

**North Hinksey Parish Neighbourhood Plan**  
**Minutes of Steering Group meeting on 16th July 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 (Treasurer, ex-SODC planner & WG1 member)

Advisory members

Lorna Berrett (WG7 member)  
Mairi Brookes (WG 5 Chair)  
Voirrey Carr (WG6 Chair)  
Hilary Jones (WG1 Acting Chair)  
Leon Piper (WG8 Chair)  
Tony Wood (WG2 Chair)

**Conflicts of Interest:**

No conflicts of interest were declared.

**1) Apologies:**

David Potter (VOWHDC advisor, non-voting member)  
David Wyatt (voting member)

**1) Matters arising:**

Central contacts at Brookes and local schools, still awaiting replies – D. Wyatt and A. Pritchard to circulate details when received.

**2) Deputy Chair and additional Steering Group members:**

**D. Kay was elected Acting Deputy Chair** with the intent to elect an alternative Deputy Chair when additional Steering Group members have been recruited.

It was generally recognised that additional Steering Group members were required to (a) bring in people with useful skill sets such as Project Planning / Management and Marketing / Community Engagement, and (b) to reduce the admin workload currently being undertaken by a limited number of individuals. D. Kay reported that there had been no response yet to adverts placed on the NHPC website and Botley Community website. It was also noted that there had been no positive responses from people on the potential volunteer listing circulated recently – **D.Kay to**

**circulate an updated version of this list to all current volunteers only including those not contacted for the exercise to continue.**

It was agreed that a major push for recruiting volunteers to join both the Steering Group and Working Groups would be linked with the next community engagement event – see item 10 for details.

### **3) Update on approval of designated area and application for funding:**

A.Pritchard reported that the Vale had finally confirmed approval of the designated area via D. Potter. **Further information is required regarding the application for grant funding from the Vale (the forms, confirmation of whether cost estimations are required to be submitted as well as a Project Plan, and the deadline for the next round of funding) which A. Pritchard will request from D. Potter.**

**D. Kay to investigate possible additional funding from Locality and request the £1,000 pre-grant loan cheque from NHPC once the bank account is active – see item 8.**

### **5) Project Plan:**

D. Kay briefed the meeting on the draft Project Plan which he had previously circulated.

This draft was generally accepted as a realistic indicative timetable which should suffice for submission with the funding application after a few minor amendments. It was agreed that further community engagement activities should be added on a quarterly basis starting from January 2016 in addition to the event this September - see item 10 for details. It was also noted that further details will need to be added in the SEA / SA section when we have a clearer idea of which route we should be following – see item 7 below.

**D. Kay to amend the draft to take these elements into account before it is submitted.**

### **6) Draft Vision Statement:**

D. Kay briefed the meeting on the draft Vision Statement which he had previously circulated.

In line with the Planning Aid guides this draft was strongly grounded in the issues and likes / dislikes established through last November's questionnaire plus the themes and objectives from the Working Groups, with one paragraph assigned to each Working Group. It was noted that this will remain a draft Vision Statement right up to the production of the full Neighbourhood Plan, with changes made to take account of feedback in the September community engagement event and arising from data collected as the evidence base, but initially **the next action is for Working Groups to consider the Vision Statement (and in particular the paragraph relating directly to their topic) in their own meetings and suggest changes.** It was noted that the Vision Statement should be succinct, yet detailed enough for the area it covers to be recognisable even if the name were removed.

### **7) Strategic Environmental Assessment / Sustainability Appraisal:**

D. Kay reported that he had contacted Riki Therivel who stated that she would be willing to give some advice on SEAs / SAs but not commit a lot of free time to it.

Generally it was felt that one or other of these options might well be beneficial for the process however initially **A. Pritchard will contact D. Potter to enquire about the screening opinion from the Vale to see if it will be a necessity anyway.**

**Also A. Pritchard to contact Sustainable Energy regarding possible free training on this issue.**

#### **8) Bank account:**

P. Stevens reported that all forms have now been submitted to Barclays Bank with the likelihood that the account will be operational within two to three weeks.

In the meantime any expenditure can be refunded by submitting receipts to P. Stevens for him to reclaim the money from NHPC out of the £1,000 loan.

#### **9) Working Groups review / update:**

Owing to the extensive agenda only brief reports were provided by Working Groups, some of which had not held any meetings since the previous Steering Group meeting.

One item of note reported by T. Wood was that he had contacted the Design Council who work on a lot of Neighbourhood Plans in a variety of ways. He was expecting a reply back regarding what they might be able to offer us in terms of support and he will circulate this when it appears.

#### **10) Communications / publicity / public involvement:**

**L. Piper reported that he had set up Google Drive with two folders for Steering Group and Working Group documents respectively and will circulate information to all volunteers on how to access and use it.** One necessity is a Google account to be set up, which is simple and can be done using any e-mail address. Some documents have already been uploaded to this database but **D. Kay will add additional relevant documents as and when required.**

L. Berret reported back about discussions with T. Wood and D. Kay on the subject of a N. Plan website and e-mails – two documents on this having previously been circulated to all volunteers. There was general agreement about the proposed overall structure, however it was suggested that it might be advisable not to make it too all-encompassing and overwhelm potential users with too much information. It was pointed out that the website will include downloadable documents of interest to the public, but the main depository for working documents of interest to volunteers will be Google Drive as detailed above.

**The meeting authorised the purchase of domain name, hosting and e-mail facilities with a budget of up to £300.**

L. Berret, T. Wood and D. Kay to proceed with setting up a website and e-mails, with initial password protected testing of the site before it is made live for public access.

It was decided that the next community engagement event would take place in September tied in with the SPD consultation period. It was noted that this consultation period ended on 18<sup>th</sup> September which was considered too early because of the summer holidays and **A. Pritchard was to contact D. Potter to request that the end of consultation be put back by one week (post-meeting note that on 17<sup>th</sup> July the end of the consultation period was amended to 25<sup>th</sup> September so this action is no longer necessary).**

**A sub-committee consisting of D. Kay, L. Berrett, T. Wood. M. Brookes and H. Jones will consider possible options for this event and report back with details.** Suggestions arising in the meeting included linking in with NHPC / SHMC and BDP / the Vale providing information about the SPD, with the former focussing on the community centre elements of the redevelopment, Working Groups could seek feedback on their topics, particularly in relation to the issues, objectives and vision elements already completed. Some sort of interactive was thought to be best, possibly including maps where parishioners could highlight parking / congestion hotspots and similar information. Another aim would be to recruit more volunteers. There was also enthusiasm for including a wider event with food and music to attract larger numbers of people.

In addition it was suggested that we might benefit from attempting other types of community engagement exercises such as approaching people at bus stops in the morning or setting up a board / tree / cart where people can attach their wishes. No firm decision was made on these options but it was generally agreed that they should be considered in order to interact with people who simply don't come to public meetings or presentations.

**One further suggestion was to hold an event at Matthew Arnold School to involve younger members of the community and V. Carr will contact them to see if they would be amenable to such an idea.**

#### **11) Dates of future Steering Group meetings:**

The next meeting will be at 7.30pm on Wednesday 12<sup>th</sup> August.

Possible future dates are all Thursdays:

8<sup>th</sup> October

29<sup>th</sup> October

3<sup>rd</sup> December

A.Pritchard to attempt to make an additional booking in September and to confirm which of these future dates will be used at our next meeting.