

Appleton with Eaton Neighbourhood Plan Steering Group Meeting

MINUTES

When: 4th July 2016 @ 7:30pm **Venue:** The Plough Restaurant

Present: Mr John Adams, Mrs Susan Blomerus (Secretary), Mrs Mary Carey, Mrs Jane Dymock, Mr Daniel Little, Mr James Mansfield (Chairman), Mrs Annwen Rowe, Mrs Claire Salmon, Mrs Anna Yalci

NP24 Apologies for absence: Elen Andrews, Mr Richard Dick (APCC Meeting), Kerrie Gaughan, Liz Gilkes, Roger Mitty (APCC Meeting), Dr Mark Richards, Gayle Wootton (VOWH DC)

NP25 Declarations of interest: None

NP26 Signing of minutes: The minutes of the 6th June 2016 meeting were signed as a true record.

NP27 Matters arising from the previous meeting and not appearing elsewhere on the agenda: None

NP28 Confirm Terms of Reference of Steering Group: The Terms of Reference were amended, agreed and signed by the chairman.

NP29 Report back from subgroups:

1. Evidence Group:

The Evidence group had a meeting in June and reviewed the responsibilities outlined in the minutes from the Steering Group meeting and discussed ideas. It was decided that the group can progress with the standard list of sustainability issues. The Sustainability Appraisal Scoping Report is required from Community First Oxfordshire. The secretary will forward this report to the Evidence Group.

2. Survey Group:

The Survey Group had a meeting in June and looked at various surveys from villages and agreed that there was much that could be recycled from these surveys. The group looked at the most likely factors which are age, transport, housing needs and facilities. It was suggested to trial the survey first and have an open morning after the survey has been delivered for residents to ask any questions or to seek clarification of any points.

The format of potential surveys was discussed. It was agreed that one survey per household will be delivered and residents can ask for more copies if needed. The youngest age range to complete the survey will be 14 years old. It was agreed that individuals will deliver and collect the survey and talk to residents to explain how relevant the survey is. Included in the survey will be an area to specify if the resident lives in Appleton or Eaton, as Eaton village needs will differ to Appleton. There will also be an area to indicate if residents would prefer future surveys to be available online.

3. Communication Group:

The Communication group went through the brief from Community First Oxfordshire at their meeting in June. The group decided to come up with a basic sentence/paragraph

explaining the neighbourhood plan. A logo was designed for the Neighbourhood Plan. The logo was unanimously agreed. Penny Moorley has a half page for every month in The Advertiser. Google Groups has been set up and a drop box account created. It was agreed that only the secretary will add documents to the Dropbox, the rest of the Steering Group will have read only access. A Facebook page has been set up to inform all residents on social media. It was agreed that if any group wants to ask Fiona Mullins, Community First Oxfordshire, a question to email the question to the secretary and the secretary will forward the email on to Fiona Mullins to keep a record of all correspondence. All minutes of subgroup meetings must be sent to the secretary one week before the Steering Group meeting so the minutes can be sent out with the agenda.

4. Events Group :

The Steering Group agreed that the Events Group can put up posters around the village, it was also agreed that the Events Group can organise the delivery of surveys. The group will need to divide the village into chunks of 25 houses. The Steering Group would like a table at the Appleton Village show to promote the Neighbourhood Plan. The Events Group will organise the table.

NP30 Project Plan:

1. Outlining an indicative project plan for the entire process of the Neighbourhood Plan:

Fiona Mullins has provided the Steering Group with an example of a project plan. Fiona suggested that the steering group decide what dates the group need to aim for and plan backwards from that. It was agreed that vice chairman, Claire Salmon, investigate what needs to happen and when, and how it needs to be done and report back to the steering group.

The secretary was asked to send Claire Salmon the example of the indicative project plan to draft a time line for the next Steering Group Meeting.

2. SEA Screening:

Before requesting a Sustainability Environmental Appraisal (SEA) screening the group will need to be able to state what Appleton and Eaton would like to achieve in the Neighbourhood Plan. The planning authority needs to assess whether there will be environmental impacts on the plan. If the group are going to allocate sites for development then an SEA will definitely be required.

3. Scoping Stage: Sustainability Appraisal Scoping report

The Scoping Stage and the SEA screening are linked together. The scoping stage is gathering evidence for Appleton and Eaton's key sustainability issues e.g. Traffic or development.

The secretary was asked to send the Appleton and Eaton Housing needs survey and Village Appraisal to the Survey Group so the group can formulate a short simple survey that can be distributed around the village. The purpose of the survey will be to find out what parishioners would like the Neighbourhood Plan to achieve. The survey will need to be ready for the next steering group meeting so it can be approved. Once approved, the Communications Group will organise leaflets and the Events Group can coordinate delivery. It was suggested at the bottom of the survey should be information on how to get involved in the Neighbourhood Plan process.

The secretary was asked to send the same information to the Evidence Group so the group can appraise the information and use this information to start the scoping process. The Evidence Group can look at what the village wanted over the last 20 years.

NP31 Date of next meeting: Tuesday, 6th September 2016 @ 7:30pm

Meeting closed at 9:18pm