

**North Hinksey Parish Neighbourhood Plan**  
**Minutes of Steering Group meeting on 8<sup>th</sup> October 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)

David Wyatt (voting member, WG10 Chair)

Advisory members

Voirrey Carr (WG6 Chair)

Hilary Jones (WG1 Chair)

Ruth Mayne (WG5 Deputy Chair)

Leon Piper (WG8 Chair)

Tony Wood (WG2 Chair)

**Apologies:**

Lorna Berrett

Mairi Brookes (WG5 Chair)

Janet Godden (WG9 Chair)

Liz Harrison (WG4 Chair)

Jon Rowland (voting member)

**Conflicts of Interest:**

No conflicts of interest were declared.

**1) Matters arising**

A.Pritchard confirmed the contact details for the schools to be circulated as follows:

- M Arnold School – Katherine Ryan
- N Hinksey School – Lucy Tyrell
- Botley School – Alison Marsh

Rather than Working Groups contacting the schools individually A. Pritchard will act as a central co-ordinator and arrange any meetings etc. as required. **Working Group Chairs to provide A. Pritchard with details of any issues they want to talk to any of the schools about.** In terms of feedback from students at M Arnold School the best route would be to use their School Council.

Still outstanding:

**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.** Chased once already but further chase required as information not provided yet.

**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.**

## **2) Finances (funding / bank account)**

Update from P. Stevens that the bank account still has over £800 in.

So far there has been no contact from D. Potter regarding availability of funds from the Vale.

## **3) Website**

The website now has content on all of the top level pages with password protection in place so that the public currently can't see that content.

Feedback at the meeting concentrated mainly on the overall visual impression of the site:

- Text needs to be sufficiently large throughout.
- A brighter, more cheerful colour scheme is desirable.
- More community / personal feel rather than corporate style wanted overall.
- A wider range of photos would be desirable including things like houses, people, green spaces etc. Several different header strips containing additional photos can be produced and set up to be displayed across the various pages in a random manner.

**Everyone to read text on top level pages and report back to D.Kay and L. Berrett any suggested improvements. Photos of appropriate local subjects for possible use in header strips to be sent to D. Kay.**

**D. Kay and L. Berrett to continue adding content and making improvements to the structure and visual appearance in order to ready the website for a public launch of the top level pages at the end of October, and arrange appropriate publicity for the launch including an article in the November issue of the Sprout.**

## **4) Community feedback event**

Notes from the sub-group meeting on 30<sup>th</sup> September were discussed in detail and a decision made to delay the event until January (or shortly after that) because:

- On Saturdays Seacourt Hall is not available over late Nov / early Dec, and SS Peter & Paul is not available until at least next April.
- Some Working Groups did not feel confident that they would be adequately prepared for an event in November.

Revised plans are for Working Groups to now work on identifying likely policy aims and community actions in order to produce a display grid similar to the circulated example filled in for leisure

facilities. Other display items including visual items (e.g. maps, data charts etc. as appropriate) also to be produced.

A social evening is now to be held on 3<sup>rd</sup> Dec for all volunteers. H. Jones to co-ordinate refreshments on a bring & share basis. Working Groups also to bring along display items intended for the January community event to present so that everyone can help to produce improved versions.

The idea of Street Champions was also discussed with a view to recruiting that type of volunteer in addition. Street Champions would be expected to talk to their neighbours on occasion to encourage them to participate in surveys / community feedback events and to generally promote the Neighbourhood Plan. All current volunteers can carry out the role in their street but not all streets in the parish would be covered by them alone.

**D. Kay to check availability of Seacourt Hall on Saturdays in January to March 2016.**

**5) Working Groups review / Project Plan**

No major items to report.

**6) Dates of future Steering Group meetings**

The next meeting will be at 7.30pm on 3<sup>rd</sup> December for all volunteers as detailed above.

N.B. The Steering Group meeting planned for 29<sup>th</sup> October has now been cancelled.

**8) AOB**

No other business.