

NPF Coordination Group

Minutes of 10th meeting: 08/02/2016 – West Room 7.30pm

Present: Gill Bindoff (Facilitator), Debbie Davies, Peter Richardson (volunteer administrator), Norman Perry, Pauline Harvey, Rebecca Broadbent, David Cotterell, Keith Jackson.

1. Apologies for absence:- Rob Smith .

GB welcomed Pauline Harvey and Rebecca Broadbent into the group

2. Declarations of Interest :- GB – Trustee Community First Oxfordshire.
3. Minutes: The minutes from the meeting on 25/01/2016 were considered and a correction proposed by DD. Subject to this being satisfactory the minutes will be approved.
[Action KJ to correct minutes]
4. Matters arising from the WPC NP Steering Committee on 01/02/2016
GB reported that the correction to the Forum terms of reference regarding membership has been formally approved. { the revised TOR is now on the NP website }

GB reported that the SC from now will formally invite two members of the NPFCG to attend SC meetings. This will normally be GB and PR but others from the NPFCG could attend in their absence.

In addition to the verbal reporting of progress that is provided by GB at each meeting and the minutes/notes/progress sheets from the NPFCG and the Advisory groups the SC would like a more formal project plan to track progress. This should contain the tasks/objectives with ownership/facilitator details and rough timescales that are required to produce the NP and the ability to mark these as achieved.

There was some discussion of how this might be implemented without diverting too much effort away from the main work of the CG and advisory groups.

PB suggested expanding out the Gantt style chart that IH has produced.

It was decided that the Gantt chart could form an initial basis for the Plan but that an excel spreadsheet should be adopted as the vehicle, since this format is well understood and portable. PR volunteered to produce the spreadsheet but would need input from the NPFCG and AGs regarding tasks.

PB volunteered to supply an initial set of tasks and timescales.

It is hoped to have a suitable edition of this plan ready for the next SC meeting (March 7th).

[Action: PR to start excel spreadsheet AG facilitators to feed in initial tasks/timescales]

GB also reported that the SC is still considering the proposed Communication Policy of the forum.

5. Review of progress

Development Sites:

DD reported letters have gone out to agents/owners and responses are due soon.

RG will follow up the letters with phone calls.

The list of potential sites is now quite large and the group will need to undertake a process of rejecting some sites to trim the list.

The group is still developing criteria and how to value criteria.

Housing:

GB suggested that this would meet when the results of the Housing Needs survey are known (Mid April).

PR reported that 1300 Housing Needs Survey questionnaires had been delivered. So far 175 have been returned. These will be taken to Community First, Oxfordshire on Wednesday.

Spares are available in the Library and Post Office.

GB reported she had been able to take some questionnaires to the Care Home and Old School Place residents.

Traffic:

DC reported that the recent workshop was successful with good feedback on the 7 'traffic management' options presented at the workshop. The notes from the feedback are completed and can be sent to the individuals who worked on the options

DC is also able to deliver notes from previous traffic group meetings

Some of the options need to be costed and tested and DC thinks the group needs assistance with some of these tasks.

GB suggested meeting with OCC to outline the traffic group requirements and determine whether OCC can help with these.

DC would require an independent expert to help with briefing for such a meeting.

DD pointed out SODC have paid for a consultant to help the Chinnor NP who has a traffic background – perhaps 2-3 hours of assistance could be obtained from that source.

DC considers the Watlington maps need improvement for showing traffic options

[Action:DC to find graphic designer]

Infrastructure:

PR reported letters have been sent to emergency services and utilities inviting their comments on the effect of an increase in population in Watlington on their operations.

The next meeting will discuss approaching the schools and libraries on the same topic.

The group thinks a parking survey should be conducted and will consider the scope of this at the next meeting. It was thought the npfcg should also do this.

There was some discussion of the SODC Low Emission Strategy and the public consultation on this. The WPC will undoubtedly respond and it was decided that the NPF ought to feed into the WPC response. NPF members are of course free to respond as individuals to the consultation.

[Actions:NPF CG to consider scope of parking survey at the next NPF CG meeting

NPF CG to consider the SODC LES document at the next meeting]

6. Other business

GB indicated that NP Roadshows should take place in Watlington and outreach areas during the middle part of April

There will need to be a community consultation statement.

We should approach minority groups to seek their views.

KJ requested that when notes/minutes of AG meetings are passed to him there should be an indication of whether the notes are agreed with all relevant members and are suitable for publishing.

[Action: GB to ask RG to collate evidence of previous consultations]

7. Future meetings

The NPFCG plans to meet every Monday until Easter(27/03).

DS – Wed 02/03/2014, 14/03/2016

Traffic – 23 or 25 February 2016 (TBC)

IS - TBA