

Appleton with Eaton Neighbourhood Plan Steering Group Meeting

Minutes

When: Tuesday, 6th September 2016 @ 7:30pm

Venue: The Plough Restaurant

Present: John Adams, Susan Blomerus (Secretary), Mary Carey, Tim Davis, Richard Dick, Jane Dymock, Kerrie Gaughan, Liz Gilkes, James Mansfield (Chairman), Penny Moorley, Mark Richards, Annwen Rowe, Claire Salmon

NP32 Apologies for absence: Elen Andrews, Daniel Little, Roger Mitty, Gayle Wootton (Vale of White Horse District Council, Planning Officer), Anna Yalci

NP33 Declarations of interest: Tim Davis declared an interest in agenda number NP38 as he owns the land is that is up for discussion.

NP34 Signing of minutes: The minutes of the 4th July 2016 meeting were signed as a true record.

NP35 *Matters arising from the previous meeting and not appearing elsewhere on the agenda*

NP30: Project Plan: Claire Salmon reported on her research of the Neighbourhood Plan. All information and useful links has been sent to Steering Group members via email. Claire Salmon mentioned that the Planning Aid Website is very useful and encouraged all Steering Group members to look through the information on the website. One of the key things that came up is that the Steering Group needs a project planner. Kerrie Gaughan volunteered to draw up a project plan for the Steering Group but did not wish to monitor the plan during the process. Annwen Rowe suggested doing a skills audit in the Steering Group, so the group can know if further skills need to be recruited.

Sustainability Appraisal vs Strategic Environmental Assessment. A copy of the Vale of White Horse District Councils screening assessment was sent to all steering group members via email. Kerrie Gaughan suggested looking at Oxford City Council's website at their planning policy area as it is very clear and informative.

Congratulations to Ruth Readshaw, Sara Withers and Marilyn Morris who designed the winning scarecrow.

A discussion took place regarding the work load of different groups. It was agreed that the Evidence Group needs more help as there is a lot of work to be done at this stage of the plan. Mr Davis volunteered to help the Evidence Group with certain aspects. Steering Group members were encouraged to recruit more people to join the Evidence Group.

Mrs Kerrie Gaughan said that she is a professional planner and is happy to answer any questions that the subgroups might have.

All Steering group members were informed that they can make direct contact with Fiona Mullins, Community First Oxfordshire, either by phone or by email.

NP36 *Gayle Wootton: Planning Policy Officer Vale of White Horse District Council (VOWH DC):*
Gayle Wootton could not attend the meeting due to unforeseen circumstances. Gayle Wootton is due to leave her position as planning officer, the secretary was asked to make contact with Gayle to enquire if the steering group will be assigned another representative from VOWH DC.

NP37 *Report back from subgroups:*

1. **Evidence Group:** The Evidence Group had a meeting in August. The group had a look at the Sustainability Appraisal (SA) document (template was uploaded to Dropbox) and members were allocated various evidence to find. Liz Gilkes rang Fiona Mullins, Community First Oxfordshire, for advice on completing the SA document. Fiona suggested looking at Long Wittenham's Sustainability Appraisal. The Evidence Group will be meeting with Fiona Mullins on Friday, 9th September and there will be another meeting on the 4th October.
2. **Survey Group:** The Survey Group has produced a scoping survey. The purpose of the survey is to find out what villagers would like the Neighbourhood Plan to achieve. The Steering Group has some answers from the first public meeting, but only a few villagers attended and the steering group would like all villagers to have the opportunity to respond. The scoping survey was distributed amongst members to look at during the meeting and minor changes were made. It was agreed that the survey was ready to be printed in colour and then distributed. It was suggested to ask Nick Withers to print the surveys and he will be reimbursed. The Events group were asked to find out prices of printing if Nick Withers can't print posters. The aim is to collate the information from the survey before the next steering group meeting in October.
3. **Communication Group:** The Communication Group did not meet during August as there was nothing to discuss. The Communication Group will publicise the scoping survey.
4. **Events Group:** Mark Richards mentioned that the Events Group designed the scarecrow that won the competition, which was a group effort. Mark Richards said that the Events Group has not received any posters or fliers therefore could not put the scarecrow up at the phone box and the group could not have a table at the Village Show as they did not have any material to hand out. Mark mentioned that he is keen to merge the Communication and Events Group to improve the communication between the groups. It was agreed that the Communication and Events group have a meeting and discuss merging the two groups and decide which 4 members will remain in the group and the other 3 group members can move to the Evidence Group.
The Events Group were hoping to have a presence at the Appleton Quest, Apple juicing, Harvest Supper, Church Bazaar and the School Fete.
The Events Group was tasked with assisting the Survey Group to distribute the scoping survey. Areas have been allocated to each member; and each member will then recruit helpers. Collectors can offer to return at a later time/date if villagers have not filled in the survey. It was agreed to put a copy of the survey outside the village shop to bring to villagers attention.

NP38 **Proposal from Tim Davis:** Mr Davis handed out a copy of his proposal for development to all steering group members and gave them a minute to read it.
The proposal suggested two schemes using the field to the North West of Appleton house. Both schemes foresee the field being divided into five equal parcels of approximately 0.5 acres each. One of the parcels would be gifted to the village so a village building could be constructed and communal gardens could be established. The village property could have both a primary focus e.g. village preschool and potential secondary functions. If a suitable scheme could be agreed, Tim and Lisa Davis would meet the cost of building the property with the

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hope that suitable village initiatives could be arranged to raise funds to fit out the building for the appropriate functions.

Tim and Lisa Davis offer the field to the preschool on a number occasions for preschool sports day as the children don't have anywhere to run. Presently the preschool is a pack away preschool which is not ideal.

The Steering Group agreed that it is too early stage in the project to consider this proposal. The Steering Group first needs to find out if it is an asset that the villagers want.

NP39 Grant application: The secretary to ask Fiona Mullins for advice. To be referred to the parish council.

NP40 Date of next meeting: Monday, 3rd October 2016 @ 7:30pm in the restaurant of The Plough

Meeting ended at 9:30pm