



## MINUTES OF THE MEETING OF THE NEIGHBOURHOOD PLAN STEERING COMMITTEE HELD ON THURSDAY 20<sup>TH</sup> AUGUST AT 7.30PM IN THE COMMUNITY OFFICE

**Present:**

**Councillors:**

**NP Steering Committee Members:** Ian Hill, Jeremy Bell, Tom Bindoff, Terry Jackson (Nb: 2 more Councillor for the NPSC will be agreed at the September FC Meeting)

**In Attendance:** Tony Williamson, Matt Reid

**Officer:** Kristina Tynan

**Invitees to attend the meeting for Agenda Item 3:** Gill Bindoff, Peter Richardson

1. Elect chairman for the meeting (we can elect a longer term chairman once we have a full committee) JB nominated IH. TJ nominated JB and this was seconded by TB.

**Resolved Unanimously:** That Jeremy Bell be elected as Chairman for this meeting.

2. Apologies

There were none.

3. Planning for launch of NP Forum:

- a. **Date** – It was agreed that this take place on Wed 30<sup>th</sup> September or Thursday 1<sup>st</sup> October at the Memorial Club subject to the availability of this venue. **KT/MR will organise this.**

- b. **Format for launch meeting** – There was much discussion on this.

It was thought that the following format would be good.

1. Welcome and Introduction – it was thought that this could be done by someone from the community. **All members to consider who should do this**

A glass of wine or soft drink to be given to attendees (**KT to organise this**)

2. Short Video to be played (2-3 Minutes)

3. All of the advisory groups to have a table/stand and to engage with people present and to get them involved in specific groups. Suggestion of 10-15 minutes in a couple of groups which will give people the chance to look at different issues they may be interested in and to join one or more groups.

4. Conclusion

- c. **Publicity** – preparation, publication/distribution, through other groups/meetings

1. **To have a description of all the key issues for each group.**

A) **Housing-**

B) **Traffic**

C) **Development Sites**

D) **Environmental Sustainability** – for example will look at air pollution

E) **Social Sustainability** – for example will look at the current resources in education, health, young people, older people in the community (Survey of older residents that TW is undertaking will be very useful).

F) **Economic Sustainability**- for example will look at what businesses we have, work in the community, employment etc, Retail etc . The bank and post office issue will be very important.  
G) **Infrastructure** – for example will look at issues such as sewerage.  
It was noted that other groups may be needed.

It was thought that each group will need about 8 people.

#### **ACTIONS**

1. **GB** will put together a first draft of the terms of reference and definition of each group by the end of the month and send to all NPSC members for approval
2. **PR** to look into making a video which can be promoted before the launch event. **PR and RG** to prepared a draft script which will need to be agreed by the NPSC.
3. **KT/RG** – to design a poster for this event.

#### **2. Other People to be involved**

It was thought that we must involve our neighbouring communities and also the outreach residents within the parish of Watlington. It was agreed that we must involve non-Watlington residents. TW stated that for example most of the traders in Watlington do not live in Watlington. GB said the whole purpose of the NP Forum is to set up groups to gather evidence on the above issues it should not matter where they live. The Policies for the NP will need to have strong evidence and it needs to be developed so it has strong support from everyone who will be able to vote in the Referendum. The NP also has to be deliverable within the time frame.

It was noted that we have a good database of people (546 at present) and some of them will have already indicated some issues of interest. PR to go through the database and see if there can be a filter to pull these people out in the first instance so that they can be approached.

#### **3. Relationship between WPC and NPF**

This will need to be considered in terms of what support WPC will give. The NPSC will also need to make sure that the plan is making progress and does not go off on tangents.

#### **4. Publicity**

It was agreed that this launch event is to get as many people involved in the NP. It is very important that the website is kept up to date. PR said that there have been no recent updates as RG is waiting for guidance on this.

**PR and RG**

#### **4. Programme – key dates for pre-launch meeting actions**

It was noted that Rachel Gill will need to be very involved in this.

There are 6 weeks before this launch will take place.

**By the 3<sup>rd</sup> Sept** – GB to give our draft synopsis and this to be agreed by the 10<sup>th</sup> September

**By the 8<sup>th</sup> Sept** – to put out publicity in the Watlington Times, Henley Standard, Website and Facebook. (IH/RG/PR). Video script to be agreed by NPSC.

Posters (KT/RG) to be put up.

**By the 17<sup>th</sup> Sept** – Video to be made. Everything to be organised/in place for the launch event.

**30<sup>th</sup> Sept/1<sup>st</sup> Oct** – LAUNCH DATE

#### **5. Date of next meeting**

TUESDAY 15<sup>TH</sup> SEPTEMBER AT 7.30PM IN THE COMMUNITY OFFICE. GB and PR to be invited to be in attendance.

**THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.28PM**