

Appleton with Eaton Neighbourhood Plan Steering Group Meeting

Minutes

When: 6th June 2016 @ 7:30pm
Venue: Appleton Village Hall: Committee Room

Present: Mr John Adams, Mrs Elen Andrews, Mrs Susan Blomerus (Secretary), Mrs Mary Carey, Mr Tim Davis, Mrs Felicity Dick (representing Mr Dick), Mrs Jane Dymock, Mrs Kerrie Gaughan, Mrs Liz Gilkes, Mr Daniel Little Mr James Mansfield (Chairman), Mr Roger Mitty, Dr Mark Richards, Mrs Claire Salmon, Mrs Anna Yalci

NP11 Apologies for absence: Mr Brian Carroll, Mr Richard Dick, Mrs Alison Trinder

NP12 Declarations of interest: None

NP13 Signing of minutes: The minutes of the 16th May 2016 meeting were amended then signed as a true record.

NP14 Matters arising from the previous meeting and not appearing elsewhere on the agenda:

1. Secretary: The parish clerk will take on the role as the secretary.
2. Mr Tony Sibthorp has resigned as a member of the Steering Group

NP15 Confirm who is on the Steering Group, who is on the sub groups and who is leading each sub-group:

Members of the Steering Group are:

Mr John Adams, Mrs Elen Andrew, Mrs Mary Carey, Mr Tim Davis, Mr Richard Dick, Mrs Jane Dymock, Mrs Kerrie Gaughan, Mrs Liz Gilkes, Mr Daniel Little, Mr James Mansfield, Mr Roger Mitty, Dr Mark Richards, Mrs Claire Salmon, Mrs Anna Yalci

Subgroups:

Events: Mark Richards will lead this group, Mrs Sara Withers, Marilyn Morris, Ruth Readshaw

Evidence: Elen Andrew will lead this group, Pippa Smart, Mark Blake, Mary Blake, Patience Tuckwell, Liz Gilkes, Jane Dymock

Survey: John Adams will lead this group, Mrs Felicity Dick, Richard Tyack, Paul Golding, Tim Davis, Mary Carey

Communications: Mrs Anna Yalci will lead this group, Nick Withers, Penny Moorley

NP16 Confirm best practice communication: A discussion took place regarding the best way to communicate with each other and with the community. It was decided to set up a Drop Box account to share files amongst committee members, a Neighbourhood Plan email address, a Gmail Group for the Steering Group and each sub group. A Facebook Page for the Neighbourhood Plan will be set up to keep the community informed. The village website will be kept updated.

Communication via email is for the Steering Group members and members were encouraged to not have open discussions via email. Members were informed of the Freedom of Information act as any communication can be accessed relating to the Neighbourhood Plan. The leader of each sub group will present a report of the progress that has been made at every Steering Group Meeting.

Minutes will be emailed to all Steering Group members and they can circulate them to subgroup members.

NP17 Confirm terms of Reference of Steering Group: Deferred to the next meeting. The clerk to request further advice from Fiona Mullins, Community First Oxfordshire.

NP18 Response from Fiona Mullins, Community First Oxfordshire, regarding questions raised at previous meetings: Mr Mansfield read the response from Fiona Mullins to the Steering Group members:

1. **Can Landowners be on a steering group?** - The Vale of White Horse District Council encourages broad representation on steering groups including from landowners and businesses.

The Terms of Reference (TOR) could reference the parish council code of conduct so that everyone is clear that any conflicts of interest will be declared. One NP TOR sets out how they manage this which I think is helpful: *"At the start of any meeting, formal or otherwise, any member of the group in that meeting, steering group, working group or sub group must declare any actual or potential conflict of interest that may be perceived as being relevant to any decisions or recommendations made at that meeting. This may include membership of an organisation, ownership of an interest in land which may directly or indirectly form part of the subject matter of the plan, one's employment status and any other matter likely to be relevant to the work undertaken by the Apple with Eaton Neighbourhood Plan Group. In the event that a matter of 'interest' should arise during the course of developing the Plan then the Member should bring it to the attention of the Steering Group, and any Working Group the Member participates in, as soon as is reasonably practical. Any of the matters of interest identified will not preclude a Member from participating in the development of the Neighbourhood Plan. It is simply a declaration of potentially competing interests, and to promote the objectivity of the persons involved. This also ensures transparency and honesty throughout the process."*

2. **Does a Neighbourhood Plan review have to go through the full process?** – Community First Oxfordshire think so, but there have not yet been any reviews so we don't know exactly how it will work. It would presumably be a lot simpler the second time around, ie you would review and update the evidence rather than starting from scratch, the examiner would easily see that the reviewed plan meets the basic conditions, but a referendum would require the same process paid for and organised by the district council

3. **Who can vote in the referendum?** - A person is entitled to vote if at the time of the referendum, they meet the eligibility criteria to vote in a local election for the area and if they live in the referendum area.

NP19 Next steps for Survey Group:

1. Confirm the range of issues from village input at open meetings with the steering group.
2. Design the survey with Community First Oxfordshire (CFO) help, for approval by steering group. Test the survey with 3 people not in subgroup.
3. Design a distribution and collection process (map of streets divided into manageable chunks, 10-20 homes for each delivery person, same people collect and also give respondents the option to leave at the shop)

APPLETON WITH EATON PARISH COUNCIL

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4. Recruit delivery people. CFO can advise on best practice (door to door, try to speak to someone, leave a note to say when you will collect)
5. Co-ordinate delivery (paper surveys, not online, deliver during defined time period e.g., one week). Note total number of surveys delivered.
6. Coordinate collection. Send survey forms to CFO for collation analysis and report.
7. Comply with Data Protection (CFO will send guidance) mainly this is not inadvertently releasing personal information.
8. Hold the original survey forms for 6 months then destroy.

NP20 Next steps for Evidence Group:

1. Consider the standard list of sustainability issues required by regulation. Add any others that could be needed to support what you want the NDP to achieve e.g. village character assessment, traffic monitoring, village history. Confirm this with steering group
2. Share out the issues among sub group members and get started gathering local evidence.
3. CFO will do first draft of a Sustainability Appraisal scoping report which demonstrates the type of information needed
4. Send local evidence for inclusion
5. The first draft will include a long table containing a policy context template with key messages for sustainability. Sub-group members will need to fill out the template with notes about the local situation and sustainability challenges for Appleton
6. Review complete Scoping Report draft, discuss and redraft the section on sustainability challenges with local knowledge, and derive sustainability objectives with advice from CFO.
7. Carry out SWOT analysis (might be best to do this in steering group- plus take to village meeting for input)
8. Present the report to steering group, village meeting etc. for endorsement and feedback
9. Finalise the report for statutory consultation
10. It is not essential but you can use desk top publishing skills to make it look really professional. Presentation is more important for the pre-submission Neighbourhood Plan documents. The steering group should decide on branding such as logo which should be consistent on all documents, publicity and website.
11. It is possible that a need for additional baseline evidence will also come up later in the process in response to comments or to support the NDP policies.

NP21 Next steps for Communication Group:

1. Review consultation strategy, see example from CFO, propose changes, confirm with steering group. Note a few aspects required most is optional but best practice
2. Decide what methods to use i.e. website. Facebook. Twitter. posters and leaflets etc.
3. Decide frequency (e.g. leaflets posters as needed, monthly newsletter, website blog for updates)
4. Propose branding, logo for consistent use in publicity and documents
5. Keep a log of publicity issued, JPEGs of leaflets etc. as we can use these to illustrate NP docs and they show evidence of engagement

NP22 Next steps for Events Group:

1. Practical arrangements for events, book venue, open the hall, set out chairs and tables, arrange refreshments, other things as needed e.g. display boards, name badges, flip chart, projector, health and safety
2. Set a rough plan of number of events and key milestones where events are needed, from steering group advised by CFO
3. Consider what activities at events and types of events will attract a wide range of people older, younger, commuters, parents, newcomers, and recommend to steering group. CFO can advise but you will know what works best for your village
4. Agree budget and how expenses will be paid for.
5. Put up posters to advertise events arrange for distribution of leaflets door to door when needed, liaise on practicalities with communications group who will create the event publicity material
6. Keep a log of events held, numbers attending, what it was for, and take photos of each event for use in NDP documents

NP23 Dates and frequency of future meetings: the next meeting of the Steering Group will be Monday, 4th July 2016. Venue to be announced.
Dates of future meetings were also agreed: 6th September, 3rd October, 8th November, 5th December 2016.

Meeting closed at 9:03pm