

North Hinksey Parish Neighbourhood Plan
Minutes of Steering Group meeting on 23rd October 2014.

Present:

Richard Holmes (Co-op)
David Kay (NHPC)
Andrew Pritchard (NHPC)
Philip Stevens (parishioner, ex-SODC planner)

Apologies:

Joanne Carr for Sue Holmes (Oxford Brookes University)
David Mason (Diocesan Board)
Jon Rowland (Parishioner, Town Planner)
Steven Sensecall (Kemp & Kemp)
David Wyatt (HHRA)

Conflicts of Interest:

No conflicts of interest were declared.

1. Election of Officers:

It was decided that AP would be acting Chair, PS would be acting Treasurer, and DK would be acting Secretary for this meeting. The issue of electing permanent Officers will be returned to at the next Steering Group meeting when it is hoped that more members will be present.

2. Terms of Reference for the Steering Group and Working Groups:

The two draft Terms of Reference were reviewed and agreed following a number of minor revisions. Whether the stated £500 level of spend requiring prior clearance by NHPC is appropriate needs to be confirmed via discussions between AP and Alan Stone (NHPC Parish Clerk), together with clarification of where any grants would be held (with the NHPC or the Steering Group) and methods for payment of expenditure by the Steering Group. Copies of the agreed Terms of Reference will be circulated to all members of the Steering Group to allow them to raise any potential issues. The final versions of the Terms of Reference will then be taken to the NHPC meeting on 27th November for agreement by the whole Parish Council after which they will be formally adopted by the Steering Group.

3. The next steps in the process:

After some discussion on the topic of exactly how much of the total scoping phase had to be completed before the letter requesting designation of the area was submitted to the VWHDC the following proposed timetable of actions was agreed:

- A draft questionnaire is to be produced by AP and DK by 31st October and circulated to members of the Steering Group for comments during the following week (see also item 4 below).

- The questionnaire is to be finalised, and printed versions distributed plus an online version set up by 15th November at the latest, with responses accepted up to 4 weeks later.
- The responses will be analysed and discussed by the Steering Group (via e-mail if it is not possible to arrange a meeting) as soon as possible after 13th December, and a summary produced that can accompany the letter from NHPC requesting designation of the area for the Neighbourhood Plan. The summary and the request to NHPC would be submitted in time for the NHPC meeting on 18th December, assuming that the responses from members of the public including the major issues identified support the idea of a Neighbourhood Plan being the appropriate route to take. DK offered to help with analysis of the responses.
- If the NHPC agree to submit the area designation letter it will be requested that they do so before 25th December.

The above process follows on from the initial NHPC questionnaire that identified a high percentage of responses in favour of producing a Neighbourhood Plan. Overall with the identification of a core set of major issues arising from this second questionnaire it was felt that this would meet the requirements of the VWHDC as indicated in the e-mail from Katherine Pearce which was previously circulated to all Steering Group members.

The following points were also noted:

- As previously mentioned any identified issues that are not planning related can be covered in a supplementary document to the Neighbourhood Plan, which would not have the same legal status but could be of use nevertheless.
- It was confirmed that Cumnor Parish have no interest in producing a Neighbourhood Plan, either individually or jointly with us, therefore the area requested for designation will be North Hinksey Parish.
- The importance of obtaining and reviewing the emerging draft Local Plan was highlighted. The Neighbourhood Plan must not conflict with policies in the final version of that Local Plan but opportunities might arise during consultation to influence any future community requirements that might be included in it.

4. Questionnaire contents:

The contents of the questionnaire were discussed in detail with reference to the Cheddington questionnaire circulated before the meeting and the following points agreed:

- Name, address (or postcode) and age range details would be required.
- A brief section on general overall factors that people find good or bad about living in this area would be beneficial, together with what they would most like to change, in an ideal world.
- The majority of the questionnaire should be used to identify which issues the respondents consider important, using simple tick-boxes. Examples should be given under various category headings, including 'Housing' and 'Transport' . Respondents will be asked to say what additional issues they wish to be included.
- Respondents would be asked if they were willing to help with the Neighbourhood Plan.

- Additional questions on major topics similar to those on the Cheddington questionnaire might also be useful, such as “what types of housing are most needed in this area”, “which sites are most appropriate and inappropriate for new housing in this area” and so on.

DK has produced a ‘starter list’ of issues based on topics arising in the 2009 Parish Plan and subsequently arising in the public domain. DK and AP will review these and by removing those no longer relevant and merging them into more general groupings they will produce a shortened core list of example issues to use in the questionnaire.

5. Additional Steering Group members:

Mr.Pickles (a local resident with planning experience), Tony Woods and Caroline Potter were suggested as potential new members of the Steering Group. It was agreed that it was important that the Steering Group was, and was seen to be, independent of any local pressure groups. The scope of the Neighbourhood Plan was much wider than the current issues concerned with the proposed West Way development. No decisions were made, and this topic will be revisited at the next meeting.

6. Outstanding action points from the meeting on 1st July:

- AP to get in touch with Summertown and Wolvercote about their NPs.
- DK to get in touch with Nicola Blackwood.