

# NPF Coordination Group

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**Minutes of first meeting: 9/11/2015 –Community Office, 7.00pm**

Present :-

Gill Bindoff, Peter Richardson , Andy Higgins (until 8pm), Pepita Bianchi, Tony Clarry, Norman Perry, Debbie Davies, Rob Smith, David Cotterell, Keith Jackson, Rachel Gill (from 8pm)

1. Apologies for absence – None Received
2. Formalities:

*Confirm membership of the Group*

PR introduced three new members who had been unable to attend the preliminary meeting: David Cotterell, Rob Smith and Debbie Davies

[Action: Rachel Gill to email those who expressed interest in the NPFCG but who have not attended the meetings so far to determine if interest remains]

GB was confirmed as Chair, NP as Vice-Chair

KJ was confirmed as record keeper

*Update on WPC Code of Conduct and declarations of interest.*

All confirmed this had been read, some declarations of interest remain to be completed

[Action :All members of the NPFCG need to complete declarations of interest and submit to RG or Kristina – also let PR know this has been done]

*Agenda setting*

Agenda needs to be published 3 clear days in advance of a meeting

[Action: All members to submit items for the agenda to PR or RG in advance of the 3 days]

3. Preparation for the introductory meeting for members of NP advisory groups on 16th November

GB reported that the space for this meeting will be restricted with building works at the Watlington Club. It was proposed that the initial NPF advisory group meeting should be restricted to the Traffic, Housing, Sites and Infrastructure groups (THSI).

The various sustainability groups would have a separate meeting – some of these groups are already established, have done some work and the scope of their remaining work is not so great – but they do have to feed into THSI before the latter can proceed beyond the initial assessment stage.

It was thought that perhaps the Town Hall could be held in reserve as a breakout location.

[Action: GB/RG to contact sustainability group members advising of separate meeting

arrangements]

KJ to provide Town Hall Key. RG/GB to confirm Town Hall availability for 16<sup>th</sup> Nov]

There was some discussion about the need for members of the advisory groups to complete and sign the formal WPC Declaration of Interests form . It would be useful to know if members of the housing group contained developers with an interest in particular sites etc. On the other hand we do not want to put people off by this requirement.

It was decided to seek the views of Full Council (at the meeting on 10 November) and if the view of Full Council was that Advisory Group members do not need to sign the DOI then we would not require them to.

[Action: KJ to ask Terry Jackson to raise matter as AOB in Full Council tomorrow]

The general initial task of each group will be to evaluate existing evidence and identify gaps or areas where improvement is required. This is especially pressing for traffic and housing since any additional evidence gathering may need funds to be provided by WPC and these requirements need to be submitted in December.

Following suggestions by NP, TC and DC it was decided that a combination of a traffic light system and mckinsey gap analysis (where we are cf. where we want to be) with a scale top left = Good Evidence and Current; bottom right = bad evidence/not current(out of date) be used to highlight the state of the existing evidence

Following discussion of the composition of the advisory groups and the need for some members of the NPFCG to be part of the various groups the following areas of interest were established

PB: Housing/Environment

KJ :Housing/Traffic/Environment

RS: Traffic + wherever there is a shortfall

TC: Wherever there is a shortfall

PR: Communications

DD: Communications + interfacing with Peter Canavan of SODC

NP: Infrastructure Economic sustainability

DC:Sustainability groups

GB:Sustainability groups

[Action:GB to contact AH to establish areas of interest]

There was some discussion on the format of the evening. It was decided that an overarching presentation of the tasks required to be completed by the NPF as a whole with timescales be given first , followed by the tasks required of each group. This should be followed by an outline of the initial task to be completed by Christmas which is to evaluate the existing evidence base and identify shortcomings.

To this end it was determined that a briefing template be prepared based on GB's

Watlington Neighbourhood Plan Forum 'Notes' document but with the addition of clear tasks and timescales. This template to would be sent to all invited attendees.

[Action: PB to prepare template and provide to PR]

It may also be useful to outline to the sustainability groups a definition of their particular area of sustainability and the sources of evidence.

[Action: GB to provide this?]

Following the initial introductions it was decided that breakout sessions of individual groups should be conducted with the objective of carrying out an initial assessment of the evidence, agreeing a set of 3 people from each group who would be tasked with determining which documents and data sets were most relevant for this consideration. Each group would need to set a date for their next meeting.

It was further decided that members of the NPF CG should 'lead' each breakout group to ensure adherence to the overall agenda as follows:-

Traffic : DC and RS

Housing + Sites: GB, DD, KJ, PB

Infrastructure: TC, PR

[Action:PR to contact AH to ask which breakout group he would join

RG : To prepare some evidence so that it is available on 16<sup>th</sup> November]

RG is in the process of putting together a folder of documents for each advisory group and will also set up an area of the website for each group so links and updates can be posted. DC and RS to visit Thurs Am to review documentation on traffic. RG to set up links to all the traffic documents identified by GB.

#### 4. Communications Plan.

Defer to next NPF CG meeting

[Action: NPF CG to consider plan individually and advise changes to GB in advance of Steering group meeting on 30<sup>th</sup> November]

#### 5. Preparation of a project plan to meet WPC's overall NP schedule

Defer to next meeting

#### 6. Strategy to identify spending requirements

This would be part of the next steps for each group following the 16<sup>th</sup> November meeting.

#### 7. Update from the meeting between Peter Richardson and Gill Bindoff and Peter Canavan on 4th November

The SODC housing person was unable to attend so a further meeting was arranged on 25/11

in order to present the '10 housing questions' prepared by GB and PR

8. Other matters not covered in the meeting

[Action: RG to send out 'Community First , Oxfordshire' document]

Christmas Fayre

A stall has been booked. NP and DC thought this a good opportunity to bond the various sustainability groups.

GB passed around the simple questionnaire used by WATNEXT at the 2014 Fayre.

[Action: All NPFCG to think creatively about the format we should adopt for the Fayre]

9. Dates for future meetings

It was decided that Mondays would generally be reserved for NPFCG meetings but this is not possible for the next meeting which is:-

**Tuesday 24<sup>th</sup> November 2015 West Room 7:30pm**

After this the following dates have been booked:

**Tuesday 1<sup>st</sup> December 2015 West Room 7:30pm**

**Monday 7<sup>th</sup> December 2015 West Room 7:30pm**

**Monday 14<sup>th</sup> December 2015 Parish Office 7:30pm**