

**North Hinksey Parish Neighbourhood Plan**  
**Minutes of Steering Group meeting on 3rd June 2015.**

**Present:**

David Kay (NHPC, Acting Secretary)

Andrew Pritchard (NHPC, Acting Chair)

Jon Rowland (parishioner, Town Planner)

Philip Stevens (parishioner, ex-SODC planner)

David Wyatt (HHRA)

David Potter (VOWHDC advisor, non-voting member)

**Apologies:**

Philip Stevens

Sue Holmes

**Conflicts of Interest:**

No conflicts of interest were declared.

**1) Approval of designated area and application for funding:**

D. Potter stated that he has chased designation of the area with VOWHDC on several occasions but the process has not been completed yet. Because our application is linked to several others which have raised a number of questions it will need to be put before the Cabinet Member again by 19<sup>th</sup> June at the latest. Unfortunately the requirement for local planning authorities to carry out this approval process within 8 weeks was only formally introduced subsequent to our application so it does not apply to us.

Once the Cabinet Member has approved designation of the area there will be a further 1 week period during which it could potentially be called in. If that doesn't occur the designation process will be complete and funding can be applied for immediately afterwards. **D. Potter will inform us as soon as that occurs and will provide A. Pritchard with copies of the two forms required for the application.**

N.B. The Vale will require a Project Plan as part of the application which must contain a basic outline of planned meetings, reports etc. **D. Potter will provide an example of an acceptable Project Plan.**

**2) Bank account:**

**The meeting authorised Philip Stevens to set up a bank account under the name 'North Hinksey Parish Neighbourhood Plan' with 2 signatures required on all cheques.** The initial three signatories will be A. Pritchard, D.Kay and P. Stevens.

**Once the bank account has been set up D.Kay will arrange for the £1,000 advance funding loan from NHPC to be paid into it.**

### 3) Members and Officers:

The meeting agreed that subsequently the Steering Group would consist of A. Pritchard, D. Kay, P. Stevens, J. Rowland and D. Wyatt as voting members. D. Potter will remain as a non-voting advisory member and all other previous Steering Group members will also become non-voting advisory members with immediate effect. **A. Pritchard will advise these individuals of the change in their status.**

It was also recommended that A. Pritchard, D. Kay and P. Stevens should become Chairman, Secretary and Treasurer of the Steering Group respectively (formalising their previous 'Acting' status in these roles) pending approval of the required change in the Terms of Reference by NHPC in their next meeting.

### 4) Meetings:

It was decided that subsequently Steering Group meetings will take place monthly. **A. Pritchard to identify possible dates on Thursday evenings based on availability of Seacourt Hall.** At these meetings the Chairs of Working Groups will be invited to attend and update the Steering Group on their progress.

**The first of this style of Steering Group meetings will take place on 24<sup>th</sup> June** if Seacourt Hall is available, with D. Potter invited to talk to Working Group Chairs. **D. Kay to write to all Working Group members to advise them of this meeting and request that they hold a second meeting of their Working Group before that date in order to choose a Chair and finalise objectives and stakeholders.**

Additional quarterly update meetings for all Working Group members will be set up, with the first of these taking place in September. **A. Pritchard to check on Seacourt Hall availability for a suitable date.**

In terms of the overall timetable for the process D. Potter suggested that it might be appropriate to be aiming for a first draft of the Neighbourhood Plan to be completed in 12 months' time.

### 5) Review of Working Group notes from 10<sup>th</sup> May:

During a brief review of these notes D. Potter stated that there were not any obvious omissions in the objectives and issues listed but he emphasised the need to ensure that appropriate time and effort should be allocated to achieving individual objectives based on the ability to actually have an impact on that specific issue as much as its overall perceived importance.

Discussions about Housing included consideration of 'Lifetime' housing, the market for people aged 55 plus wishing to downsize, housing space standards and 'Building for Life' standards.

Green spaces were also highlighted as a potential key issue and **D. Potter will provide templates on this topic.** It is possible to identify a category of 'local green spaces' although this might potentially be kicked out by the independent examiner. The categorisation of public and private green space was also discussed.

### 6) Stakeholders – identification of central contact points:

From the combined list of stakeholders the following were identified as requiring a central contact because they would be contacted by several Working Groups.

Brookes – **D. Wyatt to identify a central contact.**

Local schools (Botley, North Hinksey and Matthew Arnold) – **A. Pritchard to identify a central contact for each school.**