

North Hinksey Parish Neighbourhood Plan
Minutes of Steering Group meeting on 16th September 2015.

Present:

Voting members

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

Andrew Pritchard (NHPC, Chair & WG3 Chair)

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

Advisory members

Mairi Brookes (WG5 Chair)

Hilary Jones (WG1 Chair)

Tony Wood (WG2 Chair)

Apologies:

Lorna Berrett

Barbara Witkowski (WG6 Deputy Chair)

David Wyatt (voting member, WG10 Chair)

Conflicts of Interest:

No conflicts of interest were declared.

1) Matters arising

A. Pritchard confirmed that he now had contact details for the schools to be circulated to all Steering Group and Working Group members.

D.Kay to chase D. Potter to provide contact details for other Steering Groups that have gone through the Locality funding process to gain further advice.

2) Finances (funding / bank account)

P. Stevens confirmed that the bank account was fully set up with the £1,000 ADVANCE PAYMENT now received from NHPC. We are still awaiting confirmation from VOWHDC that they have received our funding from the Government following which we can claim it via NHPC.

3) Feedback from VOWHDC Neighbourhood Planning conference

Presentation slides from this event have already been circulated to all volunteers. Some of the presentations were more useful than others with the following sections probably being the most relevant:

- Role of County Council (relevant on transport and education issues)
- Sustainability Appraisals
- Policy writing (worth reading as guidelines for all Working Groups)
- Basic conditions and lessons learnt (actually about the examination process later on)

4) Sustainability Appraisal

See section 4 above for useful guidance on this topic. SAs involve consideration of economic and social elements of plans as well as environmental issues. We need to identify a set of SA Objectives to run alongside our Planning Objectives and any policies will need to be tested against them. The Botley Centre SPD currently under consultation includes a SA which shows the type of thing we should be looking at producing. **D. Kay to produce notes for Working Groups to identify how we should be starting this process, together with other useful guidance and examples of good SAs from other Neighbourhood Plans.**

5) Website

The website domain and hosting have been purchased but to date no content beyond a holding page has been placed on the website. **T. Wood to pass on access details for the host's Dashboard and Control Panel ASAP to D. Kay and L. Berrett to enable the process to continue.**

6) Ordnance Survey PSMA

We now have access to a free mapping service offered by Ordnance Survey courtesy of NHPC as this is only available to certain types of public body. This service was identified by L. Piper as potentially useful to us and Working Group 8 (data) will try to identify potential uses.

7) Working Groups review / Project Plan

WG1 Housing – so far 3 potential small sites for housing have been identified but all are in the Green Belt. Further walkabout exercises to identify other sites are planned following which all will be reviewed more thoroughly.

WG2 Economy & Employment – the first Business Forum meeting attracted a dozen participants and considerable further interest from other businesses who were unable to attend. The two main concerns raised were the West Way redevelopment and the planned closure of the local petrol station (which could force some businesses such as car dealers to close / move).

WG7 History / Character Assessment – this Working Group has yet to meet and choose a Chair. L. Berrett has left the Group but will continue to progress the Character Assessment update. Both Martin Harris and Malcolm Graham have been recruited to help produce the history overview but little appears to have been done to date. D. Kay to chase WG7 members to initiate work on the History and choose a Chair.

WG10 Brookes – D. Wyatt has recruited Gillian Sills to help. He will write to all WG Chairs to arrange a meeting where crossover issues can be identified and support information requested from this group.

No significant changes have been made to the Project Plan since the version circulated with the last set of minutes, however the community engagement event currently shown for October will be changed to November – see item 9 below.

8) Community feedback event

Unfortunately it has not proved possible to arrange a meeting of the sub-group of five volunteers to draw together proposals before this meeting. Because of that the proposed event will be delayed until November. **A meeting of the sub-group has now been arranged for 7pm on 30th September at 9, The Garth and a report from them will be considered at the next Steering Group meeting.**

9) Dates of future Steering Group meetings

The next three meetings will be at 7.30pm on the following Thursdays:

8th October

29th October

3rd December

10) A.O.B.

Several issues raised by L. Berrett in a recent e-mail were discussed as follows:

- Regarding her offer to provide support on marketing issues it was welcomed, but people were aware of her many other roles in the local community and did not want to overcommit her. Support from her on production of the website and identified specific marketing tasks would definitely be of use but the intention in the long term is to still seek further recruits to help in the marketing and project planning roles.
- It was considered that the training event she highlighted might not be aimed primarily at organisations such as ours and as such the money would be better spent elsewhere. We should continue to try to identify appropriate training support however.
- **It was agreed that Fiona Mullins at ORCC should be contacted by D. Kay as suggested to see if she could offer any useful support.**