

**North Hinksey Parish Neighbourhood Plan**  
**Minutes of Steering Group meeting on 12<sup>th</sup> August 2015.**

**Present:**

Voting members

David Kay (NHPC, Secretary & Acting Deputy Chair and WG4 & 7 member)

Andrew Pritchard (NHPC, Chair & WG3 Chair)

Jon Rowland (parishioner, Town Planner & WG1 member)

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

David Wyatt (parishioner, Harcourt Hill Residents' Association)

Advisory members

Liz Harrison (WG4 Chair)

Ronan Leydon (VOWHDC Planning Officer)

Leon Piper (WG8 Chair)

David Potter (VOWHDC Neighbourhood Planning Coordinator)

Barbara Witkowski (WG6 Deputy Chair)

Tony Wood (WG2 Chair)

**Apologies:**

Lorna Berrett (WG7)

Mairi Brookes (WG5 Chair)

Janet Godden (WG9 Chair)

Hilary Jones (WG1 Chair)

Emily Smith (WG9 Deputy Chair)

**1) Conflicts of Interest:**

No conflicts of interest were declared.

**2) Matters arising:**

Central contact at Brookes confirmed as Sue Holmes by D. Wyatt.

A. Pritchard to circulate details of Botley and North Hinksey Schools contacts when received.

V. Carr has contacted Matthew Arnold School about participation in public feedback events but details will only be established after the next term starts.

**3) Application for funding:**

D. Potter clarified that the Vale would be asking the National Government for funds at the end of September, and only after they had been received would he be writing to inform us that funds are available. At that point we would reply with a Project Plan requesting the £15,000 allocated to us.

**D. Kay to request the £1,000 pre-grant loan cheque from NHPC now that the bank account is active – see item 6.**

D. Kay provided the following information about grants from Locality / My Community:

- Up to £8k can be requested in up to 4 separate applications over the next three years.
- Funding would need to be for identified items such as printing, SEA support, other consultants to write actual policies / ensure drafts meet legal requirements etc.
- These items need to be fully costed before applying for funds.
- Costs already incurred are not eligible.
- A Project Plan is required.
- The funding would actually be requested by NHPC.

**D. Potter to provide contact details for other Steering Groups that have gone through this process to gain further advice.**

#### **4) Draft Vision Statement:**

D. Kay reported that only the Utilities Working Group to date had rewritten their section of the Draft Vision Statement to date although several other Working Groups had stated that they were happy with the original version. This will remain a draft statement that can be amended at any time up to completion of the Neighbourhood Plan, however all Working Groups should ensure that they make any major changes required by them at this stage in the very near future before the Draft Vision Statement is made public on the website and elsewhere.

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

D. Potter clarified that a screening opinion to identify whether an SEA was required could only occur later in the process once preferred options had been identified. He also strongly recommended that in the meantime a Sustainability Appraisal should be undertaken alongside current actions on developing the Neighbourhood Plan, and it was agreed by voting members that this should occur.

**D. Kay to amend the Project Plan to show this, and also to identify required actions to carry out the SA.**

#### **6) Bank account:**

P. Stevens reported that the bank account has now been set up with Barclays and a cheque book received, although currently there is no money in this account, pending receipt of the NHPC pre-grant loan of £1,000.

#### **7) Website:**

T. Wood reported that a domain name has been purchased and progress made on e-mail addresses for Working Groups and the Steering Group. **The next steps are for T. Wood to purchase the hosting service and D.Kay and L. Berrett to set up WordPress and start to populate the website with content before the next Steering Group meeting.** This content will be on

password protected pages for internal viewing only until it is agreed that they can be made public on a page by page basis.

## 8) Google Drive:

L. Piper confirmed that he had set up Google Drive with two folders for Steering Group and Working Group documents respectively and that the Steering Group folder already contained a significant amount of information. **L. Piper to circulate information to all volunteers on how to access and use Google Drive.**

## 9) Working Groups review and the Project Plan:

Housing – following a tour of North Hinksey Village and Harcourt Hill several small potential sites for housing have been identified. Further tours of other areas will follow to carry out the same exercise there. Other issues being worked on include densification and policies connected to flats.

Economy and Employment – pulling together a business forum to get businesses talking to each other and us about issues and opportunities. A budget of £200 was requested by this Working Group for room booking, refreshments etc. to get the business forum off the ground and this was agreed by voting members of the Steering Group.

Transport – priorities currently being worked on include commuter parking and rat runs.

Social infrastructure – work continues on the prioritised issues of education, health, library, and leisure facilities provision. A draft (and only partially complete) Leisure Facilities Supporting Document had been circulated to all volunteers by D. Kay prior to the meeting, together with a template for possible use by other Working Groups to produce similar documents. D. Potter agreed that this type of document could be useful in showing that a structured, logical process had been followed from the issues / objectives stage through gathering of the evidence database to identification of options and the final policies themselves. All 'topics' Working Groups to consider the best way to document their findings and conclusions in written form referring to the circulated documents as one possible format that might be adapted to meet their particular requirements.

Green Spaces & Natural Environment – work progressing on pulling together their database including contacting other Steering Groups who have gone through this process.

Overview / History / Character Assessment – priority given to completing the Character Assessment which should hopefully occur within the next month.

Working Group 10: Brookes, Harcourt Hill – a new topic Working Group, identified as a requirement in a previous Steering Group meeting, now being set up under D. Wyatt to pull together the many issues around possible expansion of this site. This will require a large amount of liaising with other Working Groups including Economy & Employment, Transport and Social Infrastructure.

As identified elsewhere in the minutes several changes are required to the previous draft Project Plan. **D. Kay to circulate a revised Project Plan with these minutes.** It was agreed at the meeting that all Working Groups should stick firmly to the next main deadlines identified in the Project Plan of the end of May 2016 for completion of all work on gathering evidence and identifying all

possible options, and the end of August 2016 for review of these options (including community feedback) and identification of preferred options. In some cases this might be achieved in stages, with prioritised items taken right through to identification of the preferred options at an earlier date before work starts on the non-priority items, whereas in others work might continue across the board on all aspects with preferred options only identified at the end of that whole process. These potential overlaps are shown on the draft Project Plan.

#### **10) Community feedback event in September:**

D. Kay reported that it would be unwise to attempt to hold the planned community feedback event in September as it had not been possible for the sub-group of five volunteers to meet and plans had not progressed to an extent that would enable them to be publicised in the next edition of the Sprout. It would now make more sense to hold the planned event in October and link it in with later stages of the West Way redevelopment process rather than the SPD consultation. Suggested possible dates for the event were 17<sup>th</sup>, 24<sup>th</sup> or 31<sup>st</sup> October.

**Plans for the event to be drawn up by the sub-group for further discussion at the next Steering Group meeting and inclusion in the October edition of the Sprout. D. Kay to revise the Project Plan to show the amended date for this event.**

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

The next meeting will be at 7.30pm on Wednesday 16<sup>th</sup> September in the Upper Room.

Possible future dates (as reported in the last Steering Group meeting) are all Thursdays:

8<sup>th</sup> October

29<sup>th</sup> October

3<sup>rd</sup> December