easter 2017 in order to achieve a Sept 2017 referendum.

The NPF needs to have completed any additional evidence gathering by Easter 2016.

The NPFCG will have a major role in monitoring progress and can adjust the timescale.

5. **Finance**

A recent NP budget summary was presented. Finance for the NP comes from SODC grant, Locality grant and the WPC. This includes the cost of the administrative officer (RG) at 8 hours per week.

WPC will be prepared to fund cost of RG up to plan term.

There is not much money left in the budget for other costs.

The advisory groups will be required to decide before end 2015 if additional funds might be required to, for example, gather additional evidence from surveys. This is so the WPC finance committee can consider such items for inclusion in the WPC budget for 2016.

6. Key issues for first full meeting of NPFCG - Given the tight timescales it was felt that the NPFCG would need to consider how the logistics of managing several groups with overlapping areas could be achieved. It might be best to hold joint meetings where members of the NPFCG could have discussions with each group.

[Action: PR to find out when the various possible meeting locations (Community Offices/West Room/Watlington Club) are available (Mondays are possible advises PR)]

7. Preliminary Work to establish the topic working groups – NP Advisory groups.

The NPFCG accepted the proposal that PR/GB and RG, having all the contact details would propose several dates for the first meetings of these groups and invite those who have expressed interest to the meetings.

AH proposed that one of GB/PR should attend each of these first meetings and that as many of the NPFCG as possible should also attend. This was agreed. It was agreed that a single meeting for ALL groups be held to share relevant information from an initial briefing. The Advisory groups should ideally in any case each have a NPFCG member as part of the group.

PB wondered if 'briefing folders' containing relevant information for each advisory group could be assembled.

Electronic links to all relevant documents will be circulated

[Actions:

PR/GB/RG to propose dates for advisory groups, first meetings and invite participants

PR/GB to ask RG about briefing folders]

Next Meeting Monday 9th November, 7pm, Community Office [Action: PR/GB Agenda?]