

North Hinksey Parish Neighbourhood Plan Minutes of Steering Group meeting on 24th June 2015.

Present:

Voting members

David Kay (NHPC, Secretary & WG4 & 7 member)

Andrew Pritchard (NHPC, Chair & WG3 Chair)

Jon Rowland (parishioner, Town Planner & WG1 member)

Philip Stevens (parishioner, ex-SODC planner & WG1 member)

Advisory members

Lorna Berrett (WG7 member)

Liz Harrison (WG4 Chair)

Hilary Jones (WG1 Acting Chair)

Ruth Mayne (WG5 Deputy Chair)

Leon Piper (WG8 Chair)

Barbara Witkowski (WG6 Deputy Chair)

Tony Wood (WG2 Chair)

Apologies:

David Potter (VOWHDC advisor, non-voting member)

Conflicts of Interest:

No conflicts of interest were declared.

1) Officers:

Election of a Deputy Chair for the Steering Group was postponed until the next Steering Group meeting in the hope that all five voting members would be present then.

2) Revised Steering Group Terms of Reference:

A revised version had been circulated to voting members prior to the meeting with changes to the 'Membership of the Group' section to take into account the recently revised structure incorporating voting and advisory members. This version was approved and D. Kay will notify NHPC of the changes at the NHPC meeting on 25th June.

3) Approval of designated area and application for funding:

Area designation had been confirmed by the Vale pending the 7 day call-in period. Regarding funding they state that "we will offer North Hinksey Parish Council a neighbourhood planning grant of £15,000, towards their costs in producing their neighbourhood plan, if cabinet are minded to designate the neighbourhood area."

4) Project Plan:

D. Potter has provided a template Project Plan. A. Pritchard and D. Kay will review this and circulate with comments to all other Steering Group members (voting and advisory) for feedback before producing a full draft Project Plan.

It appears that we may be required to prepare a Strategic Environmental Assessment (SEA) or possibly could decide to undertake a Sustainability Appraisal (SA) which can incorporate the requirements of a SEA within it. It was noted that local resident Riki Therivel has professional experience in this area and could prove a useful contact.

5) Bank account:

P. Stevens has obtained the forms for setting up the North Hinksey Parish Neighbourhood Plan bank account with Barclays Bank. He will liaise with A. Pritchard and D. Kay to complete and submit these forms.

6) Working Groups review:

All issues identified in the questionnaire were assigned to individual Working Groups to 'own' – see the listing following these minutes. The only exception is the potential Brookes Harcourt Hill campus expansion which impacts on many topics. It was decided to postpone a decision on this issue until the next meeting with advice sought from David Wyatt, David Potter and Sue Holmes.

A.Pritchard to contact Sue Holmes and Richard Homes about potential resources / sponsorship that Brookes / the Co-op might be able to offer us.

Current members of Working Groups and their Chairs / Deputy Chairs (where elected) were confirmed, and it was noted that several Groups would benefit from one or two more volunteers. D. Kay will circulate a full version of this list (see also contact details under section 7 below) when all Chairs / Deputy Chairs have been chosen.

7) Communications / publicity:

Internal communications. D. Kay will ask all volunteers whether they would be happy for their contact details to be circulated around everyone else. If we fail to gain agreement on that then it was agreed that the Chair and Deputy Chair details should be circulated to everybody. Also L. Piper will set up a method for central documentation storage via Google Drive / Dropbox or similar.

It was agreed that a stand-alone website would be necessary to promote the Neighbourhood Plan, plus appropriate standardised NHPNP e-mail addresses. D. Kay, L. Berrett and T. Wood will consider options and report back via e-mail and at the next meeting.

8) Dates of future Steering Group meetings:

The next Steering Group meeting will take place on 16th July.

A.Pritchard to check the availability of Seacourt Hall on 12th August for the following meeting and confirm all dates booked for Steering Group meetings up to year end.

In addition all volunteers are to be invited to quarterly update meetings. Date TBA for the first of these meetings.

Issues assigned to individual Working Groups:

WG1:

1a, c, d, e, f, j

WG2:

1g, 3g.

WG 3:

2 a, b, c, d, e, f, g, h, 4 f, g.

WG4:

3a, 3b, 3c, 3d, 3e, 4c, 4d, 4e

WG5:

1b, 3h, 4a, 4b

WG6:

1i, 3f

WG7:

WG8:

WG9:

4h